



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

September 24, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online via WebEx at <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=m1a3c27be7e4d72e00951a96be7d2f528>. Use meeting number 2556 749 5433 and password Radio, if prompted. To join audio by phone, please dial 408.418.9388.

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Roll Call (if needed)** – Tracey Fredrick
3. **Approval of Agenda** – Thompson
4. **Approval of Minutes of August 27, 2025 Meeting** – Thompson
5. **Action Items**
 - A. COMU Recognitions/Renewals – Fredrick
 - i. Joe McCallow COML Recognition (page 10)
 - ii. Dalton Gruber COML Recognition (page 28)
 - iii. Andrew Dumas COML Recognition (page 46)
 - iv. Steven Labatt COML Recognition (page 70)
 - v. Steven Labatt INTD Renewal (page 89)
 - B. Radio TOC Bylaws Changes – Fredrick (page 91)
6. **Discussion Items**
 - A. Regional Funding Priorities – Fredrick
 - B. Encryption Standard Discussion – Fredrick
 - C. Regional Radio Technician – Open Discussion
7. **Moves, Additions, & Changes to the System**
8. **Committee Reports**
 - A. System Managers Group/Metro Administrators – Jansen
 - B. MnDOT ARMER System Update – Nick Schatz
 - C. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC/ICT Branch Workgroup – Timm/Jansen/Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
9. **Other Business**
 - A. ME TAC Permissions Update – Fredrick
10. **Adjourn - Reminder:** *Next meeting scheduled for October 22, 2025*

Metropolitan Emergency Services Board

Radio Technical Operations Committee

August 27, 2025
Draft Meeting Minutes

Members

| | |
|--|---------------------------------------|
| Airport – Jeff Bjorklund | Metro Transit – Chad LeVasseur |
| Anoka County – Cory DeMuth | Minneapolis – Rod Olson |
| Carver County – absent | Minnesota Fire Chiefs – absent |
| Chisago County – Mike Parker | Ramsey County – Mike Mihelich |
| Dakota County – absent | Scott County – Scott Haas |
| Hennepin County – Kris Massie (online) | Sherburne County – Derek Baas |
| Isanti County – absent | Washington County – Nate Timm |
| Metro Region EMS – absent | U of M – absent |

Guests: Kristen Aronen, *Hennepin County (online)*; Paul Botnen, *CentraCare*; Sara Boucher-Jackson, *Airport*; Elias Charif, *M Health (online)*; Dalton Gruber, *City of Bloomington*; Ted Hutson, *Motorola*; Frank Jarman, *Motorola*; Brandon Larson, *City of St Cloud*; Andrew LaVenture, *Edina Fire (online)*; Clinton Maxon, *Isanti County*; Mike Melby, *North Memorial (online)*; and Nick Schatz, *MnDOT*.

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

1. Call to Order

The meeting was called to order at 1:03 p.m.

Motion made by Mike Mihelich, seconded by Cory DeMuth to nominate and elect Scott Haas as temporary Chair of the August 27, 2025, Radio TOC meeting. Motion carried.

Roll call for Election of Temporary Chair

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

Metropolitan Emergency Services Board

2. Approval of Agenda

Tracey Fredrick said an action item titled '4F: Approval of Change to LMRC Representation' will be added to the agenda.

Motion made by Jeff Bjorklund, seconded by Mihelich to approve the August 2025 Radio TOC meeting agenda with the mentioned addition. Motion carried.

Roll call for Approval of Agenda

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

3. Approval of June 26, 2025 Meeting Minutes

Motion made by Nate Timm, seconded by DeMuth to approve the June 26, 2025, Radio TOC meeting minutes. Motion carried.

Roll call for Approval of Minutes

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

Metropolitan Emergency Services Board

4. Action Items

A. Metro Transit SWLRT Talkgroup Request Update

The action item is a carry-over from the June 2025 Radio TOC meeting. Chad LeVasseur of Metro Transit said the programming intends to stay on City Center, with Hennepin West acting as a backup if additional coverage is needed. The project would require two additional talkgroups for SWLRT.

Motion made by Bjorklund, seconded by Timm to approve the Metro Transit SWLRT Talkgroup Request. Motion carried.

Roll call for Agenda Item 4A.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

B. INTD Trainer Support

Brandon Larson said he is looking for a recommendation for Lindsay Stambaugh from the Airport for consideration to become an Incident Tactical Dispatcher (INTD) trainer. At the current time, there is not a set way for those seeking to become trainers to engage in that, unlike other COMU positions which require task books and regional approval or support. Since this is the first situation of this kind, the ICT Branch workgroup would like to have regional support for individuals desiring to become trainers.

