



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 27, 2021, 1:00 p.m.

This meeting will be conducted online (no in-person location). To join online, please go to <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=m48dd0cce07880a0192ad8f8e3ffed9c2>. To join the audio portion only, please call 408-418-9388, use code 126 043 7609. If prompted for a password, use Radio (72346 from touchpad).

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of October 28, 2020 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Amy Sizer INTD Recognition
 - ii. LaVae Robinson INCM Recognition
 - B. North Memorial Participation Plan Amendment – Mike Melby
 - C. Stearns County METAC E Permissions – Kristen Lahr
 - D. MAC MCC7500e Console Addition – Jeff Bjorklund
 - E. State Patrol ME TAC 11E and 12E Permissions – Tim Boyer
 - F. Standards Update – Fredrick
 - i. Appendix C – Talkgroup Permission Template
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers/Metro Owners Group Update – Ron Jansen
 - C. MnDOT ARMER System Update – John Anderson/Tim Lee/Dave Klema
 - D. SECB Committees
 - i. Steering – Jill Rohret/Fredrick
 - ii. LMR (OTC) – Nate Timm/Mike Mihelich
 - iii. WBBA (IDC) – Rod Olson/Thompson
 - iv. IOC & Workgroups
 - a. IOC - Thompson/Timm
 - b. STR Workgroup - Curt Meyer/Mark VandenBerghe
 - c. COMU Workgroup - Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Outside MN/Non-Public Safety Entities Access to METACs – Fredrick



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January 27, 2021, 1:00 p.m.

- C. Additional METAC E Channels – open discussion
- D. Update on Pandemic PSAP Response Groups – open discussion
- E. Cross-patching LTE to ARMER discussion – Olson
- F. Participation in Regional Strategic Planning – open discussion

8. Adjourn

Reminder: Next meeting scheduled for February 24, 2021

Metropolitan Emergency Services Board

Radio Technical Operations Committee

October 28, 2020

Draft Meeting Minutes

Meeting Held via WebEx

Derek Baas, Sherburne County
Jeff Bjorklund, Metro Airports Commission
Ron Jansen, Dakota County
Chad LeVasseur, Metro Transit
Curt Meyer, Hennepin County
Mike Mihelich, Ramsey County
Rod Olson, City of Minneapolis
Peter Sauter, Carver County

Nick Schatz, Scott County
Bob Shogren, Isanti County
Val Sprynczynatyk, Anoka County
Chuck Steier, U of Minnesota PD
Jake Thompson, Chisago County
Nate Timm, Washington County
Victoria Vadnais, Metro Region EMS
Mark VandenBerghe, MN St. Fire Chiefs-**absent**

Guests: Marcus Bruning, *ECN*; Cory DeMuth, *Anoka County*; Scott Haas, *Scott County (alternate)*; Heidi Hieserich, *Metro Airports Commission (alternate)*; Jeff Lessard, *U of M*; Chris Meier, *Motorola*; Clay Stenbeck, *Metro Mobility*.

MESB Staff: Tracey Fredrick, Jill Rohret, Martha Ziese

1. Call to Order

Bob Shogren, Radio TOC Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Rod Olson moved to approve the agenda for October 28, 2020 meeting. Jeff Bjorklund seconded. Motion carried.

Approval of Agenda roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

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No 0

Pass

3. Approval of Minutes

Victoria Vadnais moved to approve the minutes from September 23, 2020 meeting. Ron Jansen seconded. Motion carried.

Approval of Minutes roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

Action Items

4A. COMU Recognitions/Renewals

i. Andrew LaVenture COML/AECS Renewal

Motion made by Nate Timm to approve COML/AECS certification renewal for Andrew LaVenture. Jake Thompson seconded. Motion carried.

4A.i Andrew LaVenture COML/AECS Renewal approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	

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Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

B. Anoka County Participation Plan Amendment Update

Val Sprynczynatyk addressed the outstanding issues and questions from the September TOC meeting.

Thompson asked if the logger had a second AIS. This was correct. Thompson also asked if MnDOT reviewed this plan. John Anderson has reviewed and had no issues.

Olson asked if these were MCC7500e's or 7500's. Sprynczynatyk stated that they are 7500's.

Motion made by Jansen to approve the Anoka County Participation Plan Amendment Update. Nick Schatz seconded. Motion carried.

4B. Anoka County Participation Plan Amendment Update approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

C. Scott County Participation Plan Amendment

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Nick Schatz said there were a couple of additions to the Scott County Participation plan. The first change is the addition of 4 MCC7500e dispatch positions. The second change request is to increase the number of talkgroups by 20, to 129. An encryptor box will be purchased for each position.

Jansen motioned to approve the Scott County Participation Plan Amendment, Curt Meyer seconded. Motion carried.

4C. Scott County Participation Plan Amendment approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

D. Salvation Army Interoperability Participation Plan

Marcus Bruning said the Salvation Army is requesting interoperability plan participation status and access to regional and hailing and interoperability talkgroups.

Mike Mihelich requested his email be corrected in the request.

Timm asked if this would be a cache of radios that could be released out to other agencies during events. Bruning responded that the Salvation Army is not intending to use a cache radio system.

Jansen asked if METACs would be included in the request. Bruning noted this information was included in the packet request. Fredrick noted that it was listed in the request, and was being shown on the screen at the time.

Olson asked about statewide resources, like the disaster relief talkgroups, being included on the request. Bruning stated these are being requested to the state.

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Motion made by Jansen to approve the Salvation Army Interoperability Participation Plan. Meyer seconded. Motion carried.

4.D Salvation Army Interoperability Participation Plan approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

E. Allina Health EMS CCGW Addition

Victoria Vadnais said the River Falls Ambulance Service has been purchased by Allina Health Emergency Medical Services. AHEMS is requesting to add an 8 port conventional channel gateway to interface their VHF radio frequency into the MCC7500 consoles.

Timm asked if there was any way to migrate WISCOM to leverage ISSI link. Vadnais stated she was not aware of that connection, but were going to be using two talkgroups on the WI system via ROIP. Possibly connect with St. Croix County.

Thompson asked if MnDOT has approved the plan and if the summing total was considered with conventional resources. Vadnais said she has not yet has this considered.

Olson asked if the CCGW would reside at the VHF tower or the console site. Vadnais said they will be housed at the console site using ROIP.

Motion made by Jansen to approve the Allina Health EMS addition of 8 CCGWs based on MnDOT approval. Timm seconded. Motion carried.

4.E. Allina Health EMS CCGW Addition approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	

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LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

F. Election of 2021 TOC Chair and Vice-Chair

Fredrick asked if there were any volunteers for the 2021 election. Jake Thompson and Ron Jansen volunteered to sit as Chair and Vice-Chair for the Radio TOC for 2021.

Motion made by Mike Mihelich to elect Jake Thompson as 2021 Radio TOC Chair and Ron Jansen as 2021 Radio TOC Vice-Chair. Meyer seconded. Motion carried.

4.F Election of 2021 TOC Chair and Vice-Chair approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	Metro Region EMS	X	

Total Votes

Yes 15

No 0

Pass

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G. Representation to SECB Committees for 2021

Fredrick asked if the representative to LMR, WBB, Interop, STR and COMU workgroups would like to remain in those positions for 2021. Members present volunteered their continued committee representation for 2021.

Motion made by Victoria Vadnais to approve Representation to SECB Committees for 2021. Jansen seconded. Motion carried.

4.G. Representation to SECB Committees for 2021 approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

Total Votes

Yes 15

No 0

Pass

H. 2021 Meeting Dates

Motion made by Jansen to approve 2021 Meeting Dates. Jeff Bjorklund seconded. Motion carried.

4.H 2021 Meeting Dates Approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Schatz	Scott	X	
Shogren	Isanti	X	

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Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

Total Votes

Yes 15

No 0

Pass

5. Moves, Additions & Changes to the System

Jeff Bjorklund said the MAC PD date for moving to encryption is Wednesday, November 18, 2020.

6. Committee Reports

A. Metro Mobility System Usage Update

Chad LeVasseur said there is not much change in usage.

Nate Timm said he noticed there was some possible interference in the voice channels and a temporary movement in the dispatch centers.

LeVasseur said one of the locations was moved, and one of the consoles needs to be set up. The usage may look like it is going up, but it is temporary.

Timm said that there should be a plan change for the T1 transport, especially if there are changes to the firewall. LeVasseur stated he would confirm any changes, and if there needs to be a change brought to the group, he will bring them forward. There will be a follow-up included for the next meeting.

B. System Managers/Metro Owners Group Update

Jansen said that the MOG meetings have been canceled for the time being, as the SMG is now meeting monthly. The upgrade and IP connectivity need to be addressed, and the next upgrade will be scheduled during 2023. The SMG had a lengthy discussion about encryption. Chris Meier from Motorola will get the exact costs for the difference of models with and without encryption.

C. MnDOT ARMER System Update – no update

D. SECB Committees

i. Steering

Rohret said the Steering Committee met on October 14. The SECB bylaws and SECB committee bylaws were approved and were approved the SECB. The Steering Committee will now be working on Strategic Planning for 2021-2024.

ii. LMR

Nate Timm said the LMR met October 13. The Multiple-metro county 7500e project, Carver County plan amendment, approval of new radios to utilize on ARMER, CentraCare site profile expansion, Anoka County participation plan amendment, Rice Steele participation plan

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amendment, Goodhue County 7500e project, standards, and Carlton County plan amendment were approved. ARMER ethernet backhaul and the Northern Lights Task Force were discussed.

iii. WBBA

Rod Olson said Wireless and Broadband Applications Committee met October 20. Stakeholder Engagement meeting announced for October 26. The coverage tool RFP was moving forward to SECB. Also approved a letter of support to FirstNet for a tower being built in Marine on St. Croix for improved coverage.

iii. IOC and workgroups

a. IOC – no report

b. STR

Meyer reported that the workgroup met for the first time in several months, but he could only stay on the call for a short amount of time. The topics discussed were global permissions for cache radios for regional TG and maintenance on STR trailers.

c. COMU Workgroup

Timm reported that the workgroup met on October 20. There was a lengthy conversation about the position of the SWIC and administrative support at ECN and how those vacancies have affected the COMU workgroup. Also had a discussion on what information should be included in COMU position application packets.

iv. IPAWS

Scott Haas reported that the IPAWS Committee met on October 26. The draft script for best practices was reviewed, along with recent errors.

v. Finance/Grants Workgroup

Rohret said that the Finance Committee met October 8. There was an update from the Grants Workgroup chair on the revised Grants process. There was also an update from ECN on the amount of funds available to the SECB grant for this year, which will be \$596,000. MnDOT reported the ARMER backbone expenditures as well.

