



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

July 27, 2022, 1:00 p.m.

This meeting will be conducted in-person at the MESB Office, 2099 University Ave W, St Paul ONLY

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of June 22, 2022 Meeting** – Thompson
4. **Action Items**
  - A. COMU Recognitions/Renewals – Tracey Fredrick
    - i. Benton Jackson COMT/AECS Recognition
    - ii. Clayton Bartholow COMT Recognition
    - iii. Dave Johnson COMT/AECS Recognition
  - B. Workgroup Formation for MCC7550e/Wireless Standards and Best Practices – Fredrick/Thompson
  - C. Opening of Metro Change Management – Fredrick/Thompson/Ron Jansen
    - i. Open METAC 11E and 12E
    - ii. Addition of LE only talkgroups
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
  - B. System Managers Group Update – Ron Jansen
  - C. MnDOT ARMER System Update – John Anderson/Dave Klema
  - D. SECB Committees
    - i. Steering – Jill Rohret/Fredrick
    - ii. LMR – Nate Timm/Nick Schatz
    - iii. WBBA – Rod Olson/Thompson
    - iv. IOC & Workgroups
      - a. IOC – Thompson/Timm
      - b. STR Workgroup – Schatz/Mike Parker
      - c. COMU Workgroup – Timm/Dan Anderson
    - v. IPAWS – Scott Haas
    - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
  - A. METAC Permission update – Fredrick
8. **Adjourn**

*Reminder: Next meeting scheduled for August 24, 2022*

# Metropolitan Emergency Services Board

## Radio Technical Operations Committee June 22, 2022 Draft Meeting Minutes

### Members

Derek Baas, Sherburne County  
Susan Bowler, Carver County  
Cory DeMuth, Anoka County  
Ryan DeYoung, MAC Airport  
John Elder, Isanti County-**absent**  
Scott Gerber, MN St. Fire Chiefs  
Ron Jansen, Dakota County  
Chad LeVasseur, Metro Transit-**absent**  
Rod Olson, Minneapolis

Dan Palmer, Ramsey County  
King Fung, Hennepin County-**absent**  
Nick Schatz, Scott County  
Chuck Steier, U of M  
Jake Thompson, Chisago County  
Nate Timm, Washington County  
Victoria Vadnais, EMS

**Guests:** John Anderson, *MnDOT*; Cordell Bryan, *MnDOT*; Scott Haas, *Scott County*; Dan Klawitter, *Hennepin EMS*; Patrick Maynard, *Eden Prairie Fire*; Mike Melby, *North Memorial*; Mike Parker, *Hennepin County*; Tom Simota, *MN National Guard*; Clay Stenback, *Metro Transit*; Leslie Sticht, *Met Council*; Michael Sullivan, *Ramsey County*; Dave Theis, *U of M*; Scott Wosje, *Northland Business Systems*

**MESB Staff:** Tracey Fredrick, Jill Rohret

### 1. Call to Order

Jake Thompson, Chair called the meeting to order at 1:00 p.m.

### 2. Approval of Agenda

*Motion (Schatz/Bowler) to approve the June 22, 2022 agenda.*

### 3. Approval of May 25, 2022 Minutes

*Motion (Jansen/Bowler) to approve the May 25, 2022 minutes.*

### Approval of Agenda/Minutes

Name	Entity	Yes	No
Baas	Sherburne	X	
Bowler	Carver	X	
DeMuth	Anoka	X	
DeYoung	MAC Airport	X	
Gerber	MN Fire Chiefs		
Jansen	Dakota	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS		

Total Votes

Yes 12 No 0 Motion Passed

### 4. Action Items

#### A. COMU Recognitions/Renewals

##### i. Sasha Quandt INTD Recognition

## **Metropolitan Emergency Services Board**

Tracey Fredrick said that Quandt has met all the requirements for initial INTD recognition.

*Motion (Gerber/DeMuth) to approve COMU recognition for Sasha Quandt.*

### **B. Metro Microwave Loop Partitioning**

John Anderson said there are four OC3 microwave loops that cover the backbone of the metro area. There is a need to have enough bandwidth to build an Ethernet layer. The request is to get 50mg for each of the loops. The North and South loops will be affected by this change; East and West already have enough bandwidth available.

Dan Palmer asked if this would be a permanent switch. Anderson said this would be a starting point. For the project overall, enough bandwidth needs to be set aside to convert secondary links to ethernet. For the Simulcast links, it would be temporary for a couple of years.

Leslie Sticht asked to be included in the discussion of future links.

Rod Olson asked if there was an active links of T1s. Anderson said that MnDOT keeps a live list of everything that is active in the Metro. There seems not to be many in the Metro that are not currently active.

Scott Gerber asked if there would be any changes at the user level. Anderson said it should seem transparent at the user level.

Bowler asked if there were any potential problems. Anderson said losing connectivity to simulcast sites on both sides of the loop or one side and the network equipment would be the only potential, but that is a small possibility at this time. There are multiple layers of redundancy, and this project would be taking one off for the duration of the project.

Schatz asked if the South loop was not going to be done until the St. Paul Park tower is off of its temporary configuration. Anderson said he would prefer to leave the South loop through St. Paul Park alone until the loop is finished.

Olson asked how long this project is anticipated to take. Anderson said it will be ongoing while there is time to work on it; no specific timeline.

*Motion (Jansen/Olson) to approve Metro Microwave Loop Partitioning.*

### **C. University of Minnesota Participation Plan**

Dave Theis said the U of M is looking to amend the U of M Participation plan. These requests are to add an additional 10 proxy server MCC7500 machines and one additional T1 server. These will allow for simultaneous connections.

Olson asked if the U of M systems would be temporary until they have completed their MSO connection and if the IDs would go through Hennepin or the U of M. Theis said that the system remains temporary and the IDs would be assigned from the pool for the U of M.

Olson also raised a concern about how the console is identified to discipline (Law Enforcement, Fire, EMS, etc.) and that there are standards currently being drafted for wireless that will need to identify what talkgroups can actually be used for each discipline on the wireless consoles. Theis also raised a question that if a different user is using a proxy server, which agency participation plan needs to be amended (the host agency or the agency asking). Thompson said he thought it should be both; Jansen agreed. The talkgroups and configurations would be based on the home agency site.

## **Metropolitan Emergency Services Board**

*Motion (DeMuth/Schatz) to approve the U of M Participation Plan.*

### **D. Hennepin Healthcare METAC-E Permissions**

Dan Klawitter said Hennepin EMS is looking for approval to load METAC 11E and 12E onto consoles for event planning.

Jansen said per standard those talkgroups have been reserved for law enforcement, but the request asks for event planning and if that could be better defined.

Klawitter said having better interoperability with our partners would be helpful during large events. Klawitter also mentioned that Allina EMS was granted a permanent waiver for METAC 11E and 12E last summer. Fredrick confirmed Allina was granted a permanent waiver for Metro Standard 3.14.0 in May 2021.

Klawitter said during Operation Safety Net, permission was granted to use METAC 12E temporarily as an alternative to METCOM being clear. Having permanent permissions would also assist in not having to obtain temporary permissions during large emergent events. Thompson said there was long discussion during the after-action for Operation Safety Net to have a blanket allowance for clear METACs. Permanent permissions are not automatically granted and would be revoked once the event is completed.

Fredrick said that Metro Standard 3.14.0 was updated to add some clarifying language after the permanent waiver to Allina was granted. The group can have further discussion if additional language should be added.

Scott Gerber asked what the repercussions would be if this request is denied. Klawitter said they would not be able to use METCOM encrypted in a case of civil unrest; METAC 11E and 12E are the only regional encrypted talkgroups. This waiver would also allow contact with law enforcement if they chose to put their encrypted through a patch for communications that require encryption.

Fredrick read from the approved standard 3.14.0. It states the ME TAC11E-12E is only approved for law enforcement, but there is an allowance for waivers, and all PSAP consoles have METACs available for patching. Thompson said perhaps the standard could be cleaned up to give more clarity.

Jansen said he thought the standard should be changed to not specify law enforcement only and to add four encrypted talk groups. This is proposed in some upcoming change management discussion.

Scott Haas asked what agencies does Hennepin Healthcare loan consoles to. Klawitter said the only agency so far is the State Patrol.

*Motion (Olson/Vadnais) to approve Hennepin Healthcare METAC-E Permissions request as written.*

Theis asked for confirmation that since there was no current standard, it was acceptable to loan out the 7500E consoles. Thompson confirmed that since there is no written standard for loaning consoles, that the loaning would be okay, but to consider the talkgroup standards for what can be used by certain groups. Jansen also stated that statewide standard says a CRYPTR box must be used for statewide encryption.

Fredrick said she would like to have the standard conversation separately.

## Metropolitan Emergency Services Board

### Roll call for Action items 4A, 4B, 4C., and 4D.

Name	Entity	Yes	No
Baas	Sherburne	X	
Bowler	Carver	X	
DeMuth	Anoka	X	
Gerber	MN Fire Chiefs	X	
Jansen	Dakota	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

#### Total Votes

Yes 12 No 0 Motion Passed

### 5. Moves, Additions & Changes to the System

Jansen said Dakota County will be encrypting its mains June 2023.

Gerber said there was a conversation at the Fire meeting today about state-wide encryption.

### 6. Committee Reports

#### A. Metro Mobility System Usage Update

Stenback said there is no change. Numbers are still low.

#### B. System Owners Group Update

Jansen said there were some Motorola updates given. The Juniper update has been completed at all MSO sites. Tim Lee has retired from MNDOT. Shane Chatelain is the interim Director. There have been discussions with MnDOT about weather notifications. The ethernet backhaul is proceeding.

Rohret asked if system managers would be encouraging PSAP Managers and supervisors to receive these messages and be on the MNDOT list or is this something the ARMER System Managers are intending to forward on to the PSAPs.

Jansen said the current thought is the system administrators should be the point of contact.

#### C. MnDOT ARMER System Update

John Anderson said they are getting into the detail design of the ethernet backhaul. The Hollywood site should be done this fall. The Astro G series are in process of becoming current on credentials.

#### D. SECB Committees

##### i. Steering- no meeting

##### ii. LMR

Timm said the LMR Committee met on June 14. The Encryption sub-committee is looking for more involvement.

##### iii. WBBA

Rod Olson said the WBBA Committee met yesterday. There was an update on the Fire Net buildout. Discussion on AT&T and SCIP, LMR letter. May be a charter change. MN FOG draft was discussed.

## **Metropolitan Emergency Services Board**

### **iv. IOC & Workgroups**

#### **a. IOC – no meeting**

#### **b. STR Workgroup – no meeting**

#### **c. COMU workgroup**

Timm said the Communications unit workgroup met June 21. Included in the meeting were COMU recognitions. There was a MN FOG discussion. The draft is nearly completed. There was a MN Communications Unit discussion.

#### **v. IPAWS – no meeting**

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

Fredrick said the Grants workgroup discussed closing out the SECB grant. There was a NG9-1-1 grant discussion. The Finance workgroup discussed the 1,000,000.00 SECB annual spend. There will be a retreat in July.

### **7. Other Business**

#### **A. METAC Permission update – no new requests**

#### **B. Discussion/Feedback on Statewide Change Management**

Fredrick said that the Radio TOC had recommended membership requirements for the Change Management workgroup. A letter was finalized June 16, 2022 indicating representation. The workgroup is to be finalized at the August LMR meeting. This letter will also go to the 9-1-1 TOC for operational representation.

Fredrick will reach out to MAC/Airport and U of M to see if either have interest in participating, as they were not on the list.

Rohret said nominations should be delayed until July when it is an action item.

### **8. Adjournment @ 3:04**

# COMU Position Recognition Application

Application Type:

- Initial Application       Renewal       Change of Status

Position:

- COML       COMT       INCM  
 INTD       RADO       AECS

Name (Last, First Middle) Jackson, Benton Hart

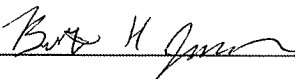
Certifying Agency Hennepin County Emergency Management

County Hennepin      ECB/ESB Region Metro

Agency Address 1600 Prairie Dr, Medina, MN 55340

24/7 Telephone 763-442-5238      Business Telephone 763-442-5238

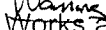
Email Address benton@goatrider.com

Signature  Date 7/7/2022

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

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

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

Name & Title Dan Anderson, Senior Coordinator Public Works and Communications 

Agency Hennepin County Emergency Management

Signature  Date 7/5/2022

### Regional Recognition

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

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

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

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

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

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



# FEMA

## NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK  
FOR THE POSITION OF

## COMMUNICATIONS TECHNICIAN (COMT)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

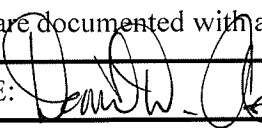
Type 2

Type 3

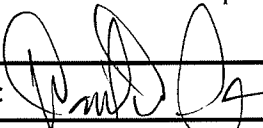
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Benton Jackson
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	763-442-5238
E-MAIL:	benton@goatrider.com
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Don Anderson
TITLE:	Senior Coordinator of Public Warning & Communications
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	don.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Rogers, MN
DATE:	3/6/18/22

### Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that <u>Benton Jackson</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>6/27/22</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Daniel D. Anderson</u>
TITLE:	<u>Senior Coordinator - Public Warning &amp; Communications</u>
DUTY STATION:	<u>Hennepin County Emergency Management</u>
PHONE NUMBER:	<u>(612) 578-1372</u>
E-MAIL:	<u>dan.anderson@hennepin.us</u>

### Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that <u>Benton Jackson</u>	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>6/28/22</u>
OFFICIAL'S NAME:	<u>Daniel D. Anderson</u>
TITLE:	<u>Hennepin Senior Coordinator - Public Warning &amp; Communications</u>
DUTY STATION:	<u>Hennepin County Emergency Management</u>
PHONE NUMBER:	<u>(612) 578-1372</u>
E-MAIL:	<u>dan.anderson@hennepin.us</u>

## Position Task Book Overview

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

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

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## Position Task Book Competencies, Behaviors, and Tasks

**The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.**

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

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

### *Definitions*

**Competency:** An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

**Behavior:** An observable work activity or a group of similar tasks necessary to perform the activity.

**Task:** A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

### *PTB Task Codes*

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

**Code C:** Task performed in training or classroom setting, including seminars and workshops.

**Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

**Code F:** Task performed during a functional exercise managed under the ICS.

**Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

**Code J:** Task performed as part of day-to-day job duties.

**Code T:** Task performed during a tabletop exercise.

**Code R:** Task performed very rarely and required only if applicable to the event.

## How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

### Complete these items AT THE START of the evaluation period:

**Evaluation Record Number:** Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

**Evaluator's name; Incident/office title and agency:** List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

**Evaluator's home unit address and phone:** List evaluator's home unit address and phone number.

**Name and location of incident or simulation/exercise:** Identify the name (if applicable) and location where the trainee performed the tasks.