Haas asked if the state National Qualifications Board formation would weigh in on this or how that Board would be affected by these types of requests. Larson responded that currently the NQS Board in Minnesota is currently on pause; however, the ICT Branch workgroup has committed to continue moving forward on these initiatives, with a more formal process to become an evaluator or instructor. The current governance structure that is used nearly mirrors what the NQS Board would be using.

Fredrick also stated that Ms. Stambaugh has been active in the Metro Communications Response Task Force and in other Communications Unit activities and would give support for this request to continue to move forward.

Motion made by Timm, seconded by Bjorklund to approve and recommend Lindsay Stambaugh as INTD Trainer To the SECB ICT Branch workgroup. Motion carried.

Metropolitan Emergency Services Board

Roll call for Agenda Item 4B.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

C. Update to Metro ARMER Standard 3.27.0

Fredrick said the Standard is being updated to include new encrypted talkgroups for both East and West. At this time, WMRCC2 will remain as a clear talkgroup and add WMRCC2E. In the future, clear 2 will be sunset and West 2E will remain with clear 1.

Motion made by Timm, seconded by DeMuth to approve the update to Metro ARMER Standard 3.27.0. Motion carried.

Roll call for Agenda Item 4C.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

D. Update to Metro ARMER Standard 3.31.0

Fredrick said that there is no significant difference between the Metro StatusBoard standard and the State StatusBoard standard. Discussion within the Radio TOC has led to the decision to sunset Metro ARMER Standard 3.31.0.

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Motion made by DeMuth, seconded by Mihelich to approve the update to Metro ARMER Standard 3.31.0. Motion carried.

Roll call for Agenda Item 4D.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|------------|-----------|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

E. Metro Radio TOC Representative to SECB Strategic Plan Team

Fredrick said Ron Jansen, Rod Olson, and Mike Mihelich have all expressed interest in participating in the SECB Strategic Plan Team. The Radio TOC will need to make an official vote for the individual who will represent the Metro Radio community. MESB staff will be attending in an administrative capacity. The next meeting for the SECB Strategic Plan Team is scheduled for Monday, September 29, 2025, from 9 a.m. – 5 p.m. in St Cloud, Minnesota.

Rod Olson said he will withdraw his name from consideration.

Motion made by DeMuth, seconded by Olson to nominate and elect Mike Mihelich as the Metro Radio TOC Representative to the SECB Strategic Plan Team. Motion carried.

Roll call for Agenda Item 4E.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|------------|-----------|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

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Yea: 10 Nay: 0 Motion passes.

F. Approval of Change to LMRC Representation

Fredrick said there was a request to switch the Primary and Alternate roles of LMR representation for the rest of 2025. Mike Mihelich would become the Primary, and Nate Timm would become the alternate.

Motion made by Timm, seconded DeMuth to approve the change to LMR representation for the remainder of 2025. Motion carried.

Roll Call for Agenda Item 4F.

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

5. Discussion Items

A. Regional Funding Priorities

Fredrick said this is the same document that the Radio TOC approves on a yearly basis. Fredrick asked for the Radio TOC members to read the document and consider if there are any items to add, delete, or change. The document will be up for action at the October 2025 Radio TOC meeting.

Haas stated that infrastructure maintenance training would be considered a high priority for Scott County, the conference attendance would be considered a lower priority as many counties fund this on its own, and that the ICS 300 and 400 courses are currently being updated and will have opportunity for attendance when those updates are complete.

Jill Rohret also said that MESB has a trainer on staff who could be used, which would also help reduce costs, but it still may be worthwhile to keep this item on the priority list, just at a lower priority.

B. Radio TOC Bylaws Update

Fredrick said there are changes to the Radio TOC bylaws to add new language around participation via interactive technology and attendance. According to the bylaws, 15 days' written notice must be given before voting on these changes. The proposed changes to the Radio TOC bylaws will be up for action at the September 2025 Radio TOC meeting.

Timm asked if the 75% in-person yearly attendance policy is from the State of Minnesota or from the MESB.

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Fredrick said it is an MESB policy.

C. Regional Radio Technician

Fredrick opened the floor to Radio TOC members for discussion on a regional radio technician position. COME BACK.

6. Moves, Additions, & Changes to the System

Bjorklund said the Airport will be adding an AUXIO server to its console site and is anticipated to be complete by beginning of September.

7. Committee Reports

A. System Managers Group/Metro Administrators

Nick Schatz said 2024.1 Motorola upgrades to the ARMER system are planned for the fall of 2025.