Fredrick said that the Grants Workgroup has also met. Main topic of discussion was spending for the SHSP grant and the new priority list for the SECB grant.

7. Other Business

A Home Zone Mapping update

Fredrick said that the group is now looking at a short-term solution being METAC use for outstate entities and moving away from changing home zone mapping.

B. METAC Permission update

Fredrick said that with the change on the METAC standard, the TOC no longer has to approve METAC 1-10 for public safety entities. However, the Radio Services Coordinator is to give an update at each meeting if new permissions have been granted. In the past month, permission has been granted to four new entities: St. Peter PD, NW Regional Cache, SC Regional Cache, and SE Regional Cache.

C. Verification and Record Keeping of Regional System Administrators

Thompson said that Standard 1.11.1 has been in place for system administrators, but there does not seem to be any recordkeeping for who is certified and at what level. There is a desire to have it kept by region.

Jansen agreed that this is desire, especially if back-up assistance is needed.

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Vadnais asked if this would be similar to COMU positions and recertification would be sponsored by the region. Thompson responded that it wouldn't necessarily have to be exactly like that, but more of a tracking that all system administrators have the necessary training needed and are up-to-date.

Timm asked what happens if someone is out of compliance, if there is any way to enforce. This is system-wide, not necessarily only a problem in the metro.

Thompson stated that there is more system ownership in the metro.

D. Participation in Regional Strategic Planning

Fredrick said that the SECB Steering Committee is kicking off Regional Strategic Planning. Meetings will be starting sometime in November; Metro is looking at participating after the new year (January, February, March). We are looking for a small group of participants, especially if you touch more than just radio. There will likely be three meetings, each roughly two hours in length. If there is interest, please let Tracey know that you would like to participate.

8. Adjournment – 2:38 p.m.

Requirements Summary for COMU Applications

January 27, 2021 Radio TOC

INCM Approval											
Name	Pub. saf. bckgrd (3 yrs in disp or recog. RADO for 1yr)	Awareness of pub. saf. comms. technology	ICS 100	ICS 144	ICS 200	ICS 700	ICS 800	Completion of DHS INCM course	Desired: ICS 300	Task Book Complete	Agency Authorization Form Complete
LaVae Robinson	x	x	x	x	x	x	x	x		x	x

INTD Approval											
Name	Pub. saf. bckgrd (3 yrs in disp or recog. RADO for 1yr)	Awareness of pub. saf. comms. technology	ICS 100	ICS 144	ICS 200	ICS 700	ICS 800	Completion of DHS INTD course	Desired: ICS 300	Task Book Complete	Agency Authorization Form Complete
Amy Sizer	X	X	X	X	X	X	X	X		X	X

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position (check only one unless changing status):

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Sizer, Amy L.

Certifying Agency Minneapolis 911

County Hennepin ECB/ESB Region Metro

Agency Address 315 4th Street South Minneapolis MN 55415

24/7 Telephone 612-348-2345 Business Telephone _____

Email Address amy.sizer@minneapolismn.gov

Signature Amy Sizer Date 11/2/2020

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

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

Name & Title Jennifer Geiselhart 911 Supervisor/COML

Agency Minneapolis Emergency Communications Center

Signature Jennifer Geiselhart Date 11/2/2020

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

Name & Title _____ Region _____

Signature _____ Date _____

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

SWIC Signature _____ Date _____



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Amy Sizer
Trainee's Email Address: amy.sizer@minneapolismn.gov
Home Agency: Minneapolis Emergency Communications
Home Agency Phone Number 612-348-7240

Task Book Initiated By:

Official's Name: Jennifer Geiselhart
Agency Official's Title: 911 Supervisor
Agency: Minneapolis Emergency Communications Center
Agency Phone Number: 612 348 2345
Agency Address: 350 S 5TH ST ROOM B911
Minneapolis, MN 55415
Date Initiated: 3/18/2019

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

Version 1.0
October
2015

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

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Jennifer Geiselhart Date 8/20/2020

Printed Name Jennifer Geiselhart

Title 911 Supervisor

Agency Minneapolis Emergency Communications Center

Phone Number 6123487240 Email jennifer.geiselhart@minneapolismn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature Sara Boucher Jackson Date 8/20/2020

Printed Name Sara Boucher-Jackson

Title 911 Training & Quality Assurance / COML / INTD

Agency Minneapolis Emergency Communications Center

Phone Number 612-673-5912 Email Sara.boucher-jackson@minneapolismn.gov

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions¹ as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The Trainee is responsible for:

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

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

² ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

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

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

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

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

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

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment.			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> • <i>Communications equipment</i> <ul style="list-style-type: none"> ○ <i>Portable radio</i> ○ <i>Cellphone</i> ○ <i>Batteries/chargers</i> • <i>First aid kit</i> • <i>Personal safety gear</i> • <i>ICS Forms cache</i> • <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i> • <i>Multi-purpose tool/Flashlight</i> • <i>Clock/Watch with countdown timer function</i> • <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i> • <i>Computer/Printer/Thumb drive</i> • <i>INTD PTB</i> 	○	<i>MS</i>	<i>9/20/20</i>
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> • <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i> • <i>Personal identification/credentials</i> • <i>Toiletries</i> • <i>Medicines (prescription and over-the-counter)</i> • <i>Cash and credit cards</i> • <i>Alarm clock</i> • <i>Food/Water</i> 	○	<i>MS</i>	<i>9/20/20</i>

Evaluate ALL numbered tasks. ONLY evaluate bullets with action verbs.

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Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response.			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> • Incident name • Incident/Mission/Tracking/Order # • Calling channel/phone number • Reporting time/Check-in location • Transportation arrangements/travel routing instructions • Contact procedures during travel • Specific equipment/supplies needed 	I	<i>SKS</i>	8/20/20

Behavior: Ensure check-in is recorded and accountability is activated.			
4. Arrive at incident and check in: <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits • Follow established policies and procedures for checking in, and provide the needed information and documentation: <ul style="list-style-type: none"> ○ Incident/Mission/Tracking/Order # ○ Unit Leader's name ○ Incident assignment, etc. ○ Identification/credentials 	I	<i>SKS</i>	8/20/20

Behavior: Gather and apply situational information relevant to the assignment.			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> • Situation Summary • Safety Briefing • Current and Planned Goal/Objectives • Current and Planned Actions, Strategies and Tactics • Current Organization (ICS 207 – Incident Organization Chart) • Current/ Planned communications plan <ul style="list-style-type: none"> ○ Communications Nets, e.g., Command, Tactical, Logistics, etc. ○ Map Sketch of communication system • Current /Planned Resource Summary 	I	<i>SKS</i>	8/20/20

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC).			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> • Facility/vehicle in which to situate the ICC • Appropriate location of ICC • ICC equipment activation and testing <ul style="list-style-type: none"> ○ Radio ○ Data ○ Telephone ○ Video ○ Ancillary equipment • ICC documentation organization • Notification of ICC activation 	I	<i>AK</i> 8/20/20	8/20/20
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> • Develop or initiate an inventory control system for INTD supplies and equipment • Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor. • Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items. 	I	<i>AK</i>	8/20/20
8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> • Keep ICC entry/access points secured/locked in accordance with established policies • Notify INCM/supervisor of any security concerns 	I	<i>AK</i>	8/20/20
9. Demonstrate safety awareness: <ul style="list-style-type: none"> • Location of First Aid kit supplies and equipment • ICS 206 – Medical Plan • Potential safety issues or hazards 	I	<i>AK</i>	8/20/20

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships.			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> • <i>Be respectful and courteous</i> • <i>Respect public and private property</i> • <i>Establish and maintain positive interpersonal and interagency working relationships.</i> • <i>Encourage and promote team environment</i> • <i>Follow established procedures to report and document any inappropriate personnel actions</i> • <i>Report any situations of concern to INCM/supervisor</i> 	O	<i>JW</i>	<i>8/20/20</i>

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • <i>Speak clearly and use concise language</i> • <i>Speak at a pace sufficient for recipients to copy information when applicable</i> • <i>Maintain appropriate level of radio discipline when operating on assigned nets</i> • <i>Use proper microphone/headset techniques</i> • <i>Record information in an easily understood manner</i> 	I	<i>JW</i>	<i>8/20/20</i>

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> • <i>Dispatch incident personnel based upon needs of the incident and at the direction of incident management</i> • <i>Monitor and prioritize traffic simultaneously over all networks:</i> <ul style="list-style-type: none"> ○ <i>Repeated voice Nets</i> ○ <i>Simplex voice Nets</i> ○ <i>Data networks</i> • <i>Receive/relay/log information/ messages/ instructions to and from incident personnel</i> <ul style="list-style-type: none"> ○ <i>Supply orders (e.g., Operations, Logistics, etc.)</i> ○ <i>Message traffic routing</i> ○ <i>Weather reports</i> ○ <i>Resource status changes</i> ○ <i>Loss of communication assets</i> ○ <i>Safety updates</i> ○ <i>Situation reports</i> • <i>Conduct radio checks at specified intervals for personnel safety and accountability</i> • <i>Acknowledge all requests received in person or via phone, radio, and data networks.</i> 	I	<i>JWS</i>	<i>8/20/20</i>

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> • <i>Recognize and react decisively to urgent situations if encountered:</i> • <i>Request assistance from other ICC personnel if needed</i> • <i>Restrict or move unrelated radio traffic</i> • <i>Use appropriate notification procedures for emergency situations</i> <ul style="list-style-type: none"> ○ <i>Requests for emergency/urgent assistance or additional resources/support</i> ○ <i>Activations of radio emergency call buttons</i> ○ <i>Medical transport/ Medevac request</i> ○ <i>Aircraft emergency</i> ○ <i>Evacuation</i> ○ <i>Search and Rescue</i> ○ <i>Serious injury/Fatality</i> • <i>Notify INCM/supervisor of emergency situations</i> 	I	<i>JNY</i>	<i>8/20/20</i>

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations.			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • <i>Radio equipment</i> • <i>Data equipment</i> • <i>Telephone equipment</i> • <i>Video equipment</i> • <i>Ancillary equipment</i> 	I	<i>AKL</i>	<i>8/20/20</i>
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> • <i>Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes)</i> • <i>Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</i> • <i>Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</i> • <i>Audio Gateways</i> 	I	<i>Jey</i>	<i>8/20/20</i>
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • <i>Locate key incident venues, personnel, and deployed resources.</i> • <i>Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations.</i> • <i>Demonstrate the triangulation process on a map to identify the nearest quarter section at the intersect point and the correct Section, Township, and Range in each case.</i> 	I	<i>Jey</i>	<i>8/20/20</i>