**Incident kind:** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

### Complete these items AT THE END of the evaluation period:

**Number and kind of resources:** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

**Evaluation period:** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

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

**Recommendation:** Check the appropriate line and make comments below regarding the trainee's future development needs.

**Additional recommendations/comments:** Provide additional recommendations and comments about trainee, as necessary.

**Date:** List the current date.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

**Evaluator's relevant qualification:** List your certification relevant to the trainee position you supervised.

### Evaluation Record Form

<b>TRAINEE NAME:</b> <u>Brent Jackson</u>
<b>TRAINEE POSITION:</b> <u>COMT</u>
<b>Evaluation Record Number:</b> <u>#1</u>
<b>Evaluator's name:</b> <u>Don Anderson</u>
<b>Incident/office title and agency:</b> <u>COML / Senior Coordinator Public Warning &amp; Communications</u>
<b>Evaluator's home unit address and phone:</b> <u>1600 Prairie Dr. Medina, MN (612) 578-1372</u>
<b>Name and location of incident or simulation/exercise:</b> <u>Rochin' Rogers, Rogers, MN</u>
<b>Incident kind:</b> <u>community event</u>
<b>Number and kind of resources:</b> <u>COMU Team, IACC</u>
<b>Evaluation period:</b> <u>6/18/22</u>
<b>Position type:</b> <u>Type III</u>
<b>Recommendation:</b> The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
<b>Additional recommendations/comments:</b>  
<b>Date:</b> <u>6/27/22</u>
<b>Evaluator's initials:</b> <u>DA</u>
<b>Evaluator's relevant qualification:</b> <u>COML</u>

## Communications Technician (COMT)

### 1. Competency: Assume position responsibilities

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

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> <li>• Reference materials:                             <ul style="list-style-type: none"> <li>○ In electronic, digital, or hard-copy format</li> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>○ Position manuals</li> <li>○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available</li> <li>○ Inventories or other lists of local and regional communications response equipment</li> <li>○ Preplanned local system coverage maps</li> <li>○ Contact, capability, and availability information for local and regional COMT and Communications Specialists</li> <li>○ National Interoperability Field Operation Guide (NIFOG)</li> </ul> </li> <li>• Forms:                             <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> </ul> </li> <li>• Supplies:                             <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ AHJ identification badge and qualification card</li> <li>○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools</li> <li>○ Portable radio(s) as appropriate for the region</li> <li>○ GPS</li> <li>○ First aid kit</li> </ul> </li> <li>• Personal Protective Equipment (PPE) and security measures</li> </ul>	<p>C, E, F, I, J, T <u>I</u></p>	<p>#1</p>	<p><i>POA</i> 6/12/22</p>

**1b. Behavior: Successfully assume the role of COMT and initiate position activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Determine communications requirements as the Communications Unit Leader (COML) directs.	E, F, I I	#1	<del>DDA</del> 6/18/22

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Radio Communications Plan, watching for important information such as: <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned</li> <li>• Other mutual aid channels or equipment already in use</li> <li>• Gateway or other interoperability devices already in use</li> </ul>	E, F, I I	#1	<del>DDA</del> 6/18/22

**1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate needs and order supplies, materials, and personnel to provide necessary communications: <ul style="list-style-type: none"> <li>• Recommend to the COML materials and supplies required</li> <li>• Manage levels of supplies and materials to prevent shortage of basic necessities and report shortages to the COML</li> <li>• Recommend to the COML an adequate number of technicians, technical specialists, and personnel to support the Communications Unit and other functions</li> <li>• Assess current tactical communications equipment needs, such as power sources for extended operations, and report findings to the COML</li> </ul>	E, F, I I	#1	<del>DDA</del> 6/18/22

**2. Competency: Communicate effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

**2a. Behavior: Record Activities of the Unit**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Maintain a current, legible activity log for the COML, if requested, documenting all major activities, including: <ul style="list-style-type: none"> <li>• Equipment locations</li> <li>• Personnel changes</li> </ul>	E, F, I I	HI	PPS 6/19/22

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

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

**3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>6. Working with the COML, perform as the technical expert for communications needs:</p> <ul style="list-style-type: none"> <li>• Determine the feasibility of providing required communications support and necessary equipment/personnel</li> <li>• Provide operational and technical information on communications equipment available for the incident</li> <li>• Provide operational and technical information on communications equipment and systems capabilities and restrictions</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>PPA 6/18/22</p>
<p>7. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> <li>• Through the COML, request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and help identify costs associated with equipment</li> <li>• Through the chain of command, document the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines)</li> <li>• Provide communications support for external and internal data operations</li> <li>• Create/update diagrams of current communications systems</li> <li>• Help the COML determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>PPA 6/19/22</p>

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p><b>8.</b> Arrange the installation of communications equipment:</p> <ul style="list-style-type: none"> <li>• Obtain equipment as necessary</li> <li>• Install and test all components of the communications equipment to ensure the incident's systems are operational, including:                             <ul style="list-style-type: none"> <li>○ Repeaters</li> <li>○ Links (radio and wire-based)</li> <li>○ Remotes</li> <li>○ Gateways</li> <li>○ Telephones</li> <li>○ Fax machines</li> <li>○ Data</li> <li>○ Aircraft and other special needs</li> </ul> </li> <li>• In cooperation with the COML, develop installation priorities (for example, operations before logistics) while adhering to safety standards regarding communications needs of tactical personnel</li> <li>• Clone or program radios</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>DDA 6/19/22</p>
<p><b>9.</b> Assign communications equipment:</p> <ul style="list-style-type: none"> <li>• Provide resources and unit leaders with appropriate equipment based on the communications plan</li> <li>• Provide basic training as needed on equipment being fielded</li> <li>• Maintain equipment inventory to provide accountability</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>DDA 6/19/22</p>
<p><b>10.</b> Help the COML initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> <li>• Maintain accountability system for issuing handheld radio resources</li> <li>• Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions)</li> <li>• Keep records for local and national resources to ensure return to proper locations</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>DDA 6/19/22</p>
<p><b>11.</b> Monitor operational performance of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> <li>• Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment</li> <li>• Monitor all gateways in use</li> <li>• Plan for battery replacement</li> <li>• Plan for generator refueling</li> <li>• Act decisively to minimize interruptions in system operation</li> </ul>	<p>E, F, I I</p>	<p>#1</p>	<p>DDA 6/19/22</p>

Jan 2022

## 2022-06-17 1500 briefing on Teams

COMU Mobilization Briefing simulating a phone or in-person briefing

Event- Community event, fundraising

Incident Name: Rockin' Rogers 2022

WebEOC incident created. Chief Feist will be using it. Get it up in trailer.

Event started 6/17/2022 19:00, over at 6/19/2022 17:00

Parade and street dance on 6/18, we're only supporting parade.

Rogers Lions club fund raiser, supported by Rogers Government, Police, Fire, Public Works

They'll be on their talk groups and METAC7

Lions Club will be provided radio from us.

ICS is unified command between public works and fire

IC Fire Chief Brad Feist

Police Chief Dan Wills

Ops- EMS support, lions parade support

HCEM role is agency rep in EOC in hennepin watch capacity.

Dan will be double duty as COML also. Mostly in EOC, but available at DCT.

We will be in DCT, can go into EOC. But we might not have seats there.

DCT arrives no later than 0900 and start setting up.

10:30 ops briefing COMT's and AuxComm requested for that. Nothing required of COMT and AUXC

At conclusion of ops briefing hand out cache radios

~10:45 soft closure of main street. Start putting up barriers, telling people to move

11:30 hard closure, tow trucks.

~12:00 parade start

~13:30-14:00 parade end

Towards end of parade start getting cache radios back.

Pack up and close.

Event and facility information. Sneeze.

Event at Fire Hall 1.

Parade on main street.

DCT arriving on hwy 116, which turns into main street.

GMRS repeater should cover the route.

EOC is in community room.

We park in west parking lot.

Report to Dan Anderson on HCEMAdminE by 0900.

DCT will be south of the bays.

If necessary Dan will move the barriers at main&memorial if necessary.

Area across street is carnival.

East parking lot will be closed for food trucks and stage for street dance.

We'll figure out where we're handing out cache radios after DCT is in place.

Objectives:

1. Provide radio systems along parade route-
  - a. configure for channel 16 462.572 467.572 141.3
  - b. programming verified for handhelds as containing channels in ICS 217, including channel 16.
  - c. Need to grab portable radio in case that's the one that has the right repeater pair.
2. Provide radios at evening street dance
  - a. Channel 5 for handhelds.
3. Ensure we can use gateway for comms into other systems
  - a. Ask mike if we have the cables ready to go. Yes. Labelled ACU cables, stored in DCT.
  - b. Bendix King to our ARMER radio
  - c. Need laptop for ACU- COMU-4 is coming with.
    - i. ACU is set up to be configured from workstation 3. Change IP address and you can access ACU. Don't need COMU-4.
4. Create auxiliary voice path to county EOC
  - a. 147.0+ 114.8 permission from KOLTC received.
5. Create auxiliary data path to county EOC

COMU staff

COML- anderson

COMT- bartholow, Jackson, johnson

AuxComm- Jackosn Johnson

DCT tsp ostlund ventura.

safet briefing

hot- not as hot as sunday. Water available.

Hard hats

Trip hazards

Slip and cut hazards, bring gloves.

Injuries report to Mike.

Uniform anything, high vis vest over anything. T-shirt, shorts, good shoes.

PTB- Need to bring to Dan by 0900.

Notes to be provided to Dan at end of day.

Sunscreen and bug spray

Go kits.

Water provided, food will probably not be available. There are food trucks. Bring food and snacks.

## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> Rockin' Rogers 2022		<b>2. Operational Period:</b> Date From: 16 JUNE 2022 Date To: 19 JUNE 2022 Time From: 1200 Time To: 1700	
<b>3. Name:</b> Benton Jackson		<b>4. ICS Position:</b> AUXC	<b>5. Home Agency (and Unit):</b> Hennepin County Emergency Management
<b>6. Resources Assigned:</b>			
Name	ICS Position		Home Agency (and Unit)
Benton Jackson	AUXC		Hennepin County Emergency Management
Dave Ventura	TSP GMR5		HEEM
Mike Ostlund	TSP DCT		HEEM
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		
6/17/2022 15:00	COMU Mobilization Briefing on Teams		
16:00	Briefing over.		
6/18/2022 06:30	Get up		
08:15	Depart home		
0835	arrive at fire station 1		
0835	Trailer arrived		
0845	Briefing, task book handed to Anderson		
	Mike - TSP DCT, safety officer		
	Dave V - TSP GMR5		
	Trailer is in place		
	GMR5 by 10:30 priority		
0851	Tower		
	012-573-1372 Dan Anderson		
0900	briefing over		
0925	Pat Deployment ✓ list complete.		
	Filing activity log got word around		
0930	rec'd 2 bundle base maps report via COML		
0937	Mike dropped GMR5 satman by Ventura, head		
0942	GMR5 tested at 1.20 SWR @ 162 MHz		
0944	Ostlund down for root		
0945	COML request all GMR5 status		
1000	GMR5 ready and reported to COML		
1005	COML asked for # of radios we have		
1015	COML Briefing		
<b>8. Prepared by:</b> Name: <u>Benton Jackson</u> Position/Title: <u>Auxiliary/COMU</u> Signature:			
ICS 214, Page 1		Date/Time: <u>June 16 2022 14:00</u>	



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		Rockin' Rogers 2022			6/13/2022 1900		16 JUNE 2022 1200 to 19 JUNE 2022 1700		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ETC)</small>	Talkgroup/Channel/Phone	Assignment <small>(ARMY, AIR, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or W)</small>	Remarks
1	Command	METAC 7	Operations	ARMER		ARMER		D	Police, Fire, PW, EMS event Command and operations
2	Tactical	GMRS Repeater (DCT)	Parade	TBD				A	Lions and CERT parade route
3	Tactical	First Available METAC	EMS	ARMER		ARMER		D	MCI Event response, per EMS standard
4	Tactical	EMS/M-METRO	EMS Dispatch	ARMER		ARMER		D	dispatching additional rigs not on standby
5	Air	First available STAC	EMS Air	ARMER		ARMER		D	EMS Air, per EMS standard
6	Tactical	FRS Channel 5	Dance	462.6625 W	141.3	462.6625 W	141.3	A	Lions monitoring dance activities
7									
8	Tactical	KOLTC VHF	EOC Voice	147.0000 W	NA	147.6000 W	114.8	A	MGRS Repeater
9	Packet	MPLSDN	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet node (if needed)
10	Packet	MNMPLS	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet node (if needed)
11	Packet	WG0A-10	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet gateway
12									
13									
14	WebEOC Incident: [ACTIVE] HC 2022 Rockin' Rogers Event								
15									
<b>SPECIAL INSTRUCTIONS</b>									
<p><b>EMS Communications coordination for a response beyond rigs on standby will be done by North Memorial Ambulance, (763) 581-9690. Dan Anderson will only be on-scene Saturday morning and afternoon but available by phone. Jerry Erickson can provide additional COML support if needed. AUXC POC is Benton Jackson, KOBHJ, HCEM, (763) 442-5238</b></p> <p><b>COML: Dan Anderson</b></p> <p><b>AGENCY: Hennepin County Emergency Management</b></p> <p><b>PHONE: 612-596-0253 (office) 612-578-1372 (cell)</b></p> <p><b>EMAIL: daniel.anderson@hennepin.us</b></p>									
<b>INCIDENT/EVENT LOCATION</b>									
City of Rogers, Hennepin County, Minnesota									

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)

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name Rockin Roger's 2022 (AUXC)				Date/Time Prepared 6/13/2022		Operational Period Date/Time 6/18/2022 10:00 to 6/19/2022 12:00			
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	Tactical	K0LTC VHF	EOC Voice	147.0000 W		NA	147.6000 W		114.8	A	MGRC Repeater
2	Packet	MPLSDN	EOC Data	145.6700 W		NA	145.6700 W		NA	D	Packet node (if needed)
3	Packet	MNMPLS	EOC Data	145.6700 W		NA	145.6700 W		NA	D	Packet node (if needed)
4	Packet	WG0A-10	EOC Data	145.6700 W		NA	145.6700 W		NA	D	Packet gateway
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Prepared By (Communications Unit)  
Benton Jackson, AuxComm

Incident Location  
Rogers, Hennepin County, 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 (e.g. Project 25) 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.

# Rockin Rogers 2022 Site layout

Tackson

Wendell Drive

Paul Road

Parking

Generator

Furniture

truck

DCT

Five  
cable  
radios

EOC

Food trucks

Parking

Band

WS1 WS2  
WS3  
DCT

5m x 5m  
tower

Not for navigation use



## Position Task Book (PTB) for the Position of: **AUXILIARY COMMUNICATOR (AUXC)**

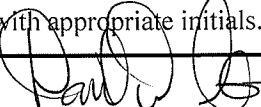
Check the appropriate position type:  Category (Cat) 1 – Deployable  Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Benton Jackson
AGENCY NAME:	Hennepin County Emergency Management
PHONE NUMBER:	763-442-5238
E-MAIL:	benton@goatrider.com
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Day Anderson
TITLE:	Senior Coordinator Public Warning & Communications
AGENCY NAME:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 575-1372
E-MAIL:	dan.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Rogers, MN 5
DATE:	6/19/22

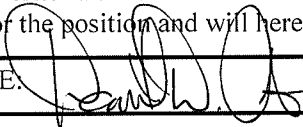
Version 2.0  
January 2022

### Evaluator Verification

*"Do not complete this form unless you are recommending the trainee for all-hazards certification"*

FINAL EVALUATOR VERIFICATION	
I verify that <u>Brent Jackson</u> has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	6/27/22
FINAL EVALUATOR'S PRINTED NAME:	Daniel D. Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
AGENCY NAME:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us

### Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I verify that <u>Brent Jackson</u> has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	6/29/22
OFFICIAL'S PRINTED NAME:	Daniel D. Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
AGENCY NAME:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us

## Position Task Book Overview

The AUXC Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for the AUXC position. The performance criteria are associated with core (National Qualification System (NQS) competencies, behaviors, and tasks. It is recommended that you start a new Task Book once you have submitted a completed one so you may begin the reauthorization process.