B. MnDOT ARMER System Update

Schatz said there is an ongoing MnDOT card key audit occurring. If you use your card, it will automatically register as active. MnDOT is working on clearing non-active card keys.

C. SECB Committees

i. Steering

Fredrick said the Steering Committee met earlier in August. The committee approved two new documents for the SECB Policy and Procedure Manual and continued work on other documents for that manual. There was also discussion on SCIP planning. The group is scheduled to meet again in September.

ii. LMR

Timm said the committee met on August 12. The committee discussed Becker County talkgroup changes, new approved radios, StatusBoard and BDA Best Practices workgroups, and the Motorola SUA.

iii. WBBA

There are no new updates.

iv. IOC/ICT Branch Workgroup

There are no new updates.

v. IPAWS

Haas said the committee met and drafted two standards that are up for action at the next meeting.

vi. Finance/Grants Workgroup

Fredrick said both groups met in August. The SECB grant hierarchy for FY2026-2027 and a budget for in-person SCIP planning meetings were approved. Discussions continued on eligible use of grant funds, regional needs, and finance standards.

8. Other Business

A. ME TAC Permissions Update

There are no new permission requests.

9. Adjourn

Motion made by DeMuth, seconded by Bjorklund to adjourn the August 27, 2025, Radio TOC meeting. Motion carried.

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Roll call to Adjourn the Meeting

| County/City/Org | Name | Yes | No |
|-------------------------|----------------|-----|----|
| Hennepin County | Kris Massie | X | |
| Dakota County | | | |
| Anoka County | Cory DeMuth | X | |
| Carver County | | | |
| Chisago County | Mike Parker | X | |
| City of Minneapolis | Rod Olson | X | |
| Isanti County | | | |
| Metro Airports | Jeff Bjorklund | X | |
| Metro Region EMS | | | |
| Metro Transit | Chad LeVasseur | X | |
| MN St. Fire Chiefs | | | |
| Ramsey County | Mike Mihelich | X | |
| Scott County | Scott Haas | X | |
| Sherburne County | Derek Baas | X | |
| University of Minnesota | | | |
| Washington County | Nate Timm | X | |

Yea: 10 Nay: 0 Motion passes.

The meeting was adjourned at 1:52 p.m.



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

**POSITION TASK BOOK
FOR THE POSITION OF**

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1


Type 2

Type 3


| POSITION TASK BOOK ASSIGNED TO: | |
|-----------------------------------|--|
| TRAINEE'S NAME: | Joseph McCollow |
| DUTY STATION: | University of Minnesota Public Safety Emergency Communications |
| PHONE NUMBER: | 651-353-4129 |
| E-MAIL: | mcco0437@umn.edu |
| POSITION TASK BOOK INITIATED BY: | |
| OFFICIAL'S NAME: | Keith Polanski |
| TITLE: | COML |
| DUTY STATION: | Doyle County SO |
| PHONE NUMBER: | 320-249-0957 |
| E-MAIL: | Keith.Polanski@doylecountyso.com |
| POSITION TASK BOOK WAS INITIATED: | |
| LOCATION: | Ripier |
| DATE: | 8-20-25 |

Evaluator Verification

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

| FINAL EVALUATOR VERIFICATION | |
|---|---|
| I verify that | <u>Joseph McCollow</u> |
| has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials. | |
| FINAL EVALUATOR'S SIGNATURE: |  |
| DATE: | <u>8-20-25</u> |
| FINAL EVALUATOR'S PRINTED NAME: | <u>Keith Poliprai</u> |
| TITLE: | <u>Chief</u> |
| DUTY STATION: | <u>Douglas CO SO</u> |
| PHONE NUMBER: | <u>320-762-8551</u> |
| E-MAIL: | <u>Keith.P@CO.douglas.mn.us</u> |

Documentation of Agency Certification

| DOCUMENTATION OF AGENCY CERTIFICATION | |
|--|---|
| I certify that | <u>JOSEPH MCCOLLOW</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>7/2/2025</u> |
| OFFICIAL'S NAME: | <u>JEFF LESSARD</u> |
| TITLE: | <u>DIRECTOR EMERG. COMMUNICATIONS</u> |
| DUTY STATION: | <u>U of M</u> |
| PHONE NUMBER: | <u>612-624-1583</u> |
| E-MAIL: | <u>JDLSSAR@UMN.EDU</u> |