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Incident Tactical Dispatch Operations. (continued)			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS) 	I	<i>AKB</i>	<i>8/20/20</i>
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> • Memoranda of Understanding (MOUs) • Tactical Interoperable Communications Plan (TICP) • Tactical Interoperable Communications Field Operations Guide (TIC-FOG) • Mobile Communications Unit Standard Operating Procedures (SOPs) • Tactical Dispatch SOPs • Jurisdictional requirements • Equipment accountability procedures 	I	<i>AKB</i>	<i>8/20/20</i>
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) 	I	<i>AKB</i>	<i>8/20/20</i>

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations. (continued)			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications <ul style="list-style-type: none"> ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc 	I	<i>ASL</i>	8/20/20
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> • Emergency Management • Emergency Medical Services • Fire • Law Enforcement • Forestry 	I	<i>ASL</i>	8/20/20

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics 	I	<i>HL</i>	8/20/20
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC. <ul style="list-style-type: none"> • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • ICS 210 – Resource Status Change • ICS 213 – General Message • ICS 213 – RR Resource Request Message • ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status (T-)Card 	I	<i>HL</i>	8/20/20
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> • ICS 201 – Incident Briefing • ICS 203 – Organization Assignment List • ICS 204 – Assignment List • ICS 206 – Medical Plan • ICS 207 – Incident Organization Chart • ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary • ICS 211 – Incident Check-in List • ICS 221 – Demobilization Check-Out • ICS 225 – Incident Personnel Performance Rating 	I	<i>HL</i>	8/20/20

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"> • <i>Form 217A – Communications Resource Availability Worksheet</i> • <i>Form 309 – Communication Log</i> 	I	<i>SH</i> <i>(attached)</i>	<i>9/20/20</i>

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> • Document and coordinate demobilization actions • Brief relief personnel • Coordinate with incident/planned event personnel as necessary 	I	<i>ASL</i>	8/20/20

Behavior: Complete demobilization procedures and restore response-readiness.			
26. Demobilize from assignment: <ul style="list-style-type: none"> • Check in equipment and submit required documentation • Address safety and notification considerations for return to home agency 	I	<i>ASL</i>	8/20/20
27. Complete Demobilization Documentation <ul style="list-style-type: none"> • If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate • Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor • Provide input for After-Action Report (AAR) • Submit final documentation to INCM/supervisor 	I	<i>ASL</i>	8/20/20
28. Prepare for next operational period/incident <ul style="list-style-type: none"> • Inventory and restock ICC supplies • Inventory and restock INTD response kit and personal sustainment kit • Attend applicable post-incident debriefings <ul style="list-style-type: none"> ○ Hotwash ○ Post-Incident/Event After Action Debriefings ○ Critical Incident Stress Management/ Debriefing (CISM/CISD) 	I	<i>ASL</i>	8/20/20

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Amy Sizer

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <i>J. Geiselhart</i>	Evaluator's Title: <i>911 Supervisor/COMM</i>	Evaluator's Agency: <i>Minneapolis Emergency Comms.</i>	
Evaluator's agency address: <i>350 S 5TH ST Room 811</i>				
Evaluator's e-mail: <i>jennifer.geiselhart@minneapolismn.gov</i>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<i>2019 NCAA Final Four Minneapolis, MN Metro</i>	<i>planned</i>	<i>Incident Special Operations Center</i>	<i>4/3/2019-4/19/2019</i>	<i>1</i>
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p>				
<p>Date: <i>8/20/2020</i> Evaluator's initials: <i>JVG</i></p> <p>Evaluator's relevant agency certification or rating: <i>Supervisor/COMM of event.</i></p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2:	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:
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Evaluator's agency address:

Evaluator's e-mail:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

- The individual has successfully performed all tasks for the position and should be considered for certification.
- The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

Date: _____ Evaluator's initials: _____

Evaluator's relevant agency certification or rating: _____

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that


AMY SIZER

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 29th Day of September, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that

AMY SIZER


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 29th Day of September, 2017



0.3 IACET CEU



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
AMY SIZER
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 29th Day of September, 2017



0.3 IACET CEU



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that
AMY SIZER
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b
National Response Framework, An Introduction

Issued this 2nd Day of October, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

AMY SIZER

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

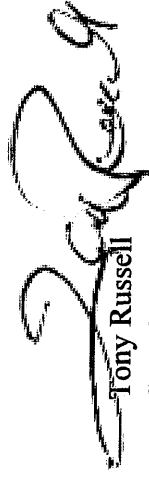
IS-00144

**Telecommunicators Emergency Response Taskforce
(TERT) Basic Course**

Issued this 28th Day of September, 2017



0.3 IACET CEU


Tony Russell

Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Amy Sizer

Completed the All-Hazards Incident Tactical Dispatcher (INTD)
Course during 31 October – 3 November 2017 at the
Office of Emergency Management in Fridley, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt

Director,

Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security

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

Evaluation # 1A?? (wife over)	Name of Evaluator: Jenn Grisehart	Title: All Supervisor/Comm	Agency: MPLS Emergency Comms.
Evaluator's Address 350 S 5TH ST ROOM B111 MINNEAPOLIS MN 55415			
Name & Location of Incident - Agency and Area US BANK STADIUM 401 Chicago AV Minneapolis, MN	Kind of Incident Large Scale Sports Event	Number and Type of Communication Resources 500	Duration of Incident 4/3-4/9/2019
Name of Trainee <u>Amy Sizer</u>			Management Level or Complexity Level Type 1
<input checked="" type="checkbox"/> The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. <input type="checkbox"/> I recommend the following for further development of this trainee. <input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.			
Recommendations: _____			
Date: <u>8/20/2020</u> Evaluator's initials: <u>JG</u>			
Evaluator's relevant agency certification rating: <u>COMM</u>			

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

Agency Certification

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

Certifying Official's Signature Sara Boucher Jackson Date 8/20/2020

Printed Name Sara Boucher-Jackson Agency MECC

Title All Training Quality Assurance Phone Number 402-673-5912

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

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

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

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

Final Evaluator's Verification

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

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

Final Evaluators Signature Jennifer Gischhart Date 8/20/2020

Printed Name Jennifer Josphine Gischhart Agency Minneapolis Emergency Communications

Highest NIMS Qualification COM4

Phone Number 612-348-7240 email address jennifer.gischhart@minneapolismn.gov

Compiled training information:

Number and Type of Resources: 500
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 4/0/2019
Enter the inclusive dated during which the trainee was evaluated.

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

Date: 8/20/2020
List the date the record is being completed.

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

To be attached to completed INTD Task Book

Radio Frequency Assignment Sheet ICS 217							Incident Name: 2019 Final Four		Date Prepared: 04/02/2019	
Operational Period: 4/3/2019-4/9/2019							Prepared by: Sara Boucher-Jackson		FOR OFFICIAL USE ONLY (FOUO)	
Date	Wednesday 4/03/2019	Thursday 4/4/2019	Friday 04/05/2019	Saturday 04/06/2019	Sunday 04/07/2019	Monday 04/08/2019	Tuesday 04/09/2019	Branch / Group	Additional Talk-Group / Channel Info	STATUS BOARD RESERVED
Talk Group										
BCA TAC7	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Investigations	Human Trafficking B14 on MPD Encrypted Radios	N/A
HC Common		0900 to 0000	1100 to 1900	1000 to 1900	1100 to 1800	1100 to 0000		Fan Fest	Fan Fest: MPD, Minnetonka, Crystal, Edina, Plymouth, Maple Grove	X
LTAC 1									Statewide LE Only	
LTAC 2									Statewide LE only	
LTAC 3									Statewide LE only	
LTAC 4	0600 - 2359	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Tip Off Tailgate	Statewide LE only	X
LTAC5E LETAC 1	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Special Operations	Statewide Encrypted LE only SWAT: MPD, St. Paul, Eden Prairie, Bloomington	X
LTAC6E LETAC 2	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Special Operations	Statewide Encrypted LE only / All Hazards/HIT/BOMB: MPD, St. Paul, FBI	X
LTAC7E									Statewide Encrypted LE only, not in MPD portables	
METAC 1 PTAC 1										
METAC 2 PTAC 2		24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Stadium Interior	Interior Operations: MPD; Anoka, Crystal, Edina, Plymouth, St. Paul, Golden Valley, New Hope-Maple Grove, Ramsey County, St. Cloud, Washington Co, Blaine	X
METAC 3 PTAC 3		24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Stadium Exterior	Perimeter Operations: MPD; Anoka, Crystal, Edina, Plymouth, St. Paul, Golden Valley, New Hope, Maple Grove, Ramsey County, St. Cloud, Washington Co, Blaine	X
METAC 4 PTAC 4			MSP TZD	MSP TZD	0600 to 1300			Outside Event	Goldy's Run POC: Sgt. Klukow	X
METAC 5 ATAC 1	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Civil Disturbance Group	MPD, CDT & BRRT	X
METAC 6 ATAC 2									Not in all MPD Portables	
METAC 7 ATAC 3									Not in all MPD Portables	
METAC 8 ATAC 4	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Downtown Operations	Not in all MPD Portables Patched with MPPD 3 for Interoperability	
METAC 9									Not in MPD Portables	
METAC 10									Not in MPD Portables	
METAC 11E									Encrypted, Not on MPD portables	
METAC 12E									Encrypted, Not on MPD portables	
METEM									Emergency Management County/City/State EOC to EOC	
METPH1									Public Health Medical	N/A
MP-Common									MPLS All Users	
MP-Common2									Not in MPD Portables	
MP - ECCOM									MPD Encrypted	N/A
MPFD 1								MFD	MFD Daily Operations	N/A
MPFD 3								MFD	MFD Daily Tactical Operations (non SB)	N/A
MPFD 6	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Tip Off Tailgate	MFD Tactical Operations Tip Off Tailgate	N/A
MPFD 8								MFD Expansion	MFD Tactical Operations	
MPLG 5									Minneapolis Local Government/Public Works	N/A
MPLG 7								Transportation	Public Works: Traffic Management	N/A
MPLS 911								ALL	Hailing channel to Minneapolis Dispatch	N/A
MPOEM								Emergency Management	MACC to Minneapolis EOC	N/A
MPPD 1								MPD Operations	Modified 3 Channel Dispatch PCT 3 & 5	N/A
MPPD 2								MPD Operations	Modified 3 Channel Dispatch PCT 2 & 4	N/A
MPPD 3								Downtown Operations	Routine Minneapolis PCT 1 Traffic with Final Four Beats, Off-Duty, Team Hotels, MACC Security Patched with METAC 8 for Interoperability	N/A