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period documenting the trainee's performance.
- Some tasks associated with verbal responses can be put into a test format virtually. Emergency Communications Division (ECD) will conduct periodic online test, with the approval of the State, that will be used in lieu of a verbal response.
- This PTB can be used by two different groups associated with AUXCs. Those that will deploy and those that expect to activate but run operations from a home location.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is an AUXC leader or an AUXC subject matter expert appointed in writing by the Statewide Interoperability Coordinator (SWIC) or authorized state certification committee, who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the states version of a Qualification Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements. It is recommended that states have at least one member of the QRB be an experienced Auxiliary Communicator with Public Safety experience.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be issued a new PTB and reevaluated in the specific position.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary in an AUXC Addendum.

### *Definitions*

**AUXC:** Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations.

**AUXCOMM:** Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.

AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.

**Competency:** An observable, measurable pattern of knowledge, skills, abilities, and other characteristics that an individual should possess to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

**Behavior:** An observable work activity or a group of similar tasks necessary to perform the activity.

**Task:** A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- All tasks require evaluation; however, bullet statements within a task are examples.

### *PTB Task Codes*

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances. The trainee does not need evaluation in all the listed circumstances.

**Code C:** Task performed in a training or classroom setting, including seminars and workshops.

**Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

**Code F:** Task performed during a functional exercise managed under the ICS.

**Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

**Code J:** Task performed as part of day-to-day job duties.

**Code T:** Task performed during a tabletop exercise.

**Code R:** Task performed very rarely and required only if applicable to the event.

***PTB Task Types***

The tasks in the PTB have a corresponding task type which indicates whether or not the AUXC will deploy.

**Category (Cat) I:** Those personnel who can activate and deploy.

**Category (Cat) II:** Those personnel who can activate from a fixed location (e.g. home).

***PTB Method Codes***

The tasks in the PTB will either be demonstrated in-person, tested online or skipped depending on what Type of AUXC PTB is being tested.

**Method Eval:** Task performed in front of an evaluator in any of the settings listed under PTB Task Codes.

**Method Virtual:** Task assessed by online testing via ECD.

### ***How to Complete the Evaluation Record Form***

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

#### **Complete these items AT THE START of the evaluation period:**

***Evaluation Record Number:*** Label each evaluation record with a sequential (1, 2, 3, etc.) number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled “Evaluation Record #” for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators’ qualifications before signing off on the PTB.

***Evaluator’s Name, Incident/Office Title, and Agency:*** List the name of the evaluator, his/her incident position or office title, and the evaluator’s home agency.

***Evaluator’s Home Unit Address and Phone:*** List the evaluator’s home unit address and phone number.

***Name and Location of Incident or Simulation/Exercise:*** Identify the name (if applicable) and location where the trainee performed the tasks.

***Incident Kind:*** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

#### **Complete these items AT THE END of the evaluation period:**

***Number and Kind of Resources:*** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee’s PTB.

***Evaluation Period:*** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

***Recommendation:*** Check the appropriate line and make comments below regarding the trainee’s future development needs.

***Additional Recommendations/Comments:*** Provide additional recommendations and comments about the trainee, as necessary.

***Date:*** List the current date.

***Evaluator’s Initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

***Evaluator’s Relevant Qualification:*** List your certification relevant to the trainee position you supervised.

## Evaluation Record Form

(This form should be duplicated to provide one for each evaluation opportunity.)

<b>TRAINEE NAME:</b> <u>Bevern Jackson</u>
I verify that <u>Bevern Jackson</u> has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
<b>TRAINEE POSITION:</b> <u>AUXC</u>
<b>Evaluation Record Number:</b> <u>#1</u>
<b>AUXC Evaluator's Name:</b> <u>Don Anderson</u>
<b>Incident/Office Title and Agency:</b> <u>COML / Senior Coordinator Hennepin County Emergency Management</u>
<b>AUXC Evaluator's Home Unit Address and Phone:</b> <u>1600 Prairie D. Medina, MN (612) 579-1372</u>
<b>Name and Location of Incident or Simulation/Exercise:</b> <u>Redlin Rogers, Rogers, MN</u>
<b>Incident Kind:</b> <u>community event</u>
<b>Number and Kind Resources:</b> <u>BCOU, IACC</u>
<b>Evaluation Period:</b> <u>6/18/22</u>
<p><b>Recommendation:</b></p> <p>The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<b>Additional Recommendations/Comments</b>
<b>Date:</b> <u>6/27/22</u>
<b>AUXC Evaluator's Initials:</b> <u>DA</u>
<b>AUXC Evaluator's Relevant Qualification:</b> <u>COML</u>

Form Version: March 2019

*Auxiliary Communicator (AUXC)*

**1. Competency: Prerequisites required to initiate the Position Task Book**

*Description:* Successfully complete all prerequisite training prior to initiating the Position Task Book.

**1a. Behavior: Complete the following prerequisite training**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Provide to your evaluator a copy of your course completion certificates or EMI Transcript for the following mandatory prerequisite training: completion of a DHS approved AUXC course and course completion certificates for IS-100, IS-200, IS-700, and IS-800.  (States may consider adding additional specific training requirements in the AUXC Addendum.)	C, I, J, T I	I, II I	Eval	#1	Ad 6/19/22

**2. Competency: Readiness, Preparedness, Situational Awareness**

*Description:* Demonstrate personal preparedness activities that reflect your ability to respond to a request for deployment in a timely and efficient manner while maintaining situational awareness of events that affect your response.

**2a. Behavior: Maintain a personal and position specific “Go-Kit”**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain, assemble, and prepare information and materials for a personal and position related “Go-Kit” prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable.	C, I, J, T I	I  I	Eval	#1	DD 6/18/22
2	The following items are suggested items for inclusion in your “Go-Kits.” This list should not be considered “all-inclusive” and may be amended or modified by the state and/or your sponsoring organization: <ul style="list-style-type: none"> <li>• Appropriate ICS forms and Radio Logs (Form 309)</li> <li>• Reference materials in electronic, digital, or hard-copy format</li> </ul>	C, I, J, T I	I  I	Eval  4	#1	DD 6/18/22
3	Functional guidelines relative to incident type (agency guidance or other functional guidelines): <ul style="list-style-type: none"> <li>• Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>• Position manuals</li> <li>• Current local and state Auxiliary Communications Plan</li> <li>• State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available</li> <li>• Inventories or other lists of local, regional, and state auxiliary communications assets and inventories</li> <li>• Demonstrate a working knowledge of typical coverage for local and regional repeaters</li> <li>• Demonstrate knowledge of persons within the Chain of Command</li> <li>• Contact information for local and regional AUXC Subject Matter Experts</li> <li>• National Interoperability Field Operations Guide (NIFOG) app or hardcopy</li> <li>• Agency-specific forms appropriate to the function</li> <li>• Incident Radio Communications Plan ICS 205 (blank or pre-filled)</li> <li>• AUXC Field Operations Guide app or hardcopy</li> </ul>	C, I, J, T I	I, II  I	Virtual / Eval	#1	DD 6/18/22

**2a. Behavior: Maintain a personal and position specific “Go-Kit” (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
4	Administrative Supplies <ul style="list-style-type: none"> <li>• Administrative items needed to fulfill the mission assignment</li> <li>• Items as specified by the state in the AUXC Addendum</li> </ul>	C, I, J, T I	I, II I	Virtual / Eval	#	DD 6/19/22
5	Other items: (additional items may be required by the state in the AUXC Addendum) <ul style="list-style-type: none"> <li>• First Aid Kit</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Personal security items</li> </ul>	C, I, J, T I	I I	Eval	#	DD 6/19/22

**2b. Behavior: Obtain appropriate information regarding the deployment**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Obtain complete information from the agency or incident command staff in the AHJ over the incident when initially activated and prior to arrival, to include:</p> <ul style="list-style-type: none"> <li>Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes</li> <li>Reporting location</li> <li>Reporting time</li> <li>Transportation arrangements/travel routes</li> <li>Contact procedures during travel (telephone/radio)</li> </ul>	C, E, F, I, T I	I, II I	Virtual Eval	#	<del>DD</del> 6/19/22
2	<p>Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS 205) that can be incorporated into the Communications Unit Leader's (COML's) ICS 205 and the Incident Action Plan. Examples of important information include:</p> <ul style="list-style-type: none"> <li>Simplex or repeater frequencies already assigned</li> <li>Resources (equipment/personnel) already in use</li> <li>Other current incidents or events that may create conflicts with communications plans or tax resources</li> <li>(Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.)</li> </ul>	C, E, F, I, T I	I, II I	Virtual Eval	#	<del>DD</del> 6/19/22
3	<p>Arrive properly equipped at the assigned incident location at the designated reporting time and demonstrate to your evaluator completion of the check-in process as established for the incident.</p> <p>(Details should be included in the AUXC Addendum.)</p>	C, E, F, I, T I	I I	Eval	#	<del>DD</del> 6/19/22
4	<p>Complete a physical inspection of the equipment and supplies brought with you to the deployment with your evaluator.</p>	C, E, F, I, T I	I I	Eval	#	<del>DD</del> 6/19/22

**2b. Behavior: Obtain appropriate information regarding the deployment (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
5	<p>Review with your evaluator notes you took during the briefing you obtained from your supervisor. Examples of briefing notes are:</p> <ul style="list-style-type: none"> <li>• Workspace</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul> <p><u>NOTE:</u> This list is not all inclusive. AUXC personnel are responsible for asking appropriate questions of their immediate supervisor relating to their assignment.</p>	C, E, F, I, T I	I, II  I	Virtual / Eval	#1	PPA 6/18/22
6	<p>Review or develop a draft ICS 205. Examples of important information include:</p> <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned.</li> <li>• Other amateur radio frequencies or equipment already in use.</li> <li>• Digital interoperability devices already in use.</li> <li>• Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans.</li> </ul>	C, E, F, I, T I	I, II  I	Virtual / Eval	#1	PPA 6/18/22

**3. Competency: Communicate Effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

**3a. Behavior: Maintain positive, professional relationships that enhance operations.**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Describe for the evaluator techniques for establishing and maintaining positive interpersonal and interagency working relationships while working in high stress environments on deployment.</p> <ul style="list-style-type: none"> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards.</li> <li>• Demonstrate follow-through on assigned duties.</li> <li>• Work cooperatively with team and other agency members.</li> <li>• Always maintain professional appearance and behavior.</li> <li>• Be respectful and courteous.</li> <li>• Be respectful of public and private property.</li> </ul>	<p>C, E, F, I, J, T <b>I</b></p>	<p>I, II <b>I</b></p>	<p>Virtual / Eval</p>	<p>#1</p>	<p><b>PP 6/18/22</b></p>

#### 4. Competency: Technical Skills

*Description:* Demonstrate technical competency in the skills needed to establish and maintain operational an AUXC element in support of an incident, event or exercise while protecting the health and safety of himself/herself and those working with him/her.

##### 4a. Behavior: Develop and implement plans

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> <li>Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary.</li> <li>Send/receive an ICS 213 message using:               <ul style="list-style-type: none"> <li>Winlink; and</li> <li>On the data mode that is selected by the evaluating state.</li> </ul> </li> <li>Send and receive a message (similar in content to an email) utilizing a digital format on 2 meters, 70 centimeters, or HF using a licensed control operator, if necessary.</li> </ul>	C, E, F, I I	I, II I	Eval	#1	<del>DDA</del> 8/19/22
2	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> <li>Assemble (recommended, but may be required by the state), install, and operate an HF dipole antenna on amateur radio bands as specified by your evaluator or in the state's AUXC Addendum. (Recommended, but may be required by the state).</li> <li>Assemble (recommended, but may be required by the state), install and operate an antenna in the center part of the 2-meter amateur radio band.</li> <li>Safety procedures an operator must perform in order to ensure both the operator and equipment are safe.</li> <li>Proper grounding of all equipment, external power equipment, antennas, and towers.</li> <li>The proper use of a RF Load Resistor.</li> <li>Explain what SWR is and the impact it can have on the transmit capabilities of a station.</li> <li>The operation of an antenna analyzer.</li> </ul>	C, E, F, I I	I I	Eval	#1	<del>DDA</del> 8/19/22

**4a. Behavior: Develop and implement plans (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
3	<p>Demonstrate how to install and make communications equipment and systems operational when requested based on plans approved by the COML.</p> <ul style="list-style-type: none"> <li>• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics).</li> <li>• Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies.</li> </ul>	<p>C, E, F, I, J I</p>	<p>I, II  I</p>	<p>Eval</p>	<p>#1</p>	<p><del>DD</del> 6/15/22</p>

**4b. Behavior: Assure Safe Operations and Practices**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate should demonstrate the knowledge and possess the capability of explaining how to provide for the safety and welfare of all assigned personnel during their entire period of deployment by:</p> <ul style="list-style-type: none"> <li>• Not deploying until directed to do so.</li> <li>• Making the requesting agency aware of all medical restrictions prior to deployment.</li> <li>• Not deploying if health issues require medications or medical interventions that are not available at the deployment site.</li> <li>• Recognizing potentially hazardous situations.</li> <li>• Informing subordinates of hazards.</li> <li>• Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks.</li> <li>• Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks.</li> <li>• Ensuring that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensuring that personnel are appropriately fed, hydrated, and rested.</li> <li>• Being alert to the development of any special medical needs of their staff.</li> <li>• Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility.</li> <li>• Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available.</li> <li>• Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury.</li> </ul>	<p>C, E, F, I, T <b>I</b></p>	<p>I, II <b>I</b></p>	<p>Virtual / Eval</p>	<p>#</p>	<p><del>PPA</del> 7/15/22</p>

**5. Competency: Establish an Incident Auxiliary Communications Center**

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

**5a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate must be able to explain the purposes of; the differences between; and how to establish an Incident Communications Center (ICC) or an Incident AUXC Communications Center (IACC) within the ICC under the direction of the COML within the Communications Unit. This should include an explanation of:</p> <ul style="list-style-type: none"> <li>• Coordination of the location of ICC/IACC with the COML.</li> <li>• Considerations of the following when coordinating with the COML on the location of the ICC/IACC:                             <ul style="list-style-type: none"> <li>○ Locate the ICC/IACC close or adjacent to the incident command post</li> <li>○ Keep the ICC/IACC away from high traffic areas and noise.</li> <li>○ Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials).</li> <li>○ Locate away from potential sources of RF interference and noise (transmission lines, power substations).</li> </ul> </li> <li>• Establishing assignments based on incident requirements; setting schedules around operational requirements; and the establishment of a system that documents the estimated time of arrival of communications personnel.</li> <li>• Obtaining necessary supplies for the ICC/IACC to function properly.</li> </ul>	<p>C, E, F, I, T I</p>	<p>I, II I</p>	<p>Virtual / Eval</p>	<p>#</p>	<p>[Signature] 6/15/22</p>

**5b. Behavior: Identify and assign staff to support operations**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Assign personnel, train personnel, and perform inventory control on assigned equipment. <ul style="list-style-type: none"> <li>• Provide basic training, as needed, on equipment.</li> <li>• Maintain equipment inventory to provide accountability.</li> <li>• Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.</li> </ul>	E, F, I, T I	I I	Eval	#1	DD 6/18/22

**5c. Behavior: Maintain appropriate documentation relating to operations of the Incident Auxiliary Communications Center**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demonstrate how to maintain an ICS 214 Activity Log. <ul style="list-style-type: none"> <li>• Activity Log will be kept current, legible, and will document all major activities, which may include:                             <ul style="list-style-type: none"> <li>○ Equipment locations,</li> <li>○ Safety issues, including any medical issues, with AUXC staff,</li> <li>○ Personnel changes, and</li> <li>○ Shift change briefing information.</li> </ul> </li> </ul>	C, E, F, I, T I	I, II I	Virtual Eval	#1	DD 6/18/22

### 6. Competency: Drafting Plans, Systems Management, and Documentation

*Description:* Assists with the development of or develops and implements plans for systems deployment and completes and maintains all documentation related to the role and responsibilities of an AUXC.