Evaluation Record Form



| |
|--|
| TRAINEE NAME: Joseph McCollow |
| TRAINEE POSITION: Comm L Trainee |
| Evaluation Record Number: #1 |
| Evaluator's name: Keith Polipnick |
| Incident/office title and agency: Douglas Co SO Alex 320-762-8131 |
| Evaluator's home unit address and phone: 732 |
| Name and location of incident or simulation/exercise: Ripley |
| Incident kind: Earth Quake |
| Number and kind of resources: 1 COMU |
| Evaluation period: 20 Aug. 2015 |
| Position type: Type III |
| Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position. |
| Additional recommendations/comments: |
| Date: 8-20-15 |
| Evaluator's initials: KSP |
| Evaluator's relevant qualification: Comm L |

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

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

1a. Behavior: Ensure readiness for assignment

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|--------------------------------------|--|--|
| <p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures | <p>C, E, F, I, J, T</p> <p>F</p> |  | <p>8-19-21</p>  |

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

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

1c. Behavior: Establish effective relationships with relevant personnel

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

2. Competency: Lead assigned personnel

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

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

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

2b. Behavior: Coordinate interdependent activities

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

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

3. Competency: Communicate effectively

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

3a. Behavior: Ensure documentation is complete and disposition is appropriate

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|--------------|---------------------|-----------------------------|
| <p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period | E, F, I F | #1 | KSP 8-26-25 |
| <p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations | E, F, I F | #1 | KSP 8-20-25 |

3b. Behavior: Develop and implement plans

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

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

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

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

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

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

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

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) McCollow, Joseph James Steffes

Certifying Agency University of Minnesota Department of Public Safety

County Hennepin ECB/ESB Region Metro

Agency Address 505 Washington Ave SE Minneapolis, MN 55455

24/7 Telephone 651-353-4129 Business Telephone 612-525-4356

Email Address mcco0437@umn.edu

Signature  Date 8/26/25


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

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

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

Name & Title JEFF LESSARD DIRECTOR, EMER. COMMUNICATIONS

Agency UNIVERSITY OF MN DEPT. OF PUBLIC SAFETY

Signature  Date 9/2/2025

Regional Recognition

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

Name & Title _____ Region _____

Signature _____ Date _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC Signature _____ Date _____



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Joseph McCollow

successfully completed

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

2.5 IACET CEU

January 13 - 16, 2025

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



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
JOSEPH MCCOLLOW
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

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

Issued this 9th Day of October, 2020



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

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that
JOSEPH MCCOLLOU
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 blue ink, appearing to read "J. Stern".

Issued this 21st Day of November, 2020

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency





This Certificate of Achievement is to acknowledge that

Joseph McCollow

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

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

Greg Hayes
Certified HSEM Instructor

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JOSEPH MCCOLLOW

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 System**

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

Issued this 13th Day of January, 2022



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

Emergency Management Institute



FEMIA

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

IS-00800.d
National Response Framework, An Introduction

Issued this 14th Day of January, 2022

Jeffrey D. Stern, Ph.D.
Superintendent

Emergency Management Institute
Federal Emergency Management Agency





FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

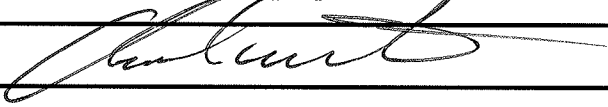
Type 2

Type 3


| | |
|--|-------------------------------|
| POSITION TASK BOOK ASSIGNED TO: | |
| TRAINEE'S NAME: | Dalton Gruber |
| DUTY STATION: | Bloomington MN Police |
| PHONE NUMBER: | 952-563-4934 |
| E-MAIL: | dgruber@bloomingtonmn.gov |
| POSITION TASK BOOK INITIATED BY: | |
| OFFICIAL'S NAME: | Lavae Robinson |
| TITLE: | 911 Dispatch Supervisor |
| DUTY STATION: | Bloomington Police Dept. |
| PHONE NUMBER: | 952-563-8805 |
| E-MAIL: | lrobinson@bloomingtonmn.gov |
| POSITION TASK BOOK WAS INITIATED: | |
| LOCATION: | Bloomington Police Department |
| DATE: | 2/14/2025 |

Evaluator Verification

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

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

Documentation of Agency Certification

| | |
|--|---|
| DOCUMENTATION OF AGENCY CERTIFICATION | |
| I certify that | <u>Dalton Gruber</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>8/27/25</u> |
| OFFICIAL'S NAME: | <u>Lavae Robinson</u> |
| TITLE: | <u>911 Dispatch Supervisor</u> |
| DUTY STATION: | <u>Bloomington Police Dept.</u> |
| PHONE NUMBER: | <u>952-563-8805</u> |
| E-MAIL: | <u>lrobinson@bloomingtonmn.gov</u> |