Radio Frequency Assignment Sheet ICS 217								Incident Name: 2019 Final Four		Date Prepared: 04/02/2019	
Operational Period: 4/3/2019-4/9/2019								Prepared by: Sara Boucher-Jackson		FOR OFFICIAL USE ONLY (FOUO)	
Date	Wednesday 4/03/2019	Thursday 4/04/2019	Friday 04/05/2019	Saturday 04/06/2019	Sunday 04/07/2019	Monday 04/08/2019	Tuesday 04/09/2019	Branch/ Group	Additional Talk Group / Channel Info	STATUS BOARD RESERVED	
Talk Group											
MPPD 4								MPD Expansion		N/A	
MPPD 5								MPD	MPD Routine Talk Around	N/A	
MPPD 6		1600 to 2300	1600 to 2300	1600 to 2300	1600 to 2300	1600 to 2300	1600 to 2300	Transportation	Traffic Control Operations & Escorts/ MPLS TCA & HCSO	N/A	
MPPD 7								MPD Operations	Minneapolis PD Information Channel	N/A	
MPPD 8											
MPPD 9											
MPPD 10	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	COMU	PSAP to INTD Talk Around		
MPPD 11	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Logistics	Talkaround	X	
MP - SECCOM		24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Investigations	Fit: MPD/St. Paul/ FBI	N/A	
Radiolink								Investigations	DSEG/ DID - Downtown MPD Assigned Portables C1	N/A	
S-COML									Statewide COML talk group	N/A	
SIU1E									Statewide Encrypted LE Specialty Investigation Units only		
SIU2E									Statewide Encrypted LE Specialty Investigation Units only		
HC DWNT TG								EMS	Internal Hennepin EMS Daily Operations		
HC BUS TG								EMS	Internal Hennepin EMS Daily Business Operations		
HC CHIEF TG								EMS	Internal Hennepin EMS Command Staff		
EMS COORD								EMS	External EMS MNAST (MN Ambulance Strike Team)		
HC TAC 3								EMS	Hennepin EMS Convention Center Operations for Fan Fest Events 4/7/2019		
MPFD 6								EMS / Fire	Tip Off Tailgate HEMS Dispatcher @ IMCC command post		
HC EVT TG								EMS	Internal Hennepin EMS US Bank Stadium		
UHF MED 8								EMS	Internal Hennepin EMS US Bank Stadium UHF		
WMRCC								EMS	WEST MRCC METRO EMS TRANSPORT		
SMRCC								EMS	OUTSTATE MRCC OUTSTATE EMS TRANSPORT		
STAC 1									Statewide All Users		
STAC 2									Statewide All Users		
STAC 3									Statewide All Users		
STAC 4	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	Unified Command	Unified Command Statewide All Users		
STAC 5									Statewide, all agency, Not in MPD portables		
STAC 6									Statewide, all agency, Not in MPD portables		
STAC 7									Statewide, all agency, Not in MPD portables		
STAC 8									Statewide, all agency, Not in MPD portables		
STAC 9									Statewide, all agency, Not in MPD portables		
STAC 10									Statewide, all agency, Not in MPD portables		
STAC 11									Statewide, all agency, Not in MPD portables		
STAC 12								HSEM	Statewide Flooding Detail. POC: Brad Winger Not on MPD portables		
STAC 13E									Statewide, all agency, Encrypted, Not in MPD portables		
STAC 14E									Statewide, all agency, Encrypted, Not in MPD portables		

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		Final Four Fan Fest		4/1/2019 10:00		4/3/2019 06:00-4/9/2019 17:00	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Fan Fest Command	Cellular					MPD Lt. B.Sand
3	Operations	HC-Common	Law	ARMER 800 MHz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
4	Operations	LTAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate C5 MPD Portables
5	Operations	MPPD 3	Law	ARMER 800 MHz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty Premise Details, Team Hotels
6	Operations	METAC 8	Law	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
7	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
8	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
9	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the Convention Center
10	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
11									
12									

SPECIAL INSTRUCTIONS

FOUO. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel. HEMS/MFD not on site will respond as requested.

	COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION Minneapolis Convention Center 1301 2 Av S Minneapolis, MN 55403
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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)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		Stadium Operations		4/1/2019 10:00		4/4/2019-4/6/2019 4/8/2019 14:00-00:00	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command Stadium Interior Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Stadium Perimeter Command	Cellular					Interior: MPD Cmdr C. Adams
3	Command	[REDACTED]	Stadium Perimeter Command	Cellular					Perimeter: MPD Sgt. Hagel
4	Operations	METAC-2 (PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior Operations C11 on MPD Portables
5	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter Operations C12 on MPD Portables
6	Operations	MPPD 3	Law	ARMER 800 MHz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
7	Operations	METAC 8	Law	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS US Bank Stadium
9	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS USBank Stadium UHF
10	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
11	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
12	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the SOC
13	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
14									

SPECIAL INSTRUCTIONS

FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.

		COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov		INCIDENT/EVENT LOCATION US Bank Stadium 401 Chicago Av Minneapolis, MN 55415	
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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)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
FINAL FOUR 2019		March Madness Music Series		4/1/2019 10:00		4/5/2019-4/7/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Armory Command	Cellular					MPD Lt. J. Mercil
3	Operations	Armory Security Talkgroup	Law					D	Internal Armory Communications Portable Radios provided by Premise Security
4	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
5	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels
6	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
7	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
8	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
9									
10									
11									
12									

SPECIAL INSTRUCTIONS

FOUO Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel. Internal Armory communications conducted on private channel, any requests for precinct support should switch to the MPPD 3/METAC 8 (as applicable).

	COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION	
		Armory 500 S 6 St Minneapolis, MN 55415	


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. (MESS Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		Tip Off Tailgate		4/1/2019 10:00		4/3/2019-4/8/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Tip Off Tailgate Command	Cellular					MPD Cmdr T. Glampe Tip Off Tailgate
3	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	C5 MPD Portables Final Four Fan Fest
4	Operations	HC-Common	Law	ARMER 800 Mhz		ARMER 800 MHz		D	A14 MPD Portables
5	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
6	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels Patched with MPPD 3 for interoperability
7	Operations	MPFD 6	EMS / Fire	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate HEMS Dispatcher @ MCC command post
8	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
9	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
10	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the Convention Center
11	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
12									

SPECIAL INSTRUCTIONS

FOUO Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.


	COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION Nicollet Mall/6 St S-12 St S Minneapolis, MN 55402
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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)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		NCAA Team Hotels		4/1/2019 10:00		4/3/2019-4/9/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command Team Hotel	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	██████████	Command	Cellular					MPD Lt. B. Anderson
3	Operations	MPPD 3	Law	ARMER 800 MHz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty Premise Details, Team Hotels
4	Operations	METAC 8	Law	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for interoperability
5	Operations	HC-Common	Law	ARMER 800 MHz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
6	Operations	LTAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate
7	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
8	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
9	Support	██████████	Communications	Landline					Event INTD Stationed at the MACC
10									
11									
12									

SPECIAL INSTRUCTIONS
FOUO. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.

		COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolisismn.gov		INCIDENT/EVENT LOCATION Hyatt Regency, 1300 Nicollet Mall Marquette Hotel, 710 Marquette Av Radisson Blu, 35 S 7 St Marriot, 30 S 7 St Minneapolis, 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)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		Special Weapons and Tactics (SWAT), Hazard Intervention Teams (HIT), Civil Disturbance Group (CDG)		4/1/2019 10:00		4/3/2019-4/9/2019 starting at 07:00 on 4/3/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	SWAT Command	Cellular					MPD Sgt K. Angerhofer
3	Command	[REDACTED]	HIT Command	Cellular					MPD Sgt. T. Subject
4	Command	[REDACTED]	CDG Command	Cellular					MPD Sgt M. Severance
5	Tactical	LTAC 5E (LE TAC 1)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	SWAT Encrypted Talkgroup All Venues
6	Tactical	LTAC 6E (LE TAC 2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	HIT Encrypted Talkgroup All Venues
7	Tactical	ME TAC 5 (ATAC 1)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	CDG A12 on MPD Portables
8	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
9	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels Patched with MPPD 3 for Interoperability
10	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate
11	Operations	HC-Common METAC-2	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
12	Operations	(PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
13	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
14	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/JNTD CP talk around
15	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
16	Support	[REDACTED]	Communications	Landline		ARMER 800 MHz			Event INTD Stationed at the MACC

SPECIAL INSTRUCTIONS

FOUO MPD Portables will voice announce using old naming standard as indicated in parenthesis e.g. (ATAC 1). Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.

	COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION All Venues Minneapolis, MN 55415
	<p>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. (MESS Version 1.0. 11/2015)</p>	

**MINNESOTA METRO REGION ICS205
EVENT COMMUNICATIONS PLAN
FINAL FOUR 2019**

INCIDENT/EVENT NAME
Downtown Operations


DATE/TIME PREPARED
4/1/2019 10:00

OPERATIONAL PERIOD DATE/TIME
4/3/2019-4/9/2019

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command Downtown Operations Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]		Cellular					MPD Lt. B Peterson
3	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
4	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels
5	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Patched with MPPD 3 for interoperability
6	Operations	HC-Common METAC-2	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate
7	Operations	(PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
8	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
9	Support	MPPD 10	Communications	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
10	Support	MPLS 911	All ARMER users	ARMER 800 Mhz		ARMER 800 MHz		D	PSAP/INTD CP talk around
11	Support	[REDACTED]	Communications	Landline					Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
12	Support	[REDACTED]	Communications	Landline					MPPD 3 Dispatcher Stationed at MECC
13									Event INTD Stationed at the MACC
14									

SPECIAL INSTRUCTIONS

FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.



COM1: Jenn Geiselhart
PHONE: 612-396-6849 (cell)
EMAIL: jennifer.geiselhart@minneapolisismn.gov


INCIDENT/EVENT LOCATION
Downtown Minneapolis
Minneapolis, MN 55415

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		Investigations, Human Trafficking, Counterfeit, Field Intelligence Teams (FIT)		4/1/2019 10:00		4/3/2019-4/8/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Investigations Command	Cellular					MPD Sgt J. Waite
3	Command	[REDACTED]	Law	Landline					Human Trafficking Command Post
4	Command	[REDACTED]	Human Trafficking Command	Cellular					BCA Bobbi Jo Pazdernik
5	Command	[REDACTED]	Counterfeit Command	Cellular					MPD Cmdr K. Lund
6	Command	[REDACTED]	FIT Command	Cellular					MPD Sgt D. Klund
7	Tactical	BCA TAC7	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Human Trafficking B14 MPD Encrypted Portables
8	Tactical	MP-SECCOM-1	Law	ARMER 800 Mhz		ARMER 800 MHz		D	FIT Encrypted Talkgroup B7 on MPD SWAT/GANG/CRT Portables
9	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
10	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels Patched with MPPD 3 for Interoperability
11	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate
12	Operations	HC-Common METAC-2	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
13	Operations	(PTAC-2) METAC-3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
14	Operations	(PTAC-3) MPPD 10	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
15	Support	MPLS 911	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
16	Support	[REDACTED]	All ARMER users Communications	ARMER 800 MHz		ARMER 800 MHz		D	Event INTD Stationed at the MACC

SPECIAL INSTRUCTIONS
FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.


	COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolisismn.gov	INCIDENT/EVENT LOCATION All Venues Minneapolis, MN 55415

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME Transportation		DATE/TIME PREPARED 3/27/2019 14:20		OPERATIONAL PERIOD DATE/TIME 4/3/2019-4/9/2019	
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Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	Escort Command	Cellular					Escorts HCSO Lt M. Jerde
3	Support	[REDACTED]	Traffic Control	Cellular					Traffic Control Mpls Clara Schmidt Gonzalez
4	Support	[REDACTED]	Public Works Law	Cellular					Public Works Mike Colestock
5	Operations	MPPD 6	Traffic Control	ARMER 800 Mhz		ARMER 800 MHz		D	Escorts and Traffic Control
6	Operations	MPLG 7	Public Works	ARMER 800 Mhz		ARMER 800 MHz		D	Public Works & Traffic Management
7	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
8	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
9									
10									
11									
12									

SPECIAL INSTRUCTIONS

		COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov		INCIDENT/EVENT LOCATION All Venues Minneapolis, MN 55415	
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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. (MIESB Version 1.0, 11/2015)

ICS205 INCIDENT COMMUNICATIONS PLAN		Incident Name: Metro Transit - NCAA Final Four at USBS				Date/Time Prepared 3/25/2019/15:00	Operational Period Date/Time 4/2/2019 to 4/9/2019		
#	Function	Dispatch Console Talkgroup/Channel Name or Phone #	Portable/Mobile Talkgroup/Channel Name or Fax #	Assignment	RX Freq N or W	TX Freq N or W	Mode A, D or M	Remarks	
1	LAW	MC POLICE TAC1		Transit Police Final Four Details (as Needed)	800 MHz ARMER SYSTEM		D	MTP A5	
2	LAW	MC POLICE WEST		MTP West Command Operations	800 MHz ARMER SYSTEM		D	MTP A1	
3	LAW	MC POLICE EAST		MTP East Command Operations	800 MHz ARMER SYSTEM		D	MTP A2	
4	LAW	MC POLICE DATA		MTP Data Channel	800 MHz ARMER SYSTEM		D	MTP A3	
5	LAW	MC POLICE C-C		MTP Car to Car Talk Around	800 MHz ARMER SYSTEM		D	MTP A4	
6	TRANSIT BUS OPERATIONS	MC STRT OPS		MT Bus Operations Dispatch/Field Ops Channel	800 MHz ARMER SYSTEM		D	MTP H11, MCBUS A1	
7	TRANSIT BUS OPERATIONS	MC STRT C-C		MT Bus Field Ops Talk Around	800 MHz ARMER SYSTEM		D	MTP H12	
8	TRANSIT BUS OPERATIONS	MC STRT TAC1		MT Bus Bridge Operation/Details	800 MHz ARMER SYSTEM		D	MTP H16	
10	LRT Station Ambassadors	MC NEW GAR1		MT LRT Station Ambassadors	800 MHz ARMER SYSTEM		D		
12	TRANSIT LRT OPERATIONS	MCLRT BLUE		All Blue Line Routine Traffic	800 MHz ARMER SYSTEM		D	MTP H6, LRT Ch.3	
13	TRANSIT LRT OPERATIONS	MCLRT GREEN		All Green Line Routine Traffic	800 MHz ARMER SYSTEM		D	MTP H7, LRT Ch.5	
14	TRANSIT LRT OPERATIONS	MCLRT DTM		All Routine Downtown Mpls Traffic	801 MHz ARMER SYSTEM		D	MTP H8, LRT Ch.4	
15	TRANSIT LRT OPERATIONS	MCLRT SUPV		All LRT Supervisor to Supervisor	802 MHz ARMER SYSTEM		D	LRT Ch.13	
18	TRANSIT LRT OPERATIONS	MCLRT BLUE YARD		Blue Line Dispatch from Yard onto Main Line	805 MHz ARMER SYSTEM		D	LRT Ch.1	
19	TRANSIT LRT OPERATIONS	MCLRT GREEN YARD		Green Line Yard Moves	806 MHz ARMER SYSTEM		D	LRT Ch.7	
20	TRANSIT LRT OPERATIONS	MCLRT OPS		MACC, JOC, Platform personnel talkaround and RCC.	807 MHz ARMER SYSTEM		D	LRT Ch.8	
21	TRANSIT LRT OPERATIONS	MCLRT SYSTEMS 1		LRT Systems Truck to Truck	808 MHz ARMER SYSTEM		D	LRT Ch.11	
22									
23									
Prepared By Chad Loeffler, Transit Control Center Dominick Pellegrin, Rail Control Center Approved by				Incident Location: Counties: Hennepin - Minneapolis, Airport, Bloomington, Saint Paul					

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
		EMS & Fire Fan Fest, US Bank Operations, Tip Off Tailgate		4/1/2019 10:00		4/3/2019-4/9/2019	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Tactical	HC DWNT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post
3	Tactical	HC BUS TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Operations
4	Tactical	HC CHIEF TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Business Operations
5	Tactical	EMS COORD	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Command Staff
6	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External EMS-MINAST (MN Ambulance Strike Team)
7	Operations	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Convention Center Operations for Fan Fest Events 4/7/2019
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate
9	Operations	UHF MED 8	EMS	UHF		ARMER 800 MHz		D	HEMS Dispatcher @ MCC command post
10	Support	WMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS US Bank Stadium
11	Support	SMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS USBank Stadium UHF
12	Support		EMS	Landline		ARMER 800 MHz		D	WEST MRCC-METRO EMS TRANSPORT
13	Support		EMS	Cellular		ARMER 800 MHz		D	OUTSTATE MRCC-OUTSTATE EMS TRANSPORT
14	Support		Communications	Landline					HENNEPIN EMS DISPATCH
15	Support		Communications	Landline					HENNEPIN EMS DUTY CHIEF
									MECC Event INTD stationed at the MACC
									HEMS at Convention Center Command Post

SPECIAL INSTRUCTIONS
FOUO HEMS/MFD not on site at the Convention Center, will respond as requested.

		COML: Daniel Klawitter		INCIDENT/EVENT LOCATION	
		PHONE: 612-760-1706		Minneapolis Convention Center 1301 2 Av S & Nicollet Mall/6 St S-12 St S	
		EMAIL: daniel.klawitter@hcmcd.org		US Bank Stadium 401 Chicago Av Minneapolis, MN	

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

MINNESOTA METRO REGION ICS 205A

Group Name		Operational Period
Fire & EMS		
Basic Local Communications Information:		
Incident Assigned Position	Name	Method(s) of Contact
COML/COMC		
EMS/Fire COML	Daniel Klawitter	[REDACTED] (Cell) Daniel.Klawitter@hcmed.org
Hennepin EMS	Hennepin EMS Communications Center	[REDACTED] (Office)
West MRCC	West MRCC - Patient Transportation	
Hennepin EMS Fan Fest	Deputy Chief Wade Johnson	[REDACTED] (Cell) Wade.Johnson@hcmed.org
Hennepin EMS Tip Off	Deputy Chief Mike LeVake	[REDACTED] (Office) Michael.LeVake@hcmed.org
Hennepin EMS MACC Command	Chief Wendy Lynch	[REDACTED] (Office) Wendy.Lynch@hcmed.org
Minneapolis Fire MACC Command	Deputy Chief Raymond Cruz	[REDACTED] (Cell) Raymond.Cruz@minneapolismn.gov
Hennepin EMS USBank Stadium	Deputy Chief Jordan Wardell	[REDACTED] (Office) Jordan.Wardell@hcmed.org
Minneapolis Fire US Bank Stadium / Fan Fest / Tip Off	Battalion Chief Tim Baynard	[REDACTED] (Cell) Timothy.Baynard@minneapolismn.gov
Prepared by: Daniel Klawitter		
		Position/Title: Hennepin EMS Battalion Chief Date/Time:

**MINNESOTA METRO REGION ICS205
EVENT COMMUNICATIONS PLAN
FINAL FOUR 2019**

INCIDENT/EVENT NAME
Logistics Section

DATE/TIME PREPARED
4/1/2019 10:00

OPERATIONAL PERIOD DATE/TIME
4/3/2019-4/9/2019

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Command	[REDACTED]	Law	Cellular					Command Post to Command Post
3	Command	[REDACTED]	Law	Cellular					MPD Lt T. Gross
4	Command	[REDACTED]	Law	Cellular					MPD Lt A. Huffman
5	Operations	MPPD 11	Law	ARMER 800 Mhz		ARMER 800 MHz		D	MACC Security MPD Lt J. Kelly Logistics Talkaround
6	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
7	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels Patched with MPPD 3 for Interoperability
8	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate C5 MPD Portables
9	Operations	HC-Common METAC-2	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
10	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
11	Operations	MPPD 10	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
12	Support	MPLS 911	Communications	ARMER 800 Mhz		ARMER 800 MHz		D	PSAP/INTD CP talk around
13	Support	[REDACTED]	All ARMER users	ARMER 800 Mhz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
14	Support	[REDACTED]	Communications	Landline					Event INTD Stationed at the MACC
15									

SPECIAL INSTRUCTIONS

FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.