#### 6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Working with the COML, perform as the technical expert for AUXC:</p> <ul style="list-style-type: none"> <li>• Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205.</li> <li>• Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit.</li> <li>• Identify and request resources as to type/qualification, quantity, and location.</li> <li>• Coordinate with the COML or your immediate supervisor to request any additional communications personnel, equipment or services that may be needed to support AUXC operations.</li> <li>• Coordinate, through the chain of command, the locations for equipment to be installed or delivered.</li> <li>• Assist the COML with determining optimal locations for any future expansion of AUXC equipment using topographical maps to evaluate elevation and separation needs and the ICS 205 from the IAP and other frequency lists to minimize the risk of interference with other communications resources.</li> </ul>	E, F, I, T I	I I	Eval	#1	PPB 6/19/22

**6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
2	<p>Demonstrate the design, configuration, and maintenance of AUXC systems needed to meet incident needs.</p> <ul style="list-style-type: none"> <li>• Provide for the installation and testing of all AUXC communications components to assure they are fully operational.</li> <li>• Create and maintain diagrams of current AUXC communications system(s).</li> <li>• Provide communications support for external and internal AUXC operational platforms.</li> <li>• Identify the need for and take necessary action to accomplish minor field repair of equipment issues, request technical support needed to facilitate repairs of identified issues, and/or order replacement equipment if repairs cannot be performed in a timeframe that meets the needs of the incident.</li> </ul>	<p>E, F, I, T I</p>	<p>I, II I</p>	Virtual / Eval	#1	<del>PA</del> 8/18/22
3	<p>Monitor operational performance of AUXC communications systems throughout the duration of the incident.</p> <ul style="list-style-type: none"> <li>• Monitor operational status of all AUXC equipment in use.</li> <li>• Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident.</li> <li>• Establish a plan for battery replacement.</li> <li>• Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems.</li> </ul>	<p>E, F, I, T I</p>	<p>I, II I</p>	Virtual / Eval	#1	<del>PA</del> 8/18/22

**6b. Behavior: Serve as a subject matter expert for AUXC related issues**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Participate in meetings as a subject matter expert for AUXC specific needs as directed by the COML.</p> <ul style="list-style-type: none"> <li>• Determine the feasibility of providing the requested AUXC support.</li> <li>• Provide operational and technical information on AUXC equipment available to support the incident.</li> <li>• Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations.</li> <li>• Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability.</li> </ul>	E, F, I T I	I, II I	Virtual / Eval	#1	PA 6/10/22

**6c. Behavior: Coordinate incident communications needs with existing system managers**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Coordinate frequencies, activities, and resources with AUXC coordinators/operators outside of the incident.</p> <ul style="list-style-type: none"> <li>• Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies.</li> <li>• Work with local, regional and/or state amateur radio organizations (including NGOs) to coordinate shared resource assignments and identify and eliminate interference issues with established AUXC systems when reported.</li> <li>• Provide a copy of the ICS 205 to other agencies or to the AUXC at any nearby incidents as necessary to avoid interference or other conflicts.</li> <li>• May include ARES, RACES, REACT, SKYWARN, ACS, etc.</li> </ul>	E, F, I T I	I, II I	Virtual / Eval	#1	PA 6/15/22

**7. Competency: Demobilization**

*Description:* Demobilizes pursuant to the published demobilization plan.

**7a. Behavior: Follow the established process for demobilization**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demobilize and check out. <ul style="list-style-type: none"> <li>• Submit all required information to the COML and/or Documentation Unit Leader as appropriate.</li> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• Complete required ICS form(s) and turn in to the appropriate person.</li> <li>• Ensure that personnel and equipment assigned to the unit are demobilized correctly.</li> <li>• Document lost equipment on agency specific forms.</li> <li>• Report their return to their home base of operations.</li> </ul>	E, F, I T I	I, II I	Virtual / Eval	#1	PP 6/19/22

# AUXILIARY COMMUNICATIONS COURSE

## **Benton Jackson**

Completed the Office of Emergency Communications  
Auxiliary Communications Course during  
17-18 March 2018 at the  
Hennepin County Sheriff's Office  
in Plymouth, Minnesota.



*Ronald T. Hewitt*

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

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Benton Jackson**

Successfully completed the  
All-Hazards Communications Technician (COMT) Course  
during 7-11 October, 2019 at the  
St. Louis County EOC  
in Duluth, Minnesota



**CISA**  
CYBER + INFRASTRUCTURE

A handwritten signature in blue ink that reads "Vincent D. DeLaurentis".

Vincent D. DeLaurentis  
Acting Assistant Director for Emergency Communications  
Cybersecurity and Infrastructure Security Agency  
U.S. Department of Homeland Security

UNITED STATES OF AMERICA  
FEDERAL COMMUNICATIONS COMMISSION

AMATEUR RADIO LICENSE

K0BHJ

JACKSON, BENTON H  
[REDACTED]

FCC Registration Number (FRN): [REDACTED]

Special Conditions / Endorsements

NONE

Grant Date	Effective Date	Print Date	Expiration Date
01-27-2017	01-27-2017	01-27-2017	01-27-2027
File Number	Operator Privileges		Station Privileges
0007614320	Amateur Extra		PRIMARY

THIS LICENSE IS NOT TRANSFERABLE



(Licensee's Signature)

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**BENTON H JACKSON**

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

**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 18th Day of August, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**BENTON H JACKSON**

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

**IS-00200.c**

**Basic Incident Command System for Initial Response**

A handwritten signature in black ink, appearing to read "Michael J. Sharon".

*Issued this 22nd Day of July, 2019*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**BENTON H JACKSON**

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

**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 2nd Day of September, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**BENTON H JACKSON**

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

**IS-00800.c**

**National Response Framework, An Introduction**

*Issued this 3rd Day of September, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security  
Federal Emergency Management Agency



FEMA

*Benton H. Jackson*

*has successfully completed*

Intermediate ICS-300 for Expanding Incidents

Saint Louis Park, Minnesota, United States

20 Hours

October 8 - 10, 2018

Gary F. Sera, Director  
Texas A&M Engineering Extension Service

H. Lawson, Jr., Director  
National Emergency Response and Recovery Training Center  
Texas A&M Engineering Extension Service

# *Minnesota Department of Public Safety*

## **Division of Homeland Security and Emergency Management**



This Certificate of Achievement is to acknowledge that

**Benton Jackson**

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

**ICS-0300 Intermediate ICS for Expanding Incidents**

**FEMA-ICS-0300-06**

**October 10, 2018**

POST Course #:  
POST Credits:

A handwritten signature in black ink, appearing to read "Joe Kelly".

Joe Kelly, Director

Minnesota Homeland Security and Emergency Management

# COMU Position Recognition Application

Application Type:

- Initial Application       Renewal       Change of Status

Position:

- COML       COMT       INCM  
 INTD       RADO       AECS

Name Clayton Bartholow  
(Last, First Middle)


Certifying Agency Hennepin County Emergency Management

County Hennepin      ECB/ESB Region Metro

Agency Address 1600 Prairie Drive, Medina, MN

24/7 Telephone (612) 384-0659      Business Telephone (612) 384-0659

Email Address w.zerolad@gmail.com

Signature       Date 7/9/2022

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

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

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

Name & Title Dan Anderson-Senior Coordinator Public Warning and Communication

Agency Hennepin County Emergency Management

Signature       Date 7/5/22

## Regional Recognition

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

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

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

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

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

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



# FEMA

## NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK  
FOR THE POSITION OF

## COMMUNICATIONS TECHNICIAN (COMT)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

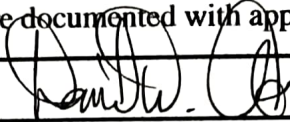
Type 2

Type 3


<b>POSITION TASK BOOK ASSIGNED TO:</b>	
TRAINEE'S NAME:	Clayton Bartholow
DUTY STATION:	
PHONE NUMBER:	
E-MAIL:	
<b>POSITION TASK BOOK INITIATED BY:</b>	
OFFICIAL'S NAME:	Don Anderson
TITLE:	Senior Coordinator Public Warning & Communications
DUTY STATION:	Medina, MN Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	don.anderson@hennepin.us
<b>POSITION TASK BOOK WAS INITIATED:</b>	
LOCATION:	Roseau, MN
DATE:	6/18/22

## Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that <u>Clayton Bartholow</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	6/27/22
FINAL EVALUATOR'S PRINTED NAME:	Daniel D. Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us

## Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that <u>Clayton Bartholow</u>	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	6/28/22
OFFICIAL'S NAME:	Daniel D. Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us

## Position Task Book Overview

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

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

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

### Complete these items AT THE START of the evaluation period:

**Evaluation Record Number:** Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

**Evaluator's name; Incident/office title and agency:** List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

**Evaluator's home unit address and phone:** List evaluator's home unit address and phone number.

**Name and location of incident or simulation/exercise:** Identify the name (if applicable) and location where the trainee performed the tasks.

**Incident kind:** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

### Complete these items AT THE END of the evaluation period:

**Number and kind of resources:** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

**Evaluation period:** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

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

**Recommendation:** Check the appropriate line and make comments below regarding the trainee's future development needs.

**Additional recommendations/comments:** Provide additional recommendations and comments about trainee, as necessary.

**Date:** List the current date.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

**Evaluator's relevant qualification:** List your certification relevant to the trainee position you supervised.

## Evaluation Record Form

<b>TRAINEE NAME:</b> Clayton Bartholow
<b>TRAINEE POSITION:</b> COMT
<b>Evaluation Record Number:</b> #1
<b>Evaluator's name:</b> Dan Anderson
<b>Incident/office title and agency:</b> Hennepin County Emergency Management
<b>Evaluator's home unit address and phone:</b> 600 Prairie Dr., Medina MN 5612578-1374
<b>Name and location of incident or simulation/exercise:</b> Rock'n Regrets, Regrets MN
<b>Incident kind:</b> Community event
<b>Number and kind of resources:</b> COHU Team, IACC
<b>Evaluation period:</b> <del>6/22</del> 6/18/22
<b>Position type:</b> Type III
<b>Recommendation:</b> The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
<b>Additional recommendations/comments:</b>
<b>Date:</b> 6/27/22
<b>Evaluator's initials:</b> DDA
<b>Evaluator's relevant qualification:</b> COML

## Communications Technician (COMT)

### 1. Competency: Assume position responsibilities

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

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> <li>• Reference materials:                             <ul style="list-style-type: none"> <li>○ In electronic, digital, or hard-copy format</li> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>○ Position manuals</li> <li>○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available</li> <li>○ Inventories or other lists of local and regional communications response equipment</li> <li>○ Preplanned local system coverage maps</li> <li>○ Contact, capability, and availability information for local and regional COMT and Communications Specialists</li> <li>○ National Interoperability Field Operation Guide (NIFOG)</li> </ul> </li> <li>• Forms:                             <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> </ul> </li> <li>• Supplies:                             <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ AHJ identification badge and qualification card</li> <li>○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools</li> <li>○ Portable radio(s) as appropriate for the region</li> <li>○ GPS</li> <li>○ First aid kit</li> </ul> </li> <li>• Personal Protective Equipment (PPE) and security measures</li> </ul>	<p>C, E, F, I, J, T <i>ET</i></p>	<p>#1</p>	<p><i>DS</i> 6/27/22 6/19/22</p>

**1b. Behavior: Successfully assume the role of COMT and initiate position activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Determine communications requirements as the Communications Unit Leader (COML) directs.	E, F, I I	#1	DDA 6/19/22

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Radio Communications Plan, watching for important information such as: <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned</li> <li>• Other mutual aid channels or equipment already in use</li> <li>• Gateway or other interoperability devices already in use</li> </ul>	E, F, I I	#1	DDA 6/19/22

**1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate needs and order supplies, materials, and personnel to provide necessary communications: <ul style="list-style-type: none"> <li>• Recommend to the COML materials and supplies required</li> <li>• Manage levels of supplies and materials to prevent shortage of basic necessities and report shortages to the COML</li> <li>• Recommend to the COML an adequate number of technicians, technical specialists, and personnel to support the Communications Unit and other functions</li> <li>• Assess current tactical communications equipment needs, such as power sources for extended operations, and report findings to the COML</li> </ul>	E, F, I I	#1	DDA 6/19/22

**2. Competency: Communicate effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

**2a. Behavior: Record Activities of the Unit**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Maintain a current, legible activity log for the COML, if requested, documenting all major activities, including: <ul style="list-style-type: none"> <li>• Equipment locations</li> <li>• Personnel changes</li> </ul>	E, F, I I	#1	[Signature] 6/18/22

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

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

#### 3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>6. Working with the COML, perform as the technical expert for communications needs:</p> <ul style="list-style-type: none"> <li>• Determine the feasibility of providing required communications support and necessary equipment/personnel</li> <li>• Provide operational and technical information on communications equipment available for the incident</li> <li>• Provide operational and technical information on communications equipment and systems capabilities and restrictions</li> </ul>	<p>E, F, I I</p>	#1	ADA 6/19/22
<p>7. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> <li>• Through the COML, request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and help identify costs associated with equipment</li> <li>• Through the chain of command, document the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines)</li> <li>• Provide communications support for external and internal data operations</li> <li>• Create/update diagrams of current communications systems</li> <li>• Help the COML determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs</li> </ul>	<p>E, F, I I</p>	#1	ADA 6/19/22

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Arrange the installation of communications equipment:</p> <ul style="list-style-type: none"> <li>• Obtain equipment as necessary</li> <li>• Install and test all components of the communications equipment to ensure the incident's systems are operational, including: <ul style="list-style-type: none"> <li>○ Repeaters</li> <li>○ Links (radio and wire-based)</li> <li>○ Remotes</li> <li>○ Gateways</li> <li>○ Telephones</li> <li>○ Fax machines</li> <li>○ Data</li> <li>○ Aircraft and other special needs</li> </ul> </li> <li>• In cooperation with the COML, develop installation priorities (for example, operations before logistics) while adhering to safety standards regarding communications needs of tactical personnel</li> <li>• Clone or program radios</li> </ul>	E, F, I I	#1	[Signature] 6/19/22
<p>9. Assign communications equipment:</p> <ul style="list-style-type: none"> <li>• Provide resources and unit leaders with appropriate equipment based on the communications plan</li> <li>• Provide basic training as needed on equipment being fielded</li> <li>• Maintain equipment inventory to provide accountability</li> </ul>	E, F, I I	#1	[Signature] 6/19/22
<p>10. Help the COML initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> <li>• Maintain accountability system for issuing handheld radio resources</li> <li>• Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions)</li> <li>• Keep records for local and national resources to ensure return to proper locations</li> </ul>	E, F, I I	#1	[Signature] 6/19/22
<p>11. Monitor operational performance of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> <li>• Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment</li> <li>• Monitor all gateways in use</li> <li>• Plan for battery replacement</li> <li>• Plan for generator refueling</li> <li>• Act decisively to minimize interruptions in system operation</li> </ul>	E, F, I I	#1	[Signature] 6/19/22

1500



Barthelow

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# Rockin' Rogers

Briefing 6-19-2022

ICS 205

COMU Mobilization

Briefing

Turn in Those Docs

Event Community Event  
Fund raiser

Rockin' Rogers 22

webpage <sup>incident</sup> created  
event has started  
parade tomorrow

~~have~~  
~~webpage~~  
~~online in~~  
~~DOT tomorrow~~

METACT 7

~~you me~~

PD LE PW Rogers

Lions Club - Cade Kassis

ICS Unified Command

file Brad Fitt

PO Dan Willis

00222680 ENV87648L-01

19.2  
Special Closures  
KEM's support



PO Box 629030  
El Dorado Hills, CA 95762-9030

Personal and Confidential

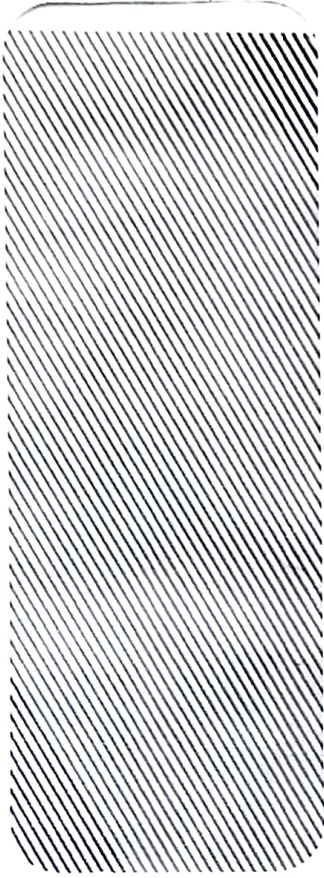
HCEU Role  
Dan AP Agency Rep  
to VCL  
③ COML

Auxcom  
COM → DCT  
INCM

First-Class Mail

DCT NLT 0900  
1030 Ops Briefing  
COM  
Auxcom

Hard out afternoon  
≈ 1045 soft closure  
Main St  
≈ 1130 Hard closure  
≈ Noon 1200 Parade starts  
≈ 1330 Parade ends  
receive acknowledgment  
back  
(Cade Ratio  
specialist)



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# Pg 3 Map of Rogers Bathlow

Discussion of Key items & location.