Evaluation Record Form

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

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

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

1a. Behavior: Ensure readiness for assignment

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

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

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

1c. Behavior: Establish effective relationships with relevant personnel

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

2. Competency: Lead assigned personnel

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

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

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

2b. Behavior: Coordinate interdependent activities

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

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

3. Competency: Communicate effectively

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

3a. Behavior: Ensure documentation is complete and disposition is appropriate

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

3b. Behavior: Develop and implement plans

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

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

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

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

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

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

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

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position:

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Gruber, Dalton, Michael


Certifying Agency Bloomington Police Department

County Hennepin ECB/ESB Region Metro

Agency Address 1800 West Old Shakopee Road

24/7 Telephone 651-285-9974 Business Telephone 952-563-4934

Email Address dgruber@bloomingtonmn.gov

Signature  Date 8-27-2025


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

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

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

Name & Title Lavae Robinson, 911 Dispatch Supervisor

Agency Bloomington Police Dept

Signature  Date 8/27/25

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 DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Dalton Gruber

successfully completed

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

2.5 IACET CEU

January 13 - 16, 2025



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



This Certificate of Achievement is to acknowledge that

Dalton Gruber

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

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

A handwritten signature in black ink, appearing to read 'Greg Hayes', is positioned above the printed name and title.

Greg Hayes
Certified HSEM Instructor



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

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

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



0.20 IACET CEU

Issued this 9th Day of January, 2024



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This Certificate of Achievement is to acknowledge that

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

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
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Issued this 21st Day of June, 2024



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IS-800.d: National Response Framework, An

Introduction

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0.30 IACET CEU

Issued this 21st Day of June, 2024

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position:

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Dumas, Andrew Michael

Certifying Agency Hennepin County Sheriff's Office

County Hennepin ECB/ESB Region MESB

Agency Address 1245 Shenandoah Lane N, Plymouth MN 55447

24/7 Telephone 612-240-2559 Business Telephone 763-249-0883

Email Address andrew.dumas@hennepin.us

Signature  Date 09/07/2025

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

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

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

Name & Title Toy Martin, Emergency Communications Director

Agency Hennepin County Sheriff's Office

Signature  Date 9/8/2025

Regional Recognition

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

Name & Title _____ Region _____

Signature _____ Date _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC Signature _____ Date _____



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

Type 2

Type 3

| POSITION TASK BOOK ASSIGNED TO: | |
|-----------------------------------|------------------------------------|
| TRAINEE'S NAME: | Andrew Dumas |
| DUTY STATION: | Hennepin County Sheriff's Office |
| PHONE NUMBER: | 952-687-1758 |
| E-MAIL: | Andrew.Dumas@Hennepin.us |
| POSITION TASK BOOK INITIATED BY: | |
| OFFICIAL'S NAME: | NATE TIMMY |
| TITLE: | RADIO SYS MANAGER |
| DUTY STATION: | WASHINGTON COUNTY SHERIFF'S OFFICE |
| PHONE NUMBER: | 651-430-7863 |
| E-MAIL: | NATE.TIMMY@WASHINGTONCOUNTYMN.GOV |
| POSITION TASK BOOK WAS INITIATED: | |
| LOCATION: | CAMP RIPLEY "NORTH STAR 3" |
| DATE: | 8/19/2025 |

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION

I verify that Andrew Dumas
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: Stephanie McNeill

DATE: 8/30/2025

FINAL EVALUATOR'S PRINTED NAME: Stephanie McNeill

TITLE: Public Safety telecommunicator

DUTY STATION: Hennepin County Sheriff's Office

PHONE NUMBER: 952-200-3460

E-MAIL: Stephanie.mcneill@hennepin.us

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that Andrew Dumas
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: Tony Martin

DATE: 9/2/2025

OFFICIAL'S NAME: Tony Martin

TITLE: Director, Emergency Communications

DUTY STATION: Hennepin County Sheriff's Office

PHONE NUMBER: 612-596-1907

E-MAIL: Tony.Martin@Hennepin.us

Evaluation Record Form

| |
|---|
| TRAINEE NAME: Andrew Dumas |
| TRAINEE POSITION: COML |
| Evaluation Record Number: 2 |
| Evaluator's name: Stephanie McNeill |
| Incident/office title and agency: Hennepin County Sheriff's Office |
| Evaluator's home unit address and phone: 1245 Shenandoah Ln, Plymouth AS2 258 5321 |
| Name and location of incident or simulation/exercise: Hennepin Co. Dispatch |
| Incident kind: N/A |
| Number and kind of resources: N/A |
| Evaluation period: 8/30/2025 |
| Position type: on the job - go-kit check COML (+) |
| <p>Recommendation:</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>Additional recommendations/comments:</p> <p>on the job go-kit check was last needed task.</p> |
| Date: 8/30/25 |
| Evaluator's initials: SNM |
| Evaluator's relevant qualification: COML |