COM1: Jenn Geiselhart
PHONE: 612-396-6849
EMAIL: jennifer.geiselhart@minneapolismn.gov



INCIDENT/EVENT LOCATION

All Venues
Minneapolis, MN 55415

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ICS 214 UNIT LOG

1. Incident Name 2019 Final Four	2. Date Prepared 4/8/2019	3. Time Prepared
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4. Unit Name/Designators 2019 Final Four Emergency Communications	5. Unit Leader (Name and Position) Janelle Harris - INCM	6. Operational Period 1600-0015
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7. Personnel Roster Assigned

Name	ICS Position	Home Base
Deanna Olson	INTD / COML	Stadium SOC
Amy Sizer	INTD	Stadium SOC

8. Activity Log

Date/ Time	Activities
4/8/2019 0:00	CCN 19-099064 ISS # 0330 - Bottom of section 141 male attempting to get onto court
4/8/2019 0:00	CCN 19-099065 ISS # 0317 - ACP 4&7 escorting 2 out Capital One entrance
4/8/2019 0:00	CCN 19-099473 ISS # UNK - BWW ASTEMSP
4/8/2019 0:00	CCN 19-099467 ISS # 0287 - Dist in Hyundai Club
4/8/2019 0:00	CCN 19-099457 ISS # 0282 - DK in section 101
4/8/2019 0:00	CCN 19-099448 ISS # 0275 - ASTEMSP Delta 360 2 / Asthma/SOB
4/8/2019 0:00	CCN 19-099409 ISS # 0241 - DK in Section 106
4/8/2019 0:00	CCN 19-099345 ISS # 0229 - Section 342 Row 10 Seats 18-19
4/8/2019 0:00	CCN 19-099368 ISS # 0205 - DIST in section 126 row 6
4/8/2019 0:00	CCN 19-099350 ISS # 0183 - 2 DK female's in section 116
4/8/2019 0:00	CCN 19-099340 ISS # 0189 - ACP6 checking for DK male
4/8/2019 0:00	CCN 19-099329 ISS # 0186 - Theft by swindle Ticket Office
4/8/2019 0:00	CCN 19-099332 ISS # 0178 - DK male attempting to gain entry Upper Pentair
4/8/2019 0:00	CCN 19-099302 ISS # 0151 - Section 301 DIST at merchandise table
4/8/2019 0:00	CCN 19-099271 ISS # 0131 - ASTEMSP Hyundai Club
4/8/2019 0:00	CCN 19-099239 ISS # 0106 - Unattended boxes by press table by court
4/8/2019 0:00	CCN 19-099411 ISS # 0304 - DK in section 124
4/8/2019 0:00	CCN 19-099395 ISS # UNK - 360 Club Ejection
4/8/2019 0:00	CCN 19-099066 ISS # 0310 - Female having chest pains in section 140
4/8/2019 0:00	CCN 19-099474 ISS # 0295 - Delta 360 2 escorting 2 out
4/8/2019 0:00	CCN 19-099399 ISS # 0228 - DK Section 101 row 21
4/8/2019 0:00	CCN 19-099348 ISS # 0222 - Section 348 Ejection
4/8/2019 0:00	CCN 19-099357 ISS # 0200 - ASTEMSP Section 204 Seizure
CCN / ISS not in chronological order	

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position:

- COML COMT INCM
 INTD RADO AECS

Name
(Last, First Middle) Lavae Robinson

Certifying Agency Minneapolis Emergency Communications Center

County Hennepin ECB/ESB Region

Agency Address 350 5th St. South

24/7 Telephone 612-348-2345 Business Telephone 612-673-5948

Email Address lavae.robinson@minneapolis.mn.gov

Signature Lavae Robinson Date 11/30/2020

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 : Kathy Hughes, 911 Director

Agency : Minneapolis Emergency Communications Center

Signature Kathy Hughes Date : December 2, 2020

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



Homeland Security

All-Hazards INCIDENT COMMUNICATIONS CENTER MANAGER (INCM)

Position Task Book

Task Book Assigned To:

Trainee's Name: LAVAE ROBINSON

Trainee's Email Address: lavae.robinson@minneapolismn.gov

Home Agency: MINNEAPOLIS EMERGENCY COMMUNICATIONS

Home Agency Phone Number: (612) 673-5902

Task Book Initiated By:

Official's Name: Deanna L. Olson

Agency Official's Title: 911 SUPERVISOR, COML

Agency: Minneapolis Emergency Communications

Agency Phone Number: 612-348-2345

Agency Address: 350 S ST. S

Minneapolis, MN

Date Initiated: Dec 2017

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

Version 1.0
October 2015

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF INCIDENT COMMUNICATIONS CENTER MANAGER

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature [Signature] Date 10.15.20
Printed Name Deanna L. Olson
Title 911 Supervisor, COML
Agency Minneapolis Emergency Communications
Phone Number 763.600.2133 Email dedanna.olson@minneapolismn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature Kathy Hughes Date 12/2/2020
Printed Name Kathy Hughes
Title Director
Agency Minneapolis Emergency Communications Center
Phone Number 612-673- Email Kathy.Hughes@minneapolismn.gov

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

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

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

- Fulfilling the pre-requisite requirements:¹
 - Awareness of fundamental public safety communications technology
 - Awareness of the ICS Communications Unit function
 - Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Requesting Agency Head to initiate the PTB; putting name on cover and second page, initials on subsequent pages.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of the Date Initiated.
- Assuring the evaluation record is complete.
- Notifying their agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.
- Providing copies of their completed PTB to the designated authorities within their home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

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

¹ ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

Competency: INCM Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
1. Obtain and assemble information and materials for an INCM response kit prior to receiving an assignment, including critical items needed for the assignment over multiple operational periods. The following items are suggested as basic information and materials needed for an INCM response kit: <ul style="list-style-type: none"> • ICS Forms • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • First Aid Kit/Safety Gear • Multi-purpose tool/Flashlight • Clock/Watch/Cellphone & charger • Portable radio • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Voice recording device 	O	DLO #1 703-600-2133	Assembled 1-12-2018
2. Obtain and assemble information and materials for a personal kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal response kit: <ul style="list-style-type: none"> • Change of clothing (as appropriate for anticipated weather conditions) • Toiletries • Medicine • Money (Cash/Plastic) • Alarm clock • Food/Water 	O	DLO #1 703-600-2133	1-26-2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

Competency: INCM Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation (ICS 214 – Activity Log): <ul style="list-style-type: none"> • Incident name • Incident number • Calling channel/phone number • Reporting time/Check-in location • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) • Specific equipment/supplies needed 	I	DLO #1 763.600. 2133	Jan 26, 2018 Feb 4, 2018
4. Gather information to assess the type of assignment: <ul style="list-style-type: none"> • Incident, planned event, exercise, etc. • Size and complexity • Initial and requested resources • Duration 	I	DLO #1 763.600. 2133	Jan 2016 - Jan 2018
Behavior: Ensure check-in is recorded and accountability is activated			
5. Arrive and check in: <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits • Check in to the Incident, and have the information needed to check in <ul style="list-style-type: none"> ○ Incident # ○ Leader's name ○ Incident assignment, etc. 	I	DLO #1 763.600. 2133	Jan 26, 2018 - Feb 4, 2018

Evaluate ALL numbered tasks. ONLY evaluate bullets with action verbs.

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Competency: INCM Mobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather and apply situational information relevant to the assignment and order any additional resources			
6. Obtain initial briefing from the Communications Unit Leader or immediate supervisor (Use an ICS 201 – Incident Briefing to gather information): <ul style="list-style-type: none"> • <i>Situation Summary</i> • <i>Safety Briefing</i> • <i>Current and Planned Goal/Objectives</i> • <i>Current and Planned Actions, Strategies and Tactics</i> • <i>Current Organization (ICS 207 – Incident Organization Chart)</i> • <i>Current and Planned communications plan</i> <ul style="list-style-type: none"> ○ <i>Communications Nets, e.g., Command, Tactical, Logistics, etc.</i> ○ <i>Map Sketch of communication system</i> • <i>Current and Planned Resource Summary</i> 	I	DLO #1 763.600. 2133	Jan 26, 2018 Feb 4, 2018
7. Evaluate needs and order supplies, equipment and personnel to keep the ICC operating <ul style="list-style-type: none"> • <i>Order supplies, equipment, and personnel using procedures established by your supervisor.</i> • <i>Maintain resource quantities at a level to prevent shortage of any basic needed items</i> • <i>Coordinate with the participating agencies for any or additional communication resources that may be needed.</i> • <i>Assess current communications equipment needs such as power sources for extended operations</i> 	I	DLO #1 763.600. 2133	Jan 26 - Feb 4, 2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities			
8. Establish an Incident Communications Center (ICC): <ul style="list-style-type: none"> • Identify/determine the most appropriate available facility/vehicle to serve as an ICC to support needs of the incident/planned event • Establish location of ICC <ul style="list-style-type: none"> ○ Safe/secure area near the ICP, but away from public access, heavy traffic, noise, sources of interference, etc. ○ Verify ICC location with the COML or Facilities Unit Leader (FACL) • Verify Estimated Time of Arrival (ETA) of ICC personnel and establish assignments based on incident requirements and personnel qualifications • Set schedules around operational requirements • Identify potential communications equipment limitations (e.g., telephone lines, remotes or power need) • Set up filing system for ICC documentation 	I	DLO #1 763. 600. 2133	Nov. 2017
9. Conduct self in a professional manner: <ul style="list-style-type: none"> • Be respectful and courteous • Respect public and private property • Establish and maintain positive interpersonal and interagency working relationships. • Provide reasonable accommodations for personal welfare issues (e.g. special medical needs, etc.) • Develop and maintain team environment • Provide counseling and discipline as needed • Follow established procedures to correct or resolve and report any inappropriate actions • Report any situations of concern to your supervisor 	O	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018

Evaluate ALL numbered tasks. ONLY evaluate bullets with action verbs.

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

Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
10. Brief ICC personnel as appropriate (e.g. RADOs, Runners, Technical Specialists, etc.) <ul style="list-style-type: none"> • Convey goal and objectives of the ICC • Provide current information using an ICS 201 – Incident Briefing <ul style="list-style-type: none"> ○ ICC operations, etc. ○ ICS 205 – Incident Radio Communications Plan ○ Map Sketch ○ Incident/Planned Event organization ○ Resources • Brief ICC timeframes and schedules • Brief work assignments • Brief Medical Plan • Direct ICC personnel to log information into their ICS 214 – Activity Log 	I	DLO #1 763. 600- 2133	Jan 26 - Feb 4, 2018
11. Establish and maintain safety awareness: <ul style="list-style-type: none"> • Identify location of First Aid kit and equipment • Report, document and ensure treatment is provided for all injuries • Identify and mitigate potential hazards and risks • Ensure adequate rest, hydration, and nutrition is provided to all ICC personnel • Ensure proper safety equipment is used 	I	DLO #1 763. 600- 2133	Jan 26 - Feb 4, 2018
12. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> • Keep ICC entry/access points secured/locked in accordance with established policies • Notify COML/supervisor of any security concerns 	I	DLO #1 763. 600- 2133	Jan 26 - Feb 4, 2018
13. Identify and request vendor services to meet ICC operational needs (e.g., telephone, SATCOM, microwave, etc.), coordination of COML/supervisor, <ul style="list-style-type: none"> • Coordinate approval of vendor service requests through the chain of command • Coordinate locations for equipment to be installed (e.g., COW, satellite telephones, telephone lines, etc.) 	I	DLO #1 763. 600- 2133	Jan 2017 - Jan 2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
14. Coordinate with COML/supervisor to support implementation of data systems to meet ICC operational needs: <ul style="list-style-type: none"> • Data Terminals • CAD • Video/Surveillance • LAN/Hotspot • GIS/Mapping • IP transport systems • Emergency management software applications 	I	DLO #1 763. 600. 2133	Nov 2017
15. Coordinate with COML/supervisor to support implementation of voice systems to meet ICC operational needs: <ul style="list-style-type: none"> • Gateways • Radio programming (as necessary and authorized) • Cache radio issue/return • Mobile Relays (repeaters) 	I	DLO #1 763. 600. 2133	Nov 2017

Behavior: Comply with NIMS/ICS concepts and principles			
16. Use NIMS/ICS COMU conventions: <ul style="list-style-type: none"> • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • ICS map symbols, designators, and mnemonics 	I	DLO #1 763. 600. 2133	Jan 26- Feb 4, 2018

Evaluate ALL numbered tasks. ONLY evaluate bullets with action verbs.