- ~~DCT~~ Park on left side of Bldg <sup>(west)</sup>
- Media-Report to Dan A. Admin - E
- DCT @ south of FD station
- DCT Setup between 0900 → 1030
- Cache Radios probably fire bay

Objectives - see previous notes

- \* 1. Provide radio system for Lions Club along parade route
- ✓ 2. Provide radios for Lions Club at the evening street dance
- 3. Ensure we can use <sup>positions</sup> a gateway to patch parade route comm's to other radio systems
- 4. Create auxiliary voice path to County EOC
- 5. Create auxiliary data pathway to County EOC

COML

COMT Barth Johnson Jackson

AUXC Johnson Jackson

Bring Own Food

Specialist Ostlund Ventura

wx Hot Water Hydration Sunscreen Bug Stuff

OH Hazards Hard Hat  
Trip Hazards

Hi Viz Vest  
Good Shoes  
Cool

Report injuries to COML

Rockin' Roops 2022

Common. Near. Supp.  
Diagram

### Systems in use

- \* GPRS Repeater (status GO) Parade Workers & PW " 462.5750 141.3  
467.5750
- \* GPRS HT Cache (status GO) TERA " (status GO) K&LTC Rptr
- \* Auxiliary Voice Link to EOC 147.0000 - 14.8
- \* Auxiliary Data Link to EOC 145.6700 simplex status (NOGO)  
GO on Telnet WLink
- \* All Event Command METACT ARMER
- \* H&E Tactical HCADMN-E ARMER
- \* Codepoint - FirstNet (IP services)
- \* FRS Cache HT (status TBD) for Dance support P.M. 463.6625  
simplex
- \* Portable TV Antenna & DCT Monitor (GO status)
- \* Satellite Phone (status GO)

Clay Barthelow

Rockin' Rogers 2022

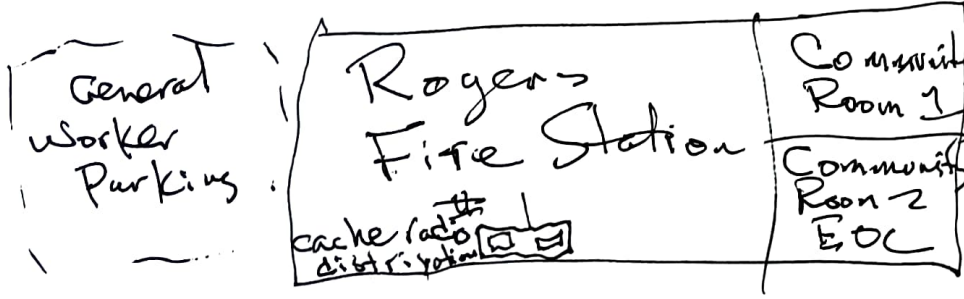
Site Diagram

N  
4

← Carnival →

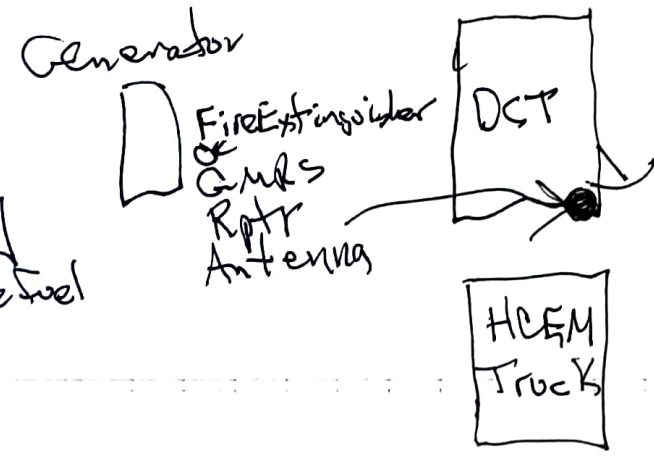
Memorial Drive

Main Street Parade Route



Dance (PM)  
 Food  
 Beer (?)

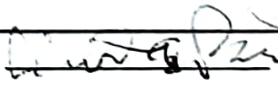
prevailing wind  
 westerly  
 variable  
 ≈ 10-15 mph



Not To Scale

Clay Bar below

## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> Rockin' Rogers 2022		<b>2. Operational Period:</b> Date From: 6/18/2022    Date To: 6/18/2022 Time From: 0800    Time To: 1650	
<b>3. Name:</b> Clayton Bartholow	<b>4. ICS Position:</b> COMT(t)	<b>5. Home Agency (and Unit):</b> Hennepin County Emergency Management	
<b>6. Resources Assigned:</b>			
Name	ICS Position	Home Agency (and Unit)	
Bartholow	COMT(t)	Hennepin County Emergency Management	
Ostlund	COMT, Technical Specialist - DCT	Hennepin County Emergency Management	
Ventura	Technical Specialist - GMRS Repeater	Hennepin County Emergency Management	
Ventura	Cache Radio Specialist	Hennepin County Emergency Management	
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		
6/18/2022 0645	Leave 5124 51st Ave N, Crystal, MN 55429 for HCEM Medina		
6/18/2022 0715	Arrive HCEM Medina		
6/18/2022 0730	DCT Pre-deployment readiness checks		
6/18/2022 0803	Depart Medina for Rockin' Rogers, Rogers FD, Rogers, MN		
6/18/2022 0836	Arrive Rogers, MN FD Station 1		
6/18/2022 0855	Dan A. Briefing		
6/18/2022 0910	Unload generator, fueled generator, checked oil		
6/18/2022 0920	Start generator, run DCT power cable from gen to DCT		
6/18/2022 0930	Briefed Benton on DCT power supplies and powered up DCT systems		
6/18/2022 0940	Turned on DCT computers & monitors. With Benton, powered up all radios except HF, CB, and aviation		
6/18/2022 1015	I briefed COML - Power GO, DCT GO, GMRS Repeater & Cache GO		
6/18/2022 1030	Rogers event briefing		
6/18/2022 1048	Cache radios distributed 15+ out		
6/18/2022 1055	Set DCT WS1 ARMER XCVR to HCADMN-E, WS2 ARMER XCVR to METAC7		
6/18/2022 1105	DCT working on Winlink problem with Benton		
6/18/2022 1142	COML call for event radio checks		
6/18/2022 1148	COML Comm checks complete		
6/18/2022 1200	Parade starts		
6/18/2022 1300	Command radio checks		
6/18/2022 1230	Dan requests site diagram - gave to Mike O.		
6/18/2022 1245	Dan requests communication system diagram - gave to Mike O.		
6/18/2022 1310	Mike O. conducts COMT interviews, Team Ostlund, Jackson, Bartholow set up ACU2K gateway path		
6/18/2022 1330	Checked generator fuel status with Mike O.		
6/18/2022 1407	Waiting for Dan's meeting to start		
<b>8. Prepared by:</b> Name: <u>Clayton Bartholow</u> Position/Title: <u>COMT(t)</u> Signature: 			
ICS 214, Page 1		Date/Time: <u>6/18/2022 1420</u>	



## ICS 214 Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

**Notes:**

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CLAYTON E BARTHOLOW**

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

**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 19th Day of August, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CLAYTON E BARTHOLOW**

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 26th Day of May, 2016*



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

Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CLAYTON E BARTHOLOW**

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

**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 20th Day of August, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CLAYTON E BARTHOLOW**

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

**IS-00800.c**

**National Response Framework, An Introduction**

*Issued this 29th Day of September, 2018*



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

**Minnesota  
Communications Unit  
Standard Operating  
Guidelines  
Forms**



September 20, 2019

# **COMU Position Recognition Application**

This form is used to apply for, renew, or change status of Communications Unit (COMU) recognition.

## **Application Type:**

Check the correct box:

- Applying for new recognition
- Renewing recognition
- Change recognition status (e.g. new employer, retirement, etc.)

## **Position**

- Initial Recognition: Check only one position box
- Recognition Renewal: Check only one position box, unless expiration dates are the same
- Change of Recognition Status: Check all applicable position boxes

## **Demographics**

- Name: Your full, legal name
- Certifying Agency: The agency providing Workers Compensation and other liability-related protections
- County: If you serve in multiple counties, list them or write "multiple"
- ECB/ESB Region: List the ECB/ESB region in which you serve. If the state, write "state"
- Telephones: The numbers provided will be used to populate or update a federal COMU resource database (CASM)

## **Agency Certification**

- This section *certifies* you to serve in a COMU position as an agent of your agency.
- This section assures an incident commander that the deployed person is covered by employment-related protections such as workers compensation and liability insurance.
- This section should be completed and signed by an authorized representative from your agency.

## **Submission**

- The completed form should be submitted to the Emergency Communications/Services Board (ECB/ESB) region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the SWIC or to an ECB/ESB region. Regional recognition is necessary for inclusion on a regional team.

# **COMU Experience Record**

## **Points**

- Using the chart from the Standard Operating Guidelines (SOG), enter the number of points that you believe should be recorded for the event.

## **Date**

- Enter the date or dates you provided the service or activity.

## **Summary**

- Summarize the activity by providing information such as:
  - General Summary
  - Location
  - Activity – what specific role did you play at the event?
  - Participants – identify the main agencies participating in the event
  - Who Can Verify – who can verify your activities at the event (name & contact info)?

## **Submission**

- The completed form should be submitted along with the *COMU Position Recognition Application* and supporting documents to the ECB/ESB region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the Statewide Interoperability Coordinator (SWIC) or to an ECB/ESB region.

# COMU Position Recognition Application

Application Type:

- Initial Application       Renewal       Change of Status

Position:

- COML       COMT       INCM  
 INTD       RADO       AECS

Name Johnson, David Earl  
(Last, First Middle)


Certifying Agency Hennepin County Emergency Management

County Hennepin      ECB/ESB Region

Agency Address 1600 Prairie Dr., Medina, MN

24/7 Telephone 612-207-9501      Business Telephone

Email Address n0kbd1@gmail.com

Signature       Date 6/7/22

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

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

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

Name & Title Dan Anderson, Senior Coordinator - Public Warning & Communications

Agency Hennepin County Emergency Management

Signature       Date 7/19/22

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

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Dave Johnson**

Successfully completed the  
All-Hazards Communications Technician (COMT) Course  
during 7-11 October, 2019 at the  
St. Louis County EOC  
in Duluth, Minnesota



**CISA**  
CYBER+INFRASTRUCTURE

A handwritten signature in blue ink that reads "Vincent D. DeLaurentis".

Vincent D. DeLaurentis  
Acting Assistant Director for Emergency Communications  
Cybersecurity and Infrastructure Security Agency  
U.S. Department of Homeland Security



# FEMA

## NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK  
FOR THE POSITION OF

## COMMUNICATIONS TECHNICIAN (COMT)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

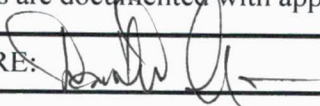
Type 2

Type 3

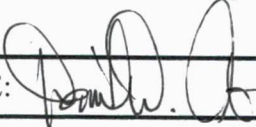
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	David F Johnson
DUTY STATION:	
PHONE NUMBER:	612-207-9501
E-MAIL:	nqkBD1@gmail.com
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Dan Anderson
TITLE:	Senior Coordinator - Public Works & Community
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Rosers, MN
DATE:	6/18/22

### Evaluator Verification

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

<b>FINAL EVALUATOR VERIFICATION</b>	
I verify that <u>David E. Johnson</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>7/19/22</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Daniel Anderson</u>
TITLE:	<u>Senior Coordinator - Public Warning &amp; Communications</u>
DUTY STATION:	<u>Hennepin County Emergency Management</u>
PHONE NUMBER:	<u>(612) 578-1372</u>
E-MAIL:	<u>dan.anderson@hennepin.us</u>

### Documentation of Agency Certification

<b>DOCUMENTATION OF AGENCY CERTIFICATION</b>	
I certify that <u>David E. Johnson</u>	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>7/19/22</u>
OFFICIAL'S NAME:	<u>Daniel D. Anderson</u>
TITLE:	<u>Senior Coordinator - Public Warning &amp; Communications</u>
DUTY STATION:	<u>Hennepin County Emergency Management</u>
PHONE NUMBER:	<u>(612) 578-1372</u>
E-MAIL:	<u>dan.anderson@hennepin.us</u>

## Position Task Book Overview

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

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

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## Position Task Book Competencies, Behaviors, and Tasks

**The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.**

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

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

### *Definitions*

**Competency:** An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

**Behavior:** An observable work activity or a group of similar tasks necessary to perform the activity.

**Task:** A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

### *PTB Task Codes*

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

**Code C:** Task performed in training or classroom setting, including seminars and workshops.

**Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

**Code F:** Task performed during a functional exercise managed under the ICS.

**Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

**Code J:** Task performed as part of day-to-day job duties.

**Code T:** Task performed during a tabletop exercise.

**Code R:** Task performed very rarely and required only if applicable to the event.

## How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

### Complete these items AT THE START of the evaluation period:

**Evaluation Record Number:** Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

**Evaluator's name; Incident/office title and agency:** List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

**Evaluator's home unit address and phone:** List evaluator's home unit address and phone number.

**Name and location of incident or simulation/exercise:** Identify the name (if applicable) and location where the trainee performed the tasks.