Evaluation Record Form

| |
|--|
| TRAINEE NAME: ANDREW DUMAS |
| TRAINEE POSITION: COML |
| Evaluation Record Number: 1 |
| Evaluator's name: NATE TMM |
| Incident/office title and agency: WASHINGTON COUNTY SHERIFF'S OFFICE |
| Evaluator's home unit address and phone: 15015 6th ST N. STUMMATOR/651-430-7863 |
| Name and location of incident or simulation/exercise: NORTH STAR 3-CAMP RIFLES |
| Incident kind: FUNCTIONAL EXERCISE (F) |
| Number and kind of resources: CIVILIAN AND NATIONAL GUARD - TYPE III |
| Evaluation period: 8/18/25 - 8/21/25 |
| Position type: COML (T) |
| <p>Recommendation:</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 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>Additional recommendations/comments: BUILD GO KIT. STR TOWER SET UP CLASS</p> <p>ONLY GO KIT CHECK OFF NEEDED FOR COMPLETION. GO KIT CHECK OFF PERSON WILL BE FINAL EVALUATOR</p> <p>WELL DONE!</p> |
| Date: 8/20/25 |
| Evaluator's initials: NT |
| Evaluator's relevant qualification: COML/AUXC - TOWER; COMT |

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

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

1a. Behavior: Ensure readiness for assignment

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

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

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

1c. Behavior: Establish effective relationships with relevant personnel

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

STATUS BOARD

2. Competency: Lead assigned personnel

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

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

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

2b. Behavior: Coordinate interdependent activities

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|--------------|---------------------|-----------------------------|
| 7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans ✓ 205 • Inform appropriate team members of significant changes in operations ✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports ✓ • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs | E, F, I F | 1 | NT 8/20/25 |

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

3. Competency: Communicate effectively

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

3a. Behavior: Ensure documentation is complete and disposition is appropriate

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|--------------|---------------------|-----------------------------|
| <p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ✓ • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period ✓ | E, F, I F | 1 | NT 8/20/25 |
| <p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources ✓ • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) 201 • Keep records for local and national resources to ensure return to proper locations ✓ | E, F, I F | 1 | NT 8/20/25 |

3b. Behavior: Develop and implement plans

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

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

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

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

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

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

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



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Andrew Dumas

successfully completed

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

2.5 IACET CEU

January 13 - 16, 2025



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



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ANDREW DUMAS

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

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



0.20 IACET CEU

Issued this 13th Day of February, 2024

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



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UNIVERSITY**

This Certificate of Achievement is to acknowledge that

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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-144.a: TERT Basic Course



0.30 IACET CEU

Issued this 13th Day of February, 2024

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



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EMERGENCY MANAGEMENT
UNIVERSITY**

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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:

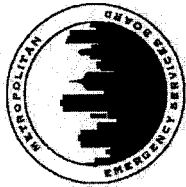
**IS-200.c: Basic Incident Command System
for Initial Response, ICS-200**



0.40 IACET CEU

Issued this 9th Day of September, 2024

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



This Certificate of Achievement is to acknowledge that

Andrew Dumas

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

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



Greg Hayes
Certified HSEM Instructor



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ANDREW DUMAS

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

**IS-247.b: Integrated Public Alert and
Warning System (IPAWS) for Alert
Originators**

Originators

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





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EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ANDREW DUMAS

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

**IS-251.a: Integrated Public Alert and
Warning System (IPAWS) for Alerting
Administrators**

Administrators

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



0.20 IACET CEU Issued this 6th Day of February, 2024



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UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ANDREW DUMAS

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

IS-329.a: State Mitigation Planning Training



0.40 IACET CEU

Issued this 6th Day of February, 2024

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



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UNIVERSITY**

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ANDREW DUMAS

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

IS-700.b: An Introduction to the

National Incident Management System



0.40 IACET CEU

Issued this 12th Day of February, 2024

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
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IS-800.d: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.
Superintendent

National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 4th Day of September, 2024



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This Certificate of Achievement is to acknowledge that