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

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

Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS/ICS concepts and principles (continued)			
17. Obtain, and correctly fill out the NIC-approved ICS forms needed to perform INCM functions within the ICC. <ul style="list-style-type: none"> ICS 205 – Incident Radio Communications Plan ICS 205A – Communications List ICS 211 – Incident Check-in List ICS 213 – General Message ICS 213RR – Resource Request Message ICS 214 – Activity Log ICS 219-7- Equipment Resource Status Card (T-Card) 	I	DLO #1 763.600 2133	Jan 26 - Feb 4, 2018
18. Demonstrate knowledge of the following NIC-approved ICS forms: <ul style="list-style-type: none"> ICS 201 – Incident Briefing ICS 203 – Organization Assignment List ICS 204 – Assignment List ICS 206 – Medical Plan ICS 207 – Incident Organization Chart ICS 208 – Safety Message/Plan ICS 209 – Incident Status Summary ICS 210 – Resource Status Change 	I	DLO #1 763.600 2133	Jan 26 Feb 4, 2018
18a. Demonstrate knowledge of the following forms: <ul style="list-style-type: none"> Form 217A – Communications Resource Availability Worksheet Form 309 – Communications Log 	I	DLO #1 763.600 2133	Jan 26 - Feb 4, 2018

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
19. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • <i>Speak clearly and use concise language</i> • <i>Type/write information in a manner which is clear and easily understood by others</i> • <i>Acknowledge requests and provide feedback/information (e.g. Internet, CAD, RMS, GIS, etc.)</i> • <i>Obtain and relay emergent information to incident personnel</i> <ul style="list-style-type: none"> ○ <i>Weather reports</i> ○ <i>Status changes</i> ○ <i>Loss of communication assets</i> ○ <i>Safety updates</i> ○ <i>Situation reports, etc.</i> 	I	DLO #1 763.600 2133	Jan 26 - Feb 4, 2018
20. Supervise appropriate use of communication protocol when responding to routine requests: <ul style="list-style-type: none"> • <i>Routine/non-emergency radio traffic to and from incident/event personnel on assigned radio channels/talkgroups</i> • <i>Status, location, accountability information for incident/event personnel</i> • <i>Supply orders (e.g., Operations, Logistics, etc.)</i> • <i>Phone calls</i> 	I	DLO #1 763.600 2133	Jan 26 - Feb 4, 2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
21. Supervise appropriate use of ICC communication protocol when responding to emergency situations: <ul style="list-style-type: none"> • <i>Ensure notification procedure for emergency situations</i> <ul style="list-style-type: none"> ○ <i>Medical transport/ Medevac request</i> ○ <i>Aircraft emergency</i> ○ <i>Evacuation</i> ○ <i>Search and Rescue</i> ○ <i>Serious injury/fatality</i> • <i>Requests for emergency/urgent assistance or additional resources/support</i> • <i>Monitor radio channels for communication saturation</i> • <i>Restrict or move unrelated radio traffic during emergency situations</i> • <i>Document of all important information in the designated format (e.g. ICS Forms, Radio Log, CAD, etc.)</i> 	I	DLO #1 763.600. 2133	Jan 26 Feb 4, 2018

Behavior: Manage ICC Operations

22. Manage ICC personnel. <ul style="list-style-type: none"> • <i>Keep subordinates informed and updated</i> • <i>Maintain ICC timeframes and schedules</i> • <i>Adjust and monitor ongoing work assignments</i> • <i>Review and approve time</i> • <i>Provide basic training as needed on ICC equipment</i> 	I	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018
23. Ensure ICC compliance with communication policies and procedures: <ul style="list-style-type: none"> • <i>Regulations (e.g. FCC, NTIA, etc.)</i> • <i>ICC resource accountability procedures</i> • <i>Hazardous material disposal/recycling</i> • <i>Agreements (e.g. EMAC, State/local Mutual Aid, etc.)</i> 	I	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Manage ICC Operations (continued)			
24. Supervise proper use of ICC equipment: <ul style="list-style-type: none"> • Radio systems & equipment • Data systems & equipment • Telephone systems & equipment • Video systems & equipment • Ancillary systems & equipment 	I	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018
25. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) using an ICS 214 – Activity Log and any other information sources for reference 	I	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018
26. Supervise proper organization and filing of ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Equipment check-in/check-out information • Inventory • Lost/Damaged equipment 	I	DLO #1 763. 600. 2133	Jan 26 - Feb 4, 2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

Competency: INCM Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INCM position duties, ensuring continuity of authority and knowledge, while taking into account increasing or decreasing incident complexity			
27. Identify excess ICC resources for release. <ul style="list-style-type: none"> • Provide supervisor with list of excess personnel, equipment and facilities <ul style="list-style-type: none"> ○ Time and date of excess ○ Identify resources as to type, qualifications, quantity, and location 	I	DLO#1 763. 600. 2133	Jan 26 - Feb 4, 2018
28. Coordinate a safe and efficient transfer of position duties when demobilizing: <ul style="list-style-type: none"> • Coordinate demobilization actions with supervisor • Prepare to brief relief personnel • Coordinate with incident/planned event personnel as necessary • Coordinate final documentation with supervisor 	I	DLO#1 763. 600. 2133	Jan 26 - Feb 4, 2018

Behavior: Complete demobilization procedures and restore response-readiness			
29. Demobilize from assignment: <ul style="list-style-type: none"> • Obtain demobilization instructions from supervisor • Check in equipment • Implement safe return policies for demobilizing ICC personnel • Brief relief personnel 	I	DLO#1 763. 600. 2133	February 5, 2018
30. Complete and submit demobilization documentation <ul style="list-style-type: none"> • Obtain ICS 225 – Incident Personnel Performance Rating from supervisor • Obtain acknowledgement documentation for completed PTB tasks • Complete ICS 225 – Incident Personnel Performance Rating on subordinates • Submit final documentation to Supervisor 	I		

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: INCM Demobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Complete demobilization procedures and restore response-readiness (continued)			
31. Prepare for next operational period/incident <ul style="list-style-type: none"> • Inventory and restock ICC supplies • Obtain and submit documentation for any lost or damaged ICC equipment • Inventory and restock INCM response and personal sustainment kits • Attend applicable post-assignment debriefings: <ul style="list-style-type: none"> ○ Hotwash ○ Critical Incident Stress Management/Debriefing (CISM/CISD) 	I	DLO #1 763. 600. 2133	Feb 4, 2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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All-Hazards INCIDENT COMMUNICATIONS CENTER MANAGER

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Lavae Robinson

INCM

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: <u>Deanna Olson</u>	Evaluator's Title: <u>COML</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 4th St. S. Mpls MN</u>				
Evaluator's e-mail: <u>deanna.olson@minneapolismn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>FINAL 4 Basketball tournament</u>	<u>large scale event</u>	<u>MACC set up + utilized for numerous agencies.</u>	<u>4/3-4/9 2019</u>	<u>SEAR 1</u>
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: <u>10/15/20</u> Evaluator's initials: <u>DJO</u></p> <p>Evaluator's relevant agency certification or rating: <u>MECC, COML</u></p>				

RECORD OF EVALUATION

LaVae Robinson

INCM

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #3	Evaluator's name: <i>Deanna Olson</i>	Evaluator's Title: <i>COML</i>	Evaluator's Agency: <i>MECC</i>	
Evaluator's agency address: <i>350 4th S Mpls MN</i>				
Evaluator's e-mail: <i>deanna.olson@minneapolismn.gov</i>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<i>Arden Hills Armory</i>	<i>Exercise</i>	<i>Homeland Sec. exercise w/ Metro & MN agencies</i>	<i>Sept 26, 2017</i>	<i>SEAR 1</i>
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: <i>10/15/20</i> Evaluator's initials: <i>DLO</i></p> <p>Evaluator's relevant agency certification or rating: <i>MECC, COML</i></p>				

RECORD OF EVALUATION

LaVae Robinson INCM
 TRAINEE NAME TRAINEE POSITION

Evaluation Record #4	Evaluator's name: <u>Deanna Olson</u>	Evaluator's Title: <u>COML</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 4 St. S Mpls MN</u>				
Evaluator's e-mail: <u>deanna.olson@minneapolismn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>2020 Presidential Election</u>	<u>large scale event</u>	<u>VIRTUAL/ REMOTE EOC</u>	<u>11/3/20 1400-0000</u>	<u>Type 3</u>
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: <u>12/1/20</u> Evaluator's initials: <u>DLO</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML, MECC</u></p>				

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LAVAE D ROBINSON

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

IS-00100

Introduction to the Incident Command System,

ICS-100

Issued this 23rd Day of September, 2006



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

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LVAE D ROBINSON

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

IS-00200

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

Issued this 23rd Day of September, 2006



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

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LAVAE D ROBINSON

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

IS-00700

**National Incident Management System
(NIMS), An Introduction**

Issued this 12th Day of October, 2005



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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LAVAE D ROBINSON

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

IS-00800.b

National Response Framework, An Introduction

Issued this 4th Day of December, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LAVAE D ROBINSON

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

IS-00144

**Telecommunicators Emergency Response Taskforce
(TERT) Basic Course**

Issued this 3rd Day of December, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

LaVae Robinson

Completed the Incident Communications Center Manager (INCM)
Course during 5 - 7 December 2017 at the
Emergency Operations Training Facility
in Minneapolis, Minnesota



Ronald T. Hewitt

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

Bob Shogren
Chair, Radio Technical Operations Committee
Metropolitan Emergency Services Board

Dear Mr. Shogren,

North Memorial Health Ambulance beginning a project to build out a Contingency Center for our 911 Communications and Dispatch Center. The Contingency Center will be used for training and continuity of operations planning. We would like to update our ARMER participation plan to include eight additional MCC7500e dispatch consoles.

We have a project proposal from Motorola for this new location, which includes the appropriate hardware for the consoles, switches, and gateways. The consoles will not be used for remote connection into the ARMER network. The consoles are being ordered with the full suite of encryption protocols. We are anxiously awaiting Motorola's testing and ARMER standards regarding encryption on the MCC7500e. The consoles will connect to our existing console site through private connections until diverse connections can be made to other sites.

There are some details that need to be finalized but would like to bring this plan change to the committee for approval.