**Incident kind:** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

### Complete these items AT THE END of the evaluation period:

**Number and kind of resources:** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

**Evaluation period:** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

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

**Recommendation:** Check the appropriate line and make comments below regarding the trainee's future development needs.

**Additional recommendations/comments:** Provide additional recommendations and comments about trainee, as necessary.

**Date:** List the current date.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

**Evaluator's relevant qualification:** List your certification relevant to the trainee position you supervised.

## Evaluation Record Form

<b>TRAINEE NAME:</b> David Johnson
<b>TRAINEE POSITION:</b> COMT
<b>Evaluation Record Number:</b> #1
<b>Evaluator's name:</b> David Adams
<b>Incident/office title and agency:</b> COML / Senior Coordinator Public Warning & Communications
<b>Evaluator's home unit address and phone:</b> Hennepin County Emergency Management (612) 578-1372
<b>Name and location of incident or simulation/exercise:</b> Red's Pogos, Pogos, MN
<b>Incident kind:</b> community event
<b>Number and kind of resources:</b> COMU Team, IACC
<b>Evaluation period:</b> 6/18/22
<b>Position type:</b> Type III
<b>Recommendation:</b> The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input checked="" type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
<b>Additional recommendations/comments:</b> Need to complete following tasks: 1b-2, 1c-3, 1d-4, 2a-5, 2a-6
<b>Date:</b> 6/27/22
<b>Evaluator's initials:</b> DA
<b>Evaluator's relevant qualification:</b> COML

### Evaluation Record Form

<b>TRAINEE NAME:</b> David Johnson
<b>TRAINEE POSITION:</b> COMT
<b>Evaluation Record Number:</b> #2
<b>Evaluator's name:</b> Daniel Anderson
<b>Incident/office title and agency:</b> COML / Senior Coordinator - Public Warning & Communications
<b>Evaluator's home unit address and phone:</b> Hennepin County Emergency Management (612) 578-1372
<b>Name and location of incident or simulation/exercise:</b> REP Reception Center Drill
<b>Incident kind:</b> REP exercise
<b>Number and kind of resources:</b> COMU Team
<b>Evaluation period:</b> 7/19/22
<b>Position type:</b> Type III
<b>Recommendation:</b> <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<b>Additional recommendations/comments:</b>  
<b>Date:</b> 7/19/22
<b>Evaluator's initials:</b> DA
<b>Evaluator's relevant qualification:</b> COML

## Communications Technician (COMT)

### 1. Competency: Assume position responsibilities

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

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>I. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> <li>• Reference materials: <ul style="list-style-type: none"> <li>○ In electronic, digital, or hard-copy format</li> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>○ Position manuals</li> <li>○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available</li> <li>○ Inventories or other lists of local and regional communications response equipment</li> <li>○ Preplanned local system coverage maps</li> <li>○ Contact, capability, and availability information for local and regional COMT and Communications Specialists</li> <li>○ National Interoperability Field Operation Guide (NIFOG)</li> </ul> </li> <li>• Forms: <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> </ul> </li> <li>• Supplies: <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ AHJ identification badge and qualification card</li> <li>○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools</li> <li>○ Portable radio(s) as appropriate for the region</li> <li>○ GPS</li> <li>○ First aid kit</li> </ul> </li> <li>• Personal Protective Equipment (PPE) and security measures</li> </ul>	C, E, F, I, J, T	#1	DPA 6/18/22

**1b. Behavior: Successfully assume the role of COMT and initiate position activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Determine communications requirements as the Communications Unit Leader (COML) directs.	E, F, I	#2	7/19/22 JAA

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Radio Communications Plan, watching for important information such as: <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned</li> <li>• Other mutual aid channels or equipment already in use</li> <li>• Gateway or other interoperability devices already in use</li> </ul>	E, F, I	#2	7/19/22 JAA

**1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate needs and order supplies, materials, and personnel to provide necessary communications: <ul style="list-style-type: none"> <li>• Recommend to the COML materials and supplies required</li> <li>• Manage levels of supplies and materials to prevent shortage of basic necessities and report shortages to the COML</li> <li>• Recommend to the COML an adequate number of technicians, technical specialists, and personnel to support the Communications Unit and other functions</li> <li>• Assess current tactical communications equipment needs, such as power sources for extended operations, and report findings to the COML</li> </ul>	E, F, I	#2	7/19/22 JAA

## 2. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

### 2a. Behavior: Record Activities of the Unit

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Maintain a current, legible activity log for the COML, if requested, documenting all major activities, including: <ul style="list-style-type: none"> <li>• Equipment locations</li> <li>• Personnel changes</li> </ul>	E, F, I	#2	7/19/22

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

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

#### 3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Working with the COML, perform as the technical expert for communications needs: <ul style="list-style-type: none"> <li>• Determine the feasibility of providing required communications support and necessary equipment/personnel</li> <li>• Provide operational and technical information on communications equipment available for the incident</li> <li>• Provide operational and technical information on communications equipment and systems capabilities and restrictions</li> </ul>	E, F, I	#2	DPA 7/19/22
7. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs: <ul style="list-style-type: none"> <li>• Through the COML, request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and help identify costs associated with equipment</li> <li>• Through the chain of command, document the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines)</li> <li>• Provide communications support for external and internal data operations</li> <li>• Create/update diagrams of current communications systems</li> <li>• Help the COML determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs</li> </ul>	E, F, I I	#1	DPA 8/12/22

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Arrange the installation of communications equipment:</p> <ul style="list-style-type: none"> <li>• Obtain equipment as necessary</li> <li>• Install and test all components of the communications equipment to ensure the incident's systems are operational, including:               <ul style="list-style-type: none"> <li>○ Repeaters</li> <li>○ Links (radio and wire-based)</li> <li>○ Remotes</li> <li>○ Gateways</li> <li>○ Telephones</li> <li>○ Fax machines</li> <li>○ Data</li> <li>○ Aircraft and other special needs</li> </ul> </li> <li>• In cooperation with the COML, develop installation priorities (for example, operations before logistics) while adhering to safety standards regarding communications needs of tactical personnel</li> <li>• Clone or program radios</li> </ul>	E, F, I I	#1	DPA 6/19/22
<p>9. Assign communications equipment:</p> <ul style="list-style-type: none"> <li>• Provide resources and unit leaders with appropriate equipment based on the communications plan</li> <li>• Provide basic training as needed on equipment being fielded</li> <li>• Maintain equipment inventory to provide accountability</li> </ul>	E, F, I I	#1	DPA 6/19/22
<p>10. Help the COML initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> <li>• Maintain accountability system for issuing handheld radio resources</li> <li>• Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions)</li> <li>• Keep records for local and national resources to ensure return to proper locations</li> </ul>	E, F, I I	#1	DPA 6/19/22
<p>11. Monitor operational performance of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> <li>• Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment</li> <li>• Monitor all gateways in use</li> <li>• Plan for battery replacement</li> <li>• Plan for generator refueling</li> <li>• Act decisively to minimize interruptions in system operation</li> </ul>	E, F, I I	#1	DPA 6/19/22

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			Rockin' Rogers 2022			6/13/2022 1900		16 JUNE 2022 1200 to 19 JUNE 2022 1700	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	METAC 7	Operations	ARMER		ARMER		D	Police, Fire, PW, EMS event Command and operations
2	Tactical	GMRS Repeater (DCT)	Parade	TBD				A	Lions and CERT parade route
3	Tactical	First Available METAC	EMS	ARMER		ARMER		D	MCI Event response, per EMS standard
4	Tactical	EMSNM-METRO	EMS Dispatch	ARMER		ARMER		D	dispatching additional rigs not on standby
5	Air	First available STAC	EMS Air	ARMER		ARMER		D	EMS Air, per EMS standard
6	Tactical	FRS Channel 5	Dance	462.6625 W	141.3	462.6625 W	141.3	A	Lions monitoring dance activities
7									
8	Tactical	KOLTC VHF	EOC Voice	147.0000 W	NA	147.6000 W	114.8	A	MGRC Repeater
9	Packet	MPLSDN	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet node (if needed)
10	Packet	MNMPLS	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet node (if needed)
11	Packet	WGOA-10	EOC Data	145.6700 W	NA	145.6700 W	NA	D	Packet gateway
12									
13									
14	WebEOC Incident: [ACTIVE] HC 2022 Rockin' Rogers Event								
15									
SPECIAL INSTRUCTIONS									
EMS Communications coordination for a response beyond rigs on standby will be done by North Memorial Ambulance, (763) 581-9690. Dan Anderson will only be on-scene Saturday morning and afternoon but available by phone. Jerry Erickson can provide additional COML support if needed. AUXC POC is Benton Jackson, KOBHJ, HCEM, (763) 442-5238									
COML: Dan Anderson AGENCY: Hennepin County Emergency Management PHONE: 612-596-0253 (office) 612-578-1372 (cell) EMAIL: daniel.anderson@hennepin.us					INCIDENT/EVENT LOCATION				
					City of Rogers, Hennepin County, Minnesota				

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)



David Johnson

## 2022-06-17 1500 briefing on Teams

COMU Mobilization Briefing simulating a phone or in-person briefing

Event- Community event, fundraising

Incident Name: Rockin' Rogers 2022

WebEOC incident created. Chief Feist will be using it. Get it up in trailer.

Event started 6/17/2022 19:00, over at 6/19/2022 17:00

Parade and street dance on 6/18, we're only supporting parade.

Rogers Lions club fund raiser, supported by Rogers Government, Police, Fire, Public Works

They'll be on their talk groups and METAC7

Lions Club will be provided radio from us.

ICS is unified command between public works and fire

IC Fire Chief Brad Feist

Police Chief Dan Wills

Ops- EMS support, lions parade support

HCEM role is agency rep in EOC in hennepin watch capacity.

Dan will be double duty as COML also. Mostly in EOC, but available at DCT.

We will be in DCT, can go into EOC. But we might not have seats there.

DCT arrives no later than 0900 and start setting up.

10:30 ops briefing COMT's and AuxComm requested for that. Nothing required of COMT and AUXC

At conclusion of ops briefing hand out cache radios

~10:45 soft closure of main street. Start putting up barriers, telling people to move

11:30 hard closure, tow trucks.

~12:00 parade start

~13:30-14:00 parade end

Towards end of parade start getting cache radios back.

Pack up and close.

Event and facility information. Sneeze.

Event at Fire Hall 1.

Parade on main street.

DCT arriving on hwy 116, which turns into main street.

GMRS repeater should cover the route.

EOC is in community room.

We park in west parking lot.

Report to Dan Anderson on HCEMAdminE by 0900.

DCT will be south of the bays.

If necessary Dan will move the barriers at main&memorial if necessary.

Area across street is carnival.

East parking lot will be closed for food trucks and stage for street dance.

We'll figure out where we're handing out cache radios after DCT is in place.

Objectives:

1. Provide radio systems along parade route-
  - a. configure for channel 16 462.572 467.572 141.3
  - b. programming verified for handhelds as containing channels in ICS 217, including channel 16.
  - c. Need to grab portable radio in case that's the one that has the right repeater pair.
2. Provide radios at evening street dance
  - a. Channel 5 for handhelds.
3. Ensure we can use gateway for comms into other systems
  - a. Ask mike if we have the cables ready to go. Yes. Labelled ACU cables, stored in DCT.
  - b. Bendix King to our ARMER radio
  - c. Need laptop for ACU- COMU-4 is coming with.
    - i. ACU is set up to be configured from workstation 3. Change IP address and you can access ACU. Don't need COMU-4.
4. Create auxiliary voice path to county EOC
  - a. 147.0+ 114.8 permission from KOLTC received.
5. Create auxiliary data path to county EOC

COMU staff

COML- anderson

COMT- bartholow, Jackson, johnson

AuxComm- Jackosn Johnson

DCT tsp ostlund ventura.

safet briefing

hot- not as hot as sunday. Water available.

Hard hats

Trip hazards

Slip and cut hazards, bring gloves.

Injuries report to Mike.

Uniform anything, high vis vest over anything. T-shirt, shorts, good shoes.

PTB- Need to bring to Dan by 0900.

Notes to be provided to Dan at end of day.

Sunscreen and bug spray

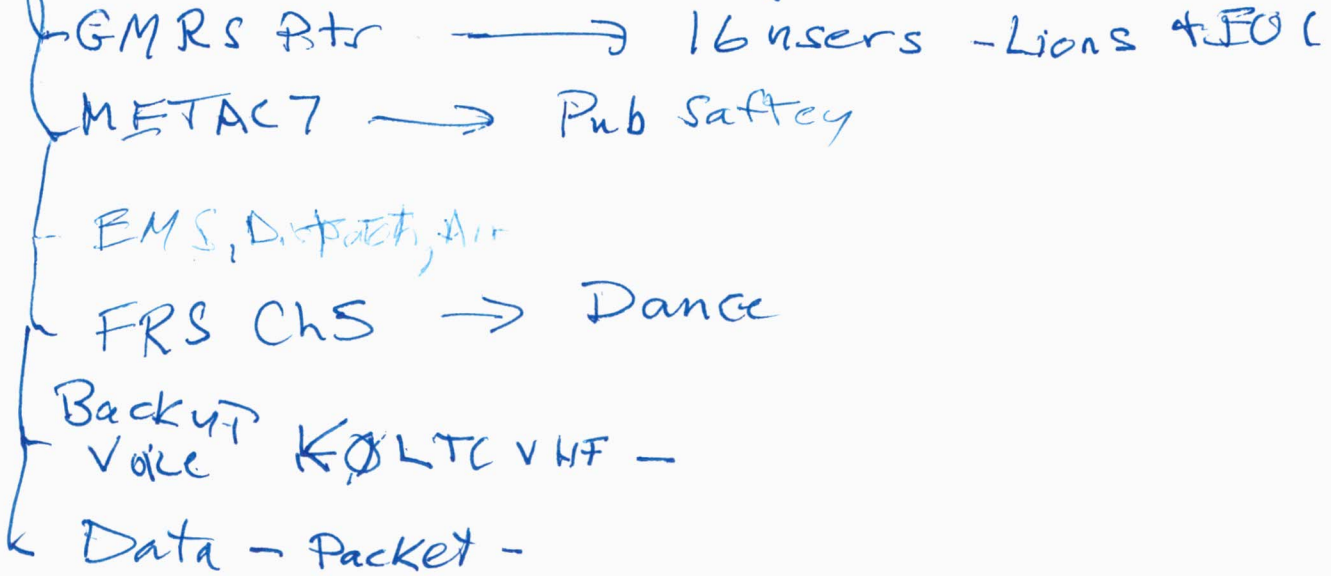
Go kits.

Water provided, food will probably not be available. There are food trucks. Bring food and snacks.