ANDREW DUMAS

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

IS-1200: TERT Team Leader Course



0.40 IACET CEU

Issued this 1st Day of October, 2024

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

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Labatt, Steven Walker

Certifying Agency Hennepin County Sheriffs Office

County Hennepin County ECB/ESB Region Metro

Agency Address 1245 Shenandoah Ln

24/7 Telephone 763-249-0883 Business Telephone 952-258-5321

Email Address steven.labatt2@hennepin.us

Signature  Date Aug 24 2025

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

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

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

Name & Title Tom Martin, Emergency Communications Director

Agency Hennepin County Sheriffs Office

Signature  Date 9/2/2025

Regional Recognition

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

Name & Title _____ Region _____

Signature _____ Date _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC Signature _____ Date _____



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NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type Type 1 Type 2 Type 3

| | |
|--|--|
| POSITION TASK BOOK ASSIGNED TO: | |
| TRAINEE'S NAME: | Steven Labatt |
| DUTY STATION: | Hennepin County Sheriffs Office |
| PHONE NUMBER: | 612-655-3261 |
| E-MAIL: | Steven.Labatt2@hennepin.us |
| POSITION TASK BOOK INITIATED BY: | |
| OFFICIAL'S NAME: | Tristen Mortel |
| TITLE: | Radio Communications Tech. COML/COMT |
| DUTY STATION: | Washington County Sheriff's Office |
| PHONE NUMBER: | (715) 641-2236 |
| E-MAIL: | tristen.mortel@washingtoncountymn.gov |
| POSITION TASK BOOK WAS INITIATED: | |
| LOCATION: | 2025 North Star III Camp Ripley COMMEX |
| DATE: | 8-19-2025 Poppy Co. EOC |

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION

I verify that Steven Labatt
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: Tristen Mortel

DATE: 8-20-25

FINAL EVALUATOR'S PRINTED NAME: Tristen Mortel

TITLE: Communications Tech.

DUTY STATION: Washington Co. Sheriff's Office

PHONE NUMBER: (745) 641-2236

E-MAIL: tristen.mortel@washingtoncountymn.gov

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that Steven Labatt
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: Tony Martin

DATE: 9/2/2025

OFFICIAL'S NAME: Tony Martin

TITLE: Emergency Communications Director

DUTY STATION: Hennepin County Sheriff's Office

PHONE NUMBER: 612-596-1907

E-MAIL: Tony.Martin@Hennepin.Os

Evaluation Record Form

TRAINEE NAME:

TRAINEE POSITION:

Evaluation Record Number: 1

Evaluator's name: Tristen Mortel

Incident/office title and agency: Washington County Sheriff's Radio Tech. ^{COML} _{COMT}

Evaluator's home unit address and phone: 15035 62nd St. N, Stillwater, MN

Name and location of incident or simulation/exercise: North Star III Commex, Camp Ripley

Incident kind: ~~FOIA~~ Functional Exercise ^{Popey County EOC}

Number and kind of resources: 1 COMU

Evaluation period: Aug. 20th, 2025

Position type: Type III

Recommendation:

The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:

The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.

The trainee could not complete certain tasks or needs additional guidance. See comments below.

Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.

The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.

Additional recommendations/comments:

Date: 8-20-2025

Evaluator's initials: *TM*

Evaluator's relevant qualification: COML/COMT

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

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

1a. Behavior: Ensure readiness for assignment

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

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

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

1c. Behavior: Establish effective relationships with relevant personnel

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

2. Competency: Lead assigned personnel

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

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

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

2b. Behavior: Coordinate interdependent activities

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

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

3. Competency: Communicate effectively

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

3a. Behavior: Ensure documentation is complete and disposition is appropriate

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

3b. Behavior: Develop and implement plans

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

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

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

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

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

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

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



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

**This is to certify that
Steven Labatt
successfully completed**

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

2.5 IACET CEU

January 13 - 16, 2025



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

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-100.C:

INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100

Issued this 10th Day of October, 2019

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

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

0.20 IACET CEU



Emergency Management Institute



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IS-200.C:

BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-

200

Jeffrey D. Stern, Ph.D.