Sincerely,

Michael Melby

Communications System Administrator

North Memorial Health



**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Date: 12/8/2020

Requesting Agency: Stearns County Sheriff on behalf of all Stearns public safety entities

Authorizing Agency: Metropolitan Emergency Services Board

Reason for Request Add Talk Group(s) to Radios
 Scan Talk Group(s)
 Other: _____

I. Request permission to ADD the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:
ME TAC 1-10	Portables and Mobiles	All public safety agencies within Stearns County
ME TAC 11E	Portables and Mobiles	Law Enforcement within Stearns County
ME TAC 12E	Portables and Mobiles	Law Enforcement within Stearns County

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III. Other Request/ Requirements (Explain)

IVI. Reason for Request

To provide interoperability between Stearns County public safety agencies and regions outside central MN.

(Attach supporting documentation)

Name of individual completing application: Kristen Lahr, Stearns County Local System Administrator

Address: 807 Courthouse Square, Saint Cloud MN 56303

Phone: 320-259-3727

E-mail address: Kristen.Lahr@co.stearns.mn.us

This Side for Authorizing Agency use Only

**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Request Approved _____ Approved with Conditions _____ Denied _____

Conditions:

--

Talkgroup programming information

Resource:	Hex:	Notes:

Authorized Signature: _____

Name of Authorizing Individual: _____

Address: _____

Phone: _____ E-mail address: _____



Metropolitan Airports Commission

6040 - 28th Avenue South, Minneapolis, MN 55450 • 612-726-8100 • metroairports.org

January 19, 2021

MESB Radio TOC
Attn: Bob Shogren, Chair
2099 University Ave W
St Paul, MN 55104

Mr Chair and Committee Members:

The Metropolitan Airports Commission (MAC) is writing this to formally request approval to add one portable MCC7500E console to our console site at the Airport PSAP, as well as system configuration changes to support this request. This portable console will be used to support public safety operation in our Incident Command Post, Situation Room, Emergency Operations Center and other various locations by our Tactical Dispatchers as required by the event.

The MAC will be purchasing the console package, as well as implementation services directly from Motorola and will include the following items:

- Zbook 15 G6 laptop
- CRYPTR module for encryption
- PRX 7000 Proxy Application
- HP Z2 G4 workstation for proxy server
- Juniper Firewall Appliance
- Full package of peripherals to support the console (speakers, microphone jacks, foot switch etc)
- Installation and support

The MAC currently runs a Fortinet firewall appliance that is used for logging between the ARMER system and the MAC's internal network. This appliance is not supported for use by the MCC7500E and will be replaced with the Juniper appliance and will serve as the firewall connection between ARMER and the MAC for both logging and the remote console. The console will connect to ARMER via the MAC's network, either internal or via VPN provided by the MAC.

Thank you for your consideration of this matter.

Kind Regards,

Jeff Bjorklund, Sr Telecommunications Analyst



ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
Entity: Minnesota State Patrol	Date: 1/19/2021
Requestor: Timothy G. Boyer Statewide Director of Communications	
Address: 1500 W. County Road B2 Roseville, MN 55113	
Telephone: 651-757-1980	
Email: timothy.boyer@state.mn.us	
Requestor Signature:	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID <small>(provided by Authorizing Agency)</small>
ME 11E, ME 12E	Mobiles Portables Consoles	Fleet Wide	

Reason for the Request
<p>The Minnesota State Patrol is requesting to add regional clear talk groups and select encrypted talk groups from allied partners across the State to the entire State Patrol fleet of radios in the interest of interoperability for mass deployment operations.</p>

Authorizing Entity Information			
Approval:	YES	NO	YES w/CONDITIONS (see below)
Approved By:			
Approver's Entity:			
Approver's Telephone:			
Approver's Email:			
Approver's Signature:			Date:

Conditions
<p>Example: Request authorization must be reviewed and renewed every two years from approver's signature date.</p>

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

Metro Region ARMER Standards

Section Appendices – Appendix C Talkgroup Permission Letter Template

Date Established

5-12-01

Date Revised/Reviewed

6-11-20

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Procedure for use of this letter is found in SECB Standard LMR-13 *Use of Shared Talk Groups*. (See next page)

**AUTHORIZATION TO USE TALKGROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request ___ Add Talkgroup(s) to Radios
 ___ Add Talkgroup(s) to Dispatch Console
 ___ Scan Talkgroup(s)
 ___ Other _____

I. Request permission to ADD the following talkgroup(s)

Talk Group	Installation for: Portable, Mobile, Command Post	Work Units	CKR# if Encrypted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. Request permission to SCAN/MONITOR the following talkgroups

Talk Group	Installation for: Portable, Mobile, Command Post	Work Units	CKR# if Encrypted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. For Encrypted Talkgroup Requests

A. If you are given permission for a talkgroup that is encrypted, neither the talk group nor the encryption key will be shared without written permission from the grantor entity.

B. The encrypted talkgroup will be granted and programmed via:

- ___ In-person encryption key transfer
- ___ Keyloader to Keyloader transfer
- ___ Loaded by granting agency Keyloader only
- ___ Other: please specify

IV. Other Request/Requirements (Explain)

V. Reason for Request

Note: If given permission for talkgroups on a temporary or event basis, the permission will be rescinded on dd/mm/yyyy.

(Attach supporting documentation)

Name of individual completing application _____

Address _____

Phone _____ **Email** _____

This Page for Authorizing Agency Only

**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Request Approved _____ Approved with Conditions _____ Denied _____

Conditions:

Authorized Signature _____

Name of Authorizing Individual _____

Address _____

Phone _____ Email _____

AUTHORIZATION TO USE TALKGROUPS NOT OWNED BY THE REQUESTING AGENCY

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request

<input type="checkbox"/>	Add Talkgroup(s) to Radios
<input type="checkbox"/>	Add Talkgroup(s) to Console
<input type="checkbox"/>	Scan \ Monitor Talkgroup(s)
<input type="checkbox"/>	Other: _____

I. Request permission to ADD the following talkgroup(s)

Talkgroup Name	Installation for: (Check all that are requested)	Number of Work Units
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____

II. Request permission to SCAN\MONITOR the following talkgroup(s)

Talkgroup Name	Installation for: (Check all that are requested)	Number of Work Units
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____
_____	<input type="checkbox"/> Console <input type="checkbox"/> Mobile <input type="checkbox"/> Mobile Command <input type="checkbox"/> Portable	_____

III. Reason for Request

Name and Agency of Requesting Individual completing application: _____

Address: _____

Phone: _____ Email: _____

(Attached supporting documentation)

I. REQUEST APPROVED APPROVED WITH CONDITIONS DENIED

Conditions: _____

II. Request permission to ADD the following talkgroup(s)

Talkgroup Name	Talkgroup Hex ID	CKR # (if encrypted)	Patchability (check where allowed)		
			Gateway	Dispatch	LMR\LTE
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Request permission to SCAN\MONITOR the following talkgroup(s)

Talkgroup Name	Talkgroup Hex ID	CKR # (if encrypted)	Special Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IV. For ENCRYPTED Talkgroup Requests

- A. If you are given permission for a talkgroup that is encrypted, neither the talkgroup nor the encryption key will be shared without written permission from the grantor entity.
- B. The encryption key will be given via:
 - a. In person encryption key transfer
 - b. Keyloader to Keyloader transfer
 - c. Loaded by granting agency Keyloader only
 - d. Other: Specify: _____

V. If permissions for this request are granted on a temporary basis or event basis, the permission will be rescinded on (date): _____

Authorizing Signature: _____

Address: _____

Phone: _____ Email: _____

**Metro Mobility Usage
(Hours:Mins:Secs)
2020**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	264:04:13	164:51:33	65:13:05	60:46:17	114:00:44		124:17:17	793:13:09
February	120:22:06	73:56:37	30:25:30	20:41:31	75:49:33		44:19:06	365:34:23
March	33:07:38	21:39:22	6:26:10	7:10:40	10:21:55		15:02:45	93:48:30
April	22:53:43	12:23:13	3:30:48	4:30:04	6:11:47		9:39:49	59:09:24
May	23:02:12	15:46:27	3:40:44	3:17:29	4:27:22		10:20:52	60:35:06
June	48:54:05	30:00:47	13:44:17	8:08:26	25:39:15		20:54:00	147:20:50
July	81:43:52	45:00:38	29:09:02	13:43:54	54:56:00		27:05:54	251:39:20
August	94:02:18	46:09:32	34:57:10	14:59:15	64:34:26		30:03:30	284:46:11
September	84:49:09	44:54:10	32:25:38	16:05:24	59:30:09		28:26:24	237:44:30
October	102:10:56	53:52:08	39:13:14	20:19:48	73:02:28		33:34:53	288:38:34
November	83:15:03	37:51:16	31:58:25	14:28:01	51:07:40		23:07:13	218:40:25
December	61:55:01	30:24:31	27:43:39	8:27:36	35:29:04		20:28:45	163:59:51

Difference
since Jan. 12 573:42:47 348:07:29 266:07:50 208:25:21 214:26:35 0:26:46 132:28:06 1764:13:39

Target 150:00:00 75:00:00 75:00:00 75:00:00 75:00:00 0:00:00 75:00:00 525:00:00

RECRUITMENT MESSAGE TEXT:

You are invited to participate in a series of three regional planning meetings. The meetings are being offered in preparation for the statewide Emergency Communications Network Board strategic planning scheduled to occur this coming Spring. The regional meetings will provide an opportunity to assess where your region and the state are with regard to emergency communications, where you would like to be, and your best thoughts on what should be done to get there.

Here's what to expect for the meetings:

- **Meeting one** will include:
 - Assessing progress on the current strategic plan
 - Assessing the accomplishments, setbacks, strengths, weaknesses, opportunities and threats (regional and statewide)
 - Identifying the desired state – where you'd like to be – at the regional and statewide levels

- **Meeting two** will include:
 - Developing possible statewide goals and objectives
 - Developing possible regional goals and objectives

- **Meeting three** will include:
 - Wrapping up discussion of what you will recommend for statewide goals and objectives
 - Fleshing out the regional goals and objectives
 - Discussing roles, responsibilities, timeline and a possible format for follow up regional planning, (optional)

When all regional meetings are completed, the key themes and recommended goals and objectives will be incorporated as part of the statewide planning process.

We're hoping that participants will include those closest to the work and that they represent a variety of viewpoints. Hopefully participants will talk with their colleagues and bring their perspectives to the table as well. Ideally this planning process provides a good opportunity for dynamic communication that will support the entire emergency communications effort into the future, and assure that the resulting strategic plan is based on the needs, goals and priorities expressed by the regional planning participants.

Please consider joining in this great opportunity to look at and shape the work that matters so much to you and to the citizens of this state.