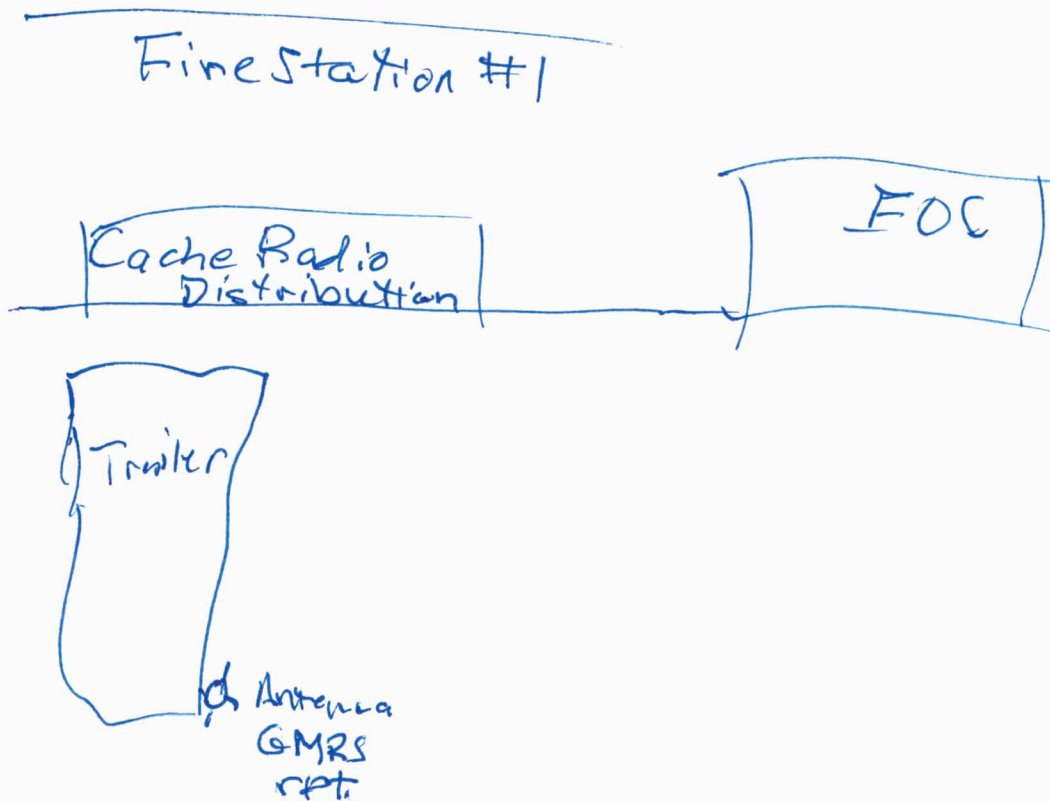
David Johnson

Command

### Comms Diagram



### Comms Operations Setup



## Rockin' Rogers Communications Objectives

- Provide radio system for Lions Club along parade route
  - DCT option, no redundancy
  - Clay will make sure that the DCT GMRS repeater frequencies are in the radios.
  - Clay will make sure that there are sign-in sheet in the cache radio box or has them on hand.
  - Mike will provide ICS-217A.
- Provide radios for Lions Club at the evening street dance
  - Leaving the radio cache with IC
  - Clay will check to make sure FRS frequencies are in the radios.
  - Mike will provide ICS-217A.
- Ensure that we can use a gateway to patch parade route comms into other radio systems
  - 8TAC94D to VTAC14
- Created auxiliary voice path to County EOC
  - Maple Grove 147.000 repeater
  - Benton will get permissions from MGRC for use of their repeater.
  - Benton will create an AUXC ICS-205
- Create auxiliary data pathway to County EOC.
  - Packet network using Winlink, be able to send an ICS-213
  - Benton ensuring that the 145.67 packet network, research node and be able to pick the nearest node, or have the ability to P2P with the EOC.

# AUXILIARY COMMUNICATIONS COURSE

## David Johnson

Completed the Office of Emergency Communications Auxiliary  
Communications Course during 8-9 October, 2016 at  
Hennepin County Public Works in Medina, Minnesota



*Ronald T. Hewitt*

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



**Position Task Book (PTB) for the Position of:**  
**AUXILIARY COMMUNICATOR (AUXC)**

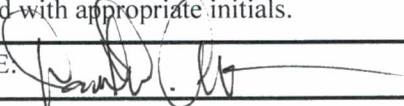
Check the appropriate position type:     Category (Cat) 1 – Deployable     Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	David Earl Johnson
AGENCY NAME:	Hennepin Co Emergency Management
PHONE NUMBER:	612-207-9501
E-MAIL:	nokbd1@gmail.com
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Don Anderson
TITLE:	Senior Coordinator - Public Warning & Communication
AGENCY NAME:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	don.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Rogers, MN
DATE:	6/15/22

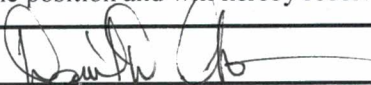
Version 2.0  
January 2022

### Evaluator Verification

*"Do not complete this form unless you are recommending the trainee for all-hazards certification"*

FINAL EVALUATOR VERIFICATION	
I verify that <u>David E. Johnson</u> has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE: 	
DATE: <u>7/19/22</u>	
FINAL EVALUATOR'S PRINTED NAME: <u>Daniel D. Anderson</u>	
TITLE: <u>Senior Coordinator - Public Warning &amp; Communications</u>	
AGENCY NAME: <u>Hennepin County Emergency Management</u>	
PHONE NUMBER <u>(612) 578-1372</u>	
E-MAIL: <u>dan.anderson@hennepin.us</u>	

### Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I verify that <u>David E. Johnson</u> has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE: 	
DATE: <u>7/19/22</u>	
OFFICIAL'S PRINTED NAME: <u>Daniel D. Anderson</u>	
TITLE: <u>Senior Coordinator - Public Warning &amp; Communications</u>	
AGENCY NAME: <u>Hennepin County Emergency Management</u>	
PHONE NUMBER <u>(612) 578-1372</u>	
E-MAIL: <u>dan.anderson@hennepin.us</u>	

## Position Task Book Overview

The AUXC Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for the AUXC position. The performance criteria are associated with core (National Qualification System (NQS) competencies, behaviors, and tasks. It is recommended that you start a new Task Book once you have submitted a completed one so you may begin the reauthorization process.

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period documenting the trainee's performance.
- Some tasks associated with verbal responses can be put into a test format virtually. Emergency Communications Division (ECD) will conduct periodic online test, with the approval of the State, that will be used in lieu of a verbal response.
- This PTB can be used by two different groups associated with AUXCs. Those that will deploy and those that expect to activate but run operations from a home location.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is an AUXC leader or an AUXC subject matter expert appointed in writing by the Statewide Interoperability Coordinator (SWIC) or authorized state certification committee, who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the states version of a Qualification Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements. It is recommended that states have at least one member of the QRB be an experienced Auxiliary Communicator with Public Safety experience.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be issued a new PTB and reevaluated in the specific position.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary in an AUXC Addendum.

### Definitions

**AUXC:** Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations.

**AUXCOMM:** Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.

AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.

**Competency:** An observable, measurable pattern of knowledge, skills, abilities, and other characteristics that an individual should possess to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

**Behavior:** An observable work activity or a group of similar tasks necessary to perform the activity.

**Task:** A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- All tasks require evaluation; however, bullet statements within a task are examples.

### PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances. The trainee does not need evaluation in all the listed circumstances.

**Code C:** Task performed in a training or classroom setting, including seminars and workshops.

**Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

**Code F:** Task performed during a functional exercise managed under the ICS.

**Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

**Code J:** Task performed as part of day-to-day job duties.

**Code T:** Task performed during a tabletop exercise.

**Code R:** Task performed very rarely and required only if applicable to the event.

***PTB Task Types***

The tasks in the PTB have a corresponding task type which indicates whether or not the AUXC will deploy.

**Category (Cat) I:** Those personnel who can activate and deploy.

**Category (Cat) II:** Those personnel who can activate from a fixed location (e.g. home).

***PTB Method Codes***

The tasks in the PTB will either be demonstrated in-person, tested online or skipped depending on what Type of AUXC PTB is being tested.

**Method Eval:** Task performed in front of an evaluator in any of the settings listed under PTB Task Codes.

**Method Virtual:** Task assessed by online testing via ECD.

### ***How to Complete the Evaluation Record Form***

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

#### **Complete these items AT THE START of the evaluation period:**

***Evaluation Record Number:*** Label each evaluation record with a sequential (1, 2, 3, etc.) number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled “Evaluation Record #” for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators’ qualifications before signing off on the PTB.

***Evaluator’s Name, Incident/Office Title, and Agency:*** List the name of the evaluator, his/her incident position or office title, and the evaluator’s home agency.

***Evaluator’s Home Unit Address and Phone:*** List the evaluator’s home unit address and phone number.

***Name and Location of Incident or Simulation/Exercise:*** Identify the name (if applicable) and location where the trainee performed the tasks.

***Incident Kind:*** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

#### **Complete these items AT THE END of the evaluation period:**

***Number and Kind of Resources:*** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee’s PTB.

***Evaluation Period:*** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

***Recommendation:*** Check the appropriate line and make comments below regarding the trainee’s future development needs.

***Additional Recommendations/Comments:*** Provide additional recommendations and comments about the trainee, as necessary.

***Date:*** List the current date.

***Evaluator’s Initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

***Evaluator’s Relevant Qualification:*** List your certification relevant to the trainee position you supervised.

## Evaluation Record Form

(This form should be duplicated to provide one for each evaluation opportunity.)

<b>TRAINEE NAME:</b> David Johnson
I verify that David Johnson has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
<b>TRAINEE POSITION:</b> AUXC
<b>Evaluation Record Number:</b> #2
<b>AUXC Evaluator's Name:</b> Dan Anderson
<b>Incident/Office Title and Agency:</b> COML / Senior Coordinator Hennepin County Emergency Management
<b>AUXC Evaluator's Home Unit Address and Phone:</b> 1600 Prairie Dr, Medina, MN (612) 578-1372
<b>Name and Location of Incident or Simulation/Exercise:</b> REP Reception Centre Drill
<b>Incident Kind:</b> REP exercise
<b>Number and Kind Resources:</b> COMU Team
<b>Evaluation Period:</b> 7/19/22
<p><b>Recommendation:</b></p> <p>The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<p><b>Additional Recommendations/Comments</b></p> <p>None</p>
<b>Date:</b> 7/19/22
<b>AUXC Evaluator's Initials:</b> DAA
<b>AUXC Evaluator's Relevant Qualification:</b> COML

Form Version: March 2019

## Evaluation Record Form

(This form should be duplicated to provide one for each evaluation opportunity.)

<b>TRAINEE NAME:</b> David Johnson
I verify that David Johnson has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
<b>TRAINEE POSITION:</b> AUXC
<b>Evaluation Record Number:</b> #1
<b>AUXC Evaluator's Name:</b> Dan Anderson
<b>Incident/Office Title and Agency:</b> Patch Rogas COML / Senior Coordinator Hennepin County Emergency Management
<b>AUXC Evaluator's Home Unit Address and Phone:</b> 1600 Prairie Dr, Medina, MN (612) 579-1372
<b>Name and Location of Incident or Simulation/Exercise:</b> Patch Rogas, Rogas MU
<b>Incident Kind:</b> community event
<b>Number and Kind Resources:</b> COMU Team, IACC
<b>Evaluation Period:</b> 6/19/22
<p><b>Recommendation:</b></p> <p>The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input checked="" type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<p><b>Additional Recommendations/Comments</b></p> <p>Need to complete following tasks: 2b-6, 6a-1</p>
<b>Date:</b> 6/27/22
<b>AUXC Evaluator's Initials:</b> DPA
<b>AUXC Evaluator's Relevant Qualification:</b> COML

Form Version: March 2019

*Auxiliary Communicator (AUXC)*

**1. Competency: Prerequisites required to initiate the Position Task Book**

*Description:* Successfully complete all prerequisite training prior to initiating the Position Task Book.

**1a. Behavior: Complete the following prerequisite training**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Provide to your evaluator a copy of your course completion certificates or EMI Transcript for the following mandatory prerequisite training: completion of a DHS approved AUXC course and course completion certificates for IS-100, IS-200, IS-700, and IS-800.  (States may consider adding additional specific training requirements in the AUXC Addendum.)	C, I, J, T I	I, II I	Eval	#1	ADD 6/18/22

## 2. Competency: Readiness, Preparedness, Situational Awareness

*Description:* Demonstrate personal preparedness activities that reflect your ability to respond to a request for deployment in a timely and efficient manner while maintaining situational awareness of events that affect your response.

### 2a. Behavior: Maintain a personal and position specific “Go-Kit”

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain, assemble, and prepare information and materials for a personal and position related “Go-Kit” prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable.	C, I, J, T I	I I	Eval	#1	DDA 6/19/22
2	The following items are suggested items for inclusion in your “Go-Kits.” This list should not be considered “all-inclusive” and may be amended or modified by the state and/or your sponsoring organization: <ul style="list-style-type: none"> <li>• Appropriate ICS forms and Radio Logs (Form 309)</li> <li>• Reference materials in electronic, digital, or hard-copy format</li> </ul>	C, I, J, T I	I I	Eval	#1	DDA 6/19/22
3	Functional guidelines relative to incident type (agency guidance or other functional guidelines): <ul style="list-style-type: none"> <li>• Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>• Position manuals</li> <li>• Current local and state Auxiliary Communications Plan</li> <li>• State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available</li> <li>• Inventories or other lists of local, regional, and state auxiliary communications assets and inventories</li> <li>• Demonstrate a working knowledge of typical coverage for local and regional repeaters</li> <li>• Demonstrate knowledge of persons within the Chain of Command</li> <li>• Contact information for local and regional AUXC Subject Matter Experts</li> <li>• National Interoperability Field Operations Guide (NIFOG) app or hardcopy</li> <li>• Agency-specific forms appropriate to the function</li> <li>• Incident Radio Communications Plan ICS 205 (blank or pre-filled)</li> <li>• AUXC Field Operations Guide app or hardcopy</li> </ul>	C, I, J, T I	I, II I	Virtual / Eval	#1	DDA 6/19/22

**2a. Behavior: Maintain a personal and position specific “Go-Kit” (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
4	Administrative Supplies <ul style="list-style-type: none"> <li>Administrative items needed to fulfill the mission assignment</li> <li>Items as specified by the state in the AUXC Addendum</li> </ul>	C, I, J, T I	I, II I	Virtual / Eval	#1	PPA 6/18/22
5	Other items: (additional items may be required by the state in the AUXC Addendum) <ul style="list-style-type: none"> <li>First Aid Kit</li> <li>Personal Protective Equipment (PPE)</li> <li>Personal security items</li> </ul>	C, I, J, T I	I I	Eval	A1	PPA 6/18/22

**2b. Behavior: Obtain appropriate information regarding the deployment**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Obtain complete information from the agency or incident command staff in the AHJ over the incident when initially activated and prior to arrival, to include:</p> <ul style="list-style-type: none"> <li>Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes</li> <li>Reporting location</li> <li>Reporting time</li> <li>Transportation arrangements/travel routes</li> <li>Contact procedures during travel (telephone/radio)</li> </ul>	C, E, F, I, T I	I, II I	Virtual / Eval	#1	PPA 6/19/22
2	<p>Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS 205) that can be incorporated into the Communications Unit Leader's (COML's) ICS 205 and the Incident Action Plan. Examples of important information include:</p> <ul style="list-style-type: none"> <li>Simplex or repeater frequencies already assigned</li> <li>Resources (equipment/personnel) already in use</li> <li>Other current incidents or events that may create conflicts with communications plans or tax resources</li> <li>(Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.)</li> </ul>	C, E, F, I, T I	I, II I	Virtual / Eval	#1	PPA 6/19/22
3	<p>Arrive properly equipped at the assigned incident location at the designated reporting time and demonstrate to your evaluator completion of the check-in process as established for the incident.</p> <p>(Details should be included in the AUXC Addendum.)</p>	C, E, F, I, T I	I I	Eval	#1	PPA 6/19/22
4	<p>Complete a physical inspection of the equipment and supplies brought with you to the deployment with your evaluator.</p>	C, E, F, I, T I	I I	Eval	#1	PPA 6/19/22

**2b. Behavior: Obtain appropriate information regarding the deployment (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
5	<p>Review with your evaluator notes you took during the briefing you obtained from your supervisor. Examples of briefing notes are:</p> <ul style="list-style-type: none"> <li>• Workspace</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul> <p><u>NOTE:</u> This list is not all inclusive. AUXC personnel are responsible for asking appropriate questions of their immediate supervisor relating to their assignment.</p>	<p>C, E, F, I, T I</p>	<p>I, II I</p>	Virtual / Eval	#1	ADD 6/18/22
6	<p>Review or develop a draft ICS 205. Examples of important information include:</p> <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned.</li> <li>• Other amateur radio frequencies or equipment already in use.</li> <li>• Digital interoperability devices already in use.</li> <li>• Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans.</li> </ul>	<p>C, E, F, I, T</p>	<p>I, II</p>	Virtual / Eval	#2	ADD 7/19/22

**3. Competency: Communicate Effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

**3a. Behavior: Maintain positive, professional relationships that enhance operations.**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Describe for the evaluator techniques for establishing and maintaining positive interpersonal and interagency working relationships while working in high stress environments on deployment.</p> <ul style="list-style-type: none"> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards.</li> <li>• Demonstrate follow-through on assigned duties.</li> <li>• Work cooperatively with team and other agency members.</li> <li>• Always maintain professional appearance and behavior.</li> <li>• Be respectful and courteous.</li> <li>• Be respectful of public and private property.</li> </ul>	C, E, F, I, J, T I	I, II I	Virtual / Eval	#1	DD 6/19/22

#### 4. Competency: Technical Skills

*Description:* Demonstrate technical competency in the skills needed to establish and maintain operational an AUXC element in support of an incident, event or exercise while protecting the health and safety of himself/herself and those working with him/her.