Superintendent

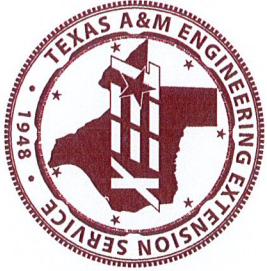
Emergency Management Institute

Federal Emergency Management Agency

Issued this 25th Day of January, 2021



0.40 IACET CEU



FEMMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

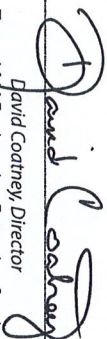
in cooperation with the
Department of Homeland Security
Federal Emergency Management Agency

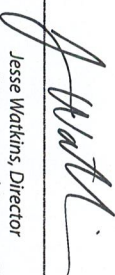
Steven W. Labatt

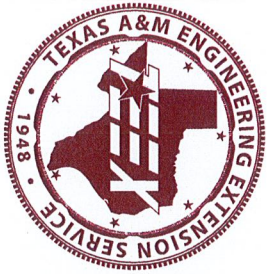
has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota,
21 Hours
December 5 - 7, 2023


David Coakley, Director
Texas A&M Engineering Extension Service


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



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TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

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

Steven W. Labatt

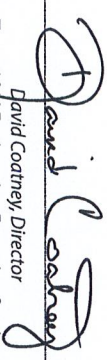
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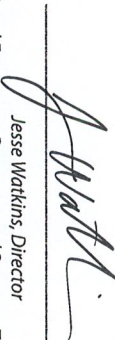
Advanced Incident Command System for Complex Incidents, ICS-400

Rochester, Minnesota,

15 Hours

April 22 - 23, 2025


David Coathney, Director
Texas A&M Engineering Extension Service


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

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-700.B:

AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Issued this 14th Day of October, 2019

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

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



0.40 IACET CEU

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STEVEN W LABATT

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

IS-800.C:

NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION

Issued this 07th Day of November, 2019

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

0.30 IACET CEU



COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position:

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Labatt, Steven Walker

Certifying Agency Hennepin County Sheriffs Office

County Hennepin ECB/ESB Region Metro

Agency Address 1245 Shenandoah Ln Plymouth, Mn 55447

24/7 Telephone 763-249-0883 Business Telephone 952-258-5321

Email Address steven.labatt2@hennepin.us

Signature  Date 09/02/2025

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

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

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

Name & Title Tony Marton, Emergency Communications Director

Agency Hennepin County Sheriff's Office

Signature  Date 9/8/25

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 _____

BY-LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee (“Committee”) composed of one representative from each party to the MESB Joint Powers Agreement (“Agreement”). Additional seats will be awarded to:

The Metropolitan Council.
The Metropolitan Airports Commission.
The Minnesota State Fire Chiefs Association.
Metro Region EMS.

Further, there will be an additional seat designated by the Board to represent other system users that are not represented by the one of the entities listed above.

The governing body of each member to the Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the Committee; or the governing body of each party to the Agreement shall by resolution designate an appointing authority to make representative and alternates appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, in the representative’s absence.

SECTION 2. COMMITTEE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Chair. The Chair of the Board shall appoint the Committee Chair subject to the approval of the Board. The Committee Chair shall preside at all Committee meetings and perform the usual duties of a chair.

SECTION 3. COMMITTEE VICE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Vice Chair. The Chair of the Board shall appoint the Committee Vice Chair, subject to the approval of the Board. The Committee Vice Chair shall perform the duties of the Committee

Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

SECTION 4. POWER AND DUTIES

The Committee shall have the following powers and duties:

a. Present to the Board plans, standards, studies, and reports, prepared for the Board and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of the ARMER system as required by the Board.

c. Prepare and submit to the Board's Executive Director by May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.

d. To make recommendations to the Board for primary and alternate appointments to the following SECB committees and subcommittees/workgroups: Land Mobile Radio, Interoperability, Wireless Broadband and Applications; and COMU and STR workgroups.

e. Perform other such duties as may be prescribed by the Board.

SECTION 5. VOTING

Each member of the Committee may cast one vote on any motion before the Committee. A simple majority vote of the members present (in person or via interactive technology) shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the Committee. Absentee or proxy voting is not permitted, except as permitted by a designated alternate in a representative's absence.

SECTION 6. MEETINGS

The Committee may provide, by resolution, the time and place for holding regular meetings. Notice of regular meetings shall be given to each Committee member at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of Minnesota's Open Meeting Law, Minnesota Statutes Chapter 13D. Special meetings of the Committee may be called by the Committee Chair provided that at least three (3) days' notice be given to each member and the meeting complies with the provisions of Open Meeting Law.

SECTION 7. QUORUM

The majority of the Committee members present in person or via interactive technology, given all attendance requirements are met, designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year and must attend at least 75% of held meetings in person. Any member that does not abide by the minimum meeting requirements will be asked to appoint a different representative to the Committee.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the Committee. All proposed amendments shall be submitted in writing to each representative on the Committee at least fifteen (15) days prior to a meeting of the Committee, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be considered at a regular meeting of the Committee. A two-thirds affirmative vote of the full membership of the Committee is required for approval of amendments.