##### 4a. Behavior: Develop and implement plans

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> <li>Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary.</li> <li>Send/receive an ICS 213 message using:               <ul style="list-style-type: none"> <li>Winlink; and</li> <li>On the data mode that is selected by the evaluating state.</li> </ul> </li> <li>Send and receive a message (similar in content to an email) utilizing a digital format on 2 meters, 70 centimeters, or HF using a licensed control operator, if necessary.</li> </ul>	C, E, F, I I	I, II I	Eval	#1	<del>DA</del> 6/18/22
2	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> <li>Assemble (recommended, but may be required by the state), install, and operate an HF dipole antenna on amateur radio bands as specified by your evaluator or in the state's AUXC Addendum. (Recommended, but may be required by the state).</li> <li>Assemble (recommended, but may be required by the state), install and operate an antenna in the center part of the 2-meter amateur radio band.</li> <li>Safety procedures an operator must perform in order to ensure both the operator and equipment are safe.</li> <li>Proper grounding of all equipment, external power equipment, antennas, and towers.</li> <li>The proper use of a RF Load Resistor.</li> <li>Explain what SWR is and the impact it can have on the transmit capabilities of a station.</li> <li>The operation of an antenna analyzer.</li> </ul>	C, E, F, I I	I I	Eval	#1	<del>DA</del> 6/18/22

**4a. Behavior: Develop and implement plans (continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
3	Demonstrate how to install and make communications equipment and systems operational when requested based on plans approved by the COML. <ul style="list-style-type: none"> <li>Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics).</li> <li>Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies.</li> </ul>	C, E, F, I, J I	I, II I	Eval	#1	[Signature] 6/8/22

**4b. Behavior: Assure Safe Operations and Practices**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate should demonstrate the knowledge and possess the capability of explaining how to provide for the safety and welfare of all assigned personnel during their entire period of deployment by:</p> <ul style="list-style-type: none"> <li>• Not deploying until directed to do so.</li> <li>• Making the requesting agency aware of all medical restrictions prior to deployment.</li> <li>• Not deploying if health issues require medications or medical interventions that are not available at the deployment site.</li> <li>• Recognizing potentially hazardous situations.</li> <li>• Informing subordinates of hazards.</li> <li>• Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks.</li> <li>• Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks.</li> <li>• Ensuring that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensuring that personnel are appropriately fed, hydrated, and rested.</li> <li>• Being alert to the development of any special medical needs of their staff.</li> <li>• Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility.</li> <li>• Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available.</li> <li>• Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury.</li> </ul>	C, E, F, I, T I	I, II  I	Virtual / Eval	#1	ASB 6/18/22

**5. Competency: Establish an Incident Auxiliary Communications Center**

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

**5a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate must be able to explain the purposes of; the differences between; and how to establish an Incident Communications Center (ICC) or an Incident AUXC Communications Center (IACC) within the ICC under the direction of the COML within the Communications Unit. This should include an explanation of:</p> <ul style="list-style-type: none"> <li>• Coordination of the location of ICC/IACC with the COML.</li> <li>• Considerations of the following when coordinating with the COML on the location of the ICC/IACC:                             <ul style="list-style-type: none"> <li>○ Locate the ICC/IACC close or adjacent to the incident command post</li> <li>○ Keep the ICC/IACC away from high traffic areas and noise.</li> <li>○ Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials).</li> <li>○ Locate away from potential sources of RF interference and noise (transmission lines, power substations).</li> </ul> </li> <li>• Establishing assignments based on incident requirements; setting schedules around operational requirements; and the establishment of a system that documents the estimated time of arrival of communications personnel.</li> <li>• Obtaining necessary supplies for the ICC/IACC to function properly.</li> </ul>	<p>C, E, F, I, T <b>I</b></p>	<p>I, II <b>I</b></p>	<p>Virtual / Eval</p>	<p><del>1</del> /</p>	<p><b>PAW 8/19/22</b></p>

**5b. Behavior: Identify and assign staff to support operations**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Assign personnel, train personnel, and perform inventory control on assigned equipment. <ul style="list-style-type: none"> <li>• Provide basic training, as needed, on equipment.</li> <li>• Maintain equipment inventory to provide accountability.</li> <li>• Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.</li> </ul>	E, F, I, T I	I  I	Eval	#1	PP 6/19/22

**5c. Behavior: Maintain appropriate documentation relating to operations of the Incident Auxiliary Communications Center**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demonstrate how to maintain an ICS 214 Activity Log. <ul style="list-style-type: none"> <li>• Activity Log will be kept current, legible, and will document all major activities, which may include:               <ul style="list-style-type: none"> <li>○ Equipment locations,</li> <li>○ Safety issues, including any medical issues, with AUXC staff,</li> <li>○ Personnel changes, and</li> <li>○ Shift change briefing information.</li> </ul> </li> </ul>	C, E, F, I, T I	I, II  I	Virtual / Eval	#1	PP 6/19/22

**6. Competency: Drafting Plans, Systems Management, and Documentation**

*Description:* Assists with the development of or develops and implements plans for systems deployment and completes and maintains all documentation related to the role and responsibilities of an AUXC.

**6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Working with the COML, perform as the technical expert for AUXC: <ul style="list-style-type: none"> <li>• Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205.</li> <li>• Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit.</li> <li>• Identify and request resources as to type/qualification, quantity, and location.</li> <li>• Coordinate with the COML or your immediate supervisor to request any additional communications personnel, equipment or services that may be needed to support AUXC operations.</li> <li>• Coordinate, through the chain of command, the locations for equipment to be installed or delivered.</li> <li>• Assist the COML with determining optimal locations for any future expansion of AUXC equipment using topographical maps to evaluate elevation and separation needs and the ICS 205 from the IAP and other frequency lists to minimize the risk of interference with other communications resources.</li> </ul>	E, F,I, T	I	Eval	Ho	7/19/22 JJA

**6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments  
(continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
2	<p>Demonstrate the design, configuration, and maintenance of AUXC systems needed to meet incident needs.</p> <ul style="list-style-type: none"> <li>• Provide for the installation and testing of all AUXC communications components to assure they are fully operational.</li> <li>• Create and maintain diagrams of current AUXC communications system(s).</li> <li>• Provide communications support for external and internal AUXC operational platforms.</li> <li>• Identify the need for and take necessary action to accomplish minor field repair of equipment issues, request technical support needed to facilitate repairs of identified issues, and/or order replacement equipment if repairs cannot be performed in a timeframe that meets the needs of the incident.</li> </ul>	<p>E, F, I, T I</p>	<p>I, II I</p>	Virtual / Eval	#11	DD 6/19/22
3	<p>Monitor operational performance of AUXC communications systems throughout the duration of the incident.</p> <ul style="list-style-type: none"> <li>• Monitor operational status of all AUXC equipment in use.</li> <li>• Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident.</li> <li>• Establish a plan for battery replacement.</li> <li>• Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems.</li> </ul>	<p>E, F, I, T I</p>	<p>I, II I</p>	Virtual / Eval	#11	DD 6/19/22

**6b. Behavior: Serve as a subject matter expert for AUXC related issues**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Participate in meetings as a subject matter expert for AUXC specific needs as directed by the COML.</p> <ul style="list-style-type: none"> <li>Determine the feasibility of providing the requested AUXC support.</li> <li>Provide operational and technical information on AUXC equipment available to support the incident.</li> <li>Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations.</li> <li>Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability.</li> </ul>	E, F, I T I	I, II I	Virtual / Eval	#	DDA 6/18/22

**6c. Behavior: Coordinate incident communications needs with existing system managers**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Coordinate frequencies, activities, and resources with AUXC coordinators/operators outside of the incident.</p> <ul style="list-style-type: none"> <li>Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies.</li> <li>Work with local, regional and/or state amateur radio organizations (including NGOs) to coordinate shared resource assignments and identify and eliminate interference issues with established AUXC systems when reported.</li> <li>Provide a copy of the ICS 205 to other agencies or to the AUXC at any nearby incidents as necessary to avoid interference or other conflicts.</li> <li>May include ARES, RACES, REACT, SKYWARN, ACS, etc.</li> </ul>	E, F, I T I	I, II I	Virtual / Eval	#	DDA 6/18/22

## 7. Competency: Demobilization

*Description:* Demobilizes pursuant to the published demobilization plan.

### 7a. Behavior: Follow the established process for demobilization

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demobilize and check out. <ul style="list-style-type: none"> <li>• Submit all required information to the COML and/or Documentation Unit Leader as appropriate.</li> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• Complete required ICS form(s) and turn in to the appropriate person.</li> <li>• Ensure that personnel and equipment assigned to the unit are demobilized correctly.</li> <li>• Document lost equipment on agency specific forms.</li> <li>• Report their return to their home base of operations.</li> </ul>	E, F, I T	I, II	Virtual / Eval	H	DD 6/18/22

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			Rogers REP Reception Center Drill			7/8/2022 1300		7/19/2022 1500-2400	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	HCEMTAC-1	OTHER	ARMER	N/A	ARMER	N/A	D	CP to EOC
2	TACTICAL	STAC12	OTHER	ARMER	N/A	ARMER	N/A	D	Decon Operations (interior and exterior)
3	TACTICAL	GMRS repeater	OTHER	462.6000 N	N/A	467.6000 N	N/A	A	Decon Operations (interior and exterior) Alternate
4	SUPPORT	METAC10	LAW, EMS	ARMER	N/A	ARMER	N/A	D	EMS Transport
5	COMMAND	KOLTC	OTHER	147.0000 W	N/A	147.6000 W	114.8	A	Auxiliary Voice CP to EOC (Amateur Repeater)
6	COMMAND	MNCLK	OTHER	145.6700 W	N/A	145.6700 W	N/A	D	Auxiliary Data CP to EOC (Amateur Packet Digipeater)
7									
8									
9									
10									
11									
12									
13	Dan Anderson -- COML		(612) 578-1372 (cell)						
14	Dave Johnson-- COMT/AUXC		n0kbd1@gmail.com						
15									
SPECIAL INSTRUCTIONS									
COML: Dan Anderson, cell (612-578-1372) AGENCY: Hennepin County Emergency Management <a href="mailto:dan.anderson@hennepin.us">dan.anderson@hennepin.us</a>					INCIDENT/EVENT LOCATION				
					Rogers High School 21000 141St Ave N Rogers, Mn 55374				

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)

# Emergency Management Institute



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

**IS-00700.a**

**National Incident Management System (NIMS)**

**An Introduction**

*Issued this 12th Day of March, 2016*



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

Tony Russell  
Superintendent  
Emergency Management Institute

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**IS-00100.b**

**Introduction to Incident Command System**

**ICS-100**

*Issued this 12th Day of March, 2016*



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**IS-00200.b**

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

*Issued this 14th Day of March, 2016*



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**IS-00800.b**

**National Response Framework, An Introduction**

*Issued this 13th Day of March, 2016*



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

Tony Russell  
Superintendent  
Emergency Management Institute



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** July 27, 2022  
**Agenda Item:** 4B. Creation of MCC7500e/Wireless Standards and Best Practices Workgroup  
**Presenter:** Fredrick/Thompson/Jansen

### **RECOMMENDATION**

The Radio Technical Operations Committee (TOC) recommends creating a workgroup to discuss Metro standards and best practices for MCC7500e and other wireless devices.

### **BACKGROUND**

At its June 22, 2022 meeting, the Radio TOC held a discussion about possible issues that may arise with usage of MCC7500e and other wireless devices.

### **ISSUES & CONCERNS**

During the Radio TOC meeting, there was a desire to form a workgroup to address gaps in current standards that these devices could be in violation of and to attempt to consider future needs.

As discussion continued, it was determined that a review of the current standards would be necessary and development of new standards may be needed. This workgroup will sunset once all standards have been reviewed and any new standards needed are created and approved.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# Metro Region ARMER Standards

## Section 1 – Metro 1.8.0 Moves, Additions and Changes

Date Established

4-04-01

Date Revised/Reviewed

4-11-19

### 1. Purpose or Objective

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

### 2. Technical Background

- Capabilities - None
- Constraints - None

### 3. Operational Context

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

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

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

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

#### Non-Participant Initiated

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

#### Participant Initiated

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

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

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

**Regulatory change initiated**

- FCC
- State legislation

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

**4. Recommended Protocol/Standard**

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

**5. Recommended Procedure**

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

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

A complete review will be made by the RTOC to determine:

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

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

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

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

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

## **6. Management**

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

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



To: MESB TOC, Jake Thompson Chair

CC: Tracey Fredrick

Subject: Change Management

Good Afternoon,

I believe with the potential opening of the Statewide change management process; we should also be reviewing any changes we in the Metro region might want to evaluate.

I would like to propose we change ME TAC 11E and ME TAC 12E to be open to all disciplines using current MESB regional DES-OFB encryption key.

I would also like to propose the addition of 4 additional Law Enforcement only regional resources. These would also be DES-OFB encrypted and would have a separate new DES-OFB encryption key associated to them. This will hopefully help reduce traffic usage on State LTAC (4-12)E's resources.

Further discussions will be needed on both of these proposals to determine Home Zone mapping, and the potential for even more regional resources, console capacities, recommended layout in radio programming, talkgroup naming, and any Standard modifications or updates, and the implementation timing.

I would like to propose to add 2 regional encrypted talkgroups for Law Enforcement only and not allowed on consoles. These would implement an AES encryption regional key.

If this does not fit into our timeframe for regional change management I am happy to withdraw the proposals.

Respectfully,  
Ron

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**Dakota County Radio Services**

**P** 952 891-7886 **F** 651-438-4405 **W** [www.dakotacounty.us](http://www.dakotacounty.us)  
**A** Dakota Communication Center • 2680 160<sup>th</sup> Street West • Rosemount • MN 55068

**Metro Mobility Usage  
(Hours:Mins:Secs)  
2022**

Month	Anoka (Lino					North	Hennepin	Overall
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West	
January	53:36:06	27:47:09	28:13:09	9:57:03	35:21:22		17:49:33	172:44:22
February	57:03:36	30:50:28	24:58:48	10:50:12	41:05:35		13:14:11	178:02:50
March	51:26:59	28:23:43	24:35:46	9:22:37	35:08:05		14:54:53	163:52:03
April	56:28:46	30:31:56	30:20:01	10:08:22	42:08:20		13:00:58	182:38:23
May	55:52:30	26:23:05	30:59:34	9:06:27	39:06:26		10:53:58	172:22:00
June	40:12:15	17:55:01	16:37:14	8:14:16	27:34:40		11:43:55	122:17:21
July								
August								
September								
October								
November								
December								

Difference  
since Jan.

12      656:57:50   385:58:45   298:06:15   222:53:22   265:34:15   0:26:46   152:56:51   1982:54:04

**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**