



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

March 1, 2024, 10:00 a.m.

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

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of January 24, 2024 Meeting** – Thompson
4. **Action Items**
  - A. COMU Recognitions/Renewals – Tracey Fredrick
    - i. Ryan Weeks INTD Recognition
  - B. Scott County Gateway Approval – Scott Haas
  - C. Isanti County Participation Plan Amendment – Ross Benzen
  - D. MRCC East Participation Plan Amendment – Steve Pott
  - C. MESB Standard Revisions Review – Fredrick
    - i. 3.15.0 ME TAC
    - ii. 3.34.0 Cache Programming
5. **Other Business**
  - A. METAC Permission update – Fredrick
  - B. Discussion on Regional ARMER Needs – Fredrick
  - C. Coverage Needs/Gaps in Wireless Broadband – Olson/DeMuth/Fredrick
  - D. Public Safety Communications Conference Grant Funding – Fredrick
8. **Adjourn**

*Reminder: Next meeting scheduled for March 27, 2024*

# Metropolitan Emergency Services Board

## Radio Technical Operations Committee January 24, 2024 Draft Meeting Minutes

### Members

Airport – Ryan DeYoung

Anoka County – **absent**

Carver County – Peter Sauter

Chisago County – Mike Parker

Dakota County – Ron Jansen

Hennepin County – Jake Thompson

Isanti County – Bob Shogren

Metro Region EMS – Victoria Vadnais

Metro Transit – Chad LeVasseur

Minneapolis – Rod Olson

Minnesota Fire Chiefs – Patrick Maynard

Ramsey County – Mike Mihelich

Scott County – **absent**

Sherburne County – Derek Baas

Washington County – Nate Timm

U of M – **Absent**

**Guests:** Marcus Bruning, *ECN*; Dalton Gruber, *Bloomington*; Frank Jarman, *Motorola*; Merlin Koskela, *Hennepin County*; Andrew LaVenture, *Edina*; Mike Melby, *North Memorial*; Nick Schatz, *MnDOT*; Jim Schnoor, *Met Council*; Chris Spetcher, *Hennepin County*

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

### 1. Call to Order

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

### 2. Approval of Agenda

Tracey Fredrick stated that a discussion item will be added to the agenda as 7E. Regional Cache Programming for Local Talkgroups.

*Motion made by Bob Shogren, seconded by Rod Olson to approve the January 2024 agenda with the updated addition of discussion item 7E. Motion carried.*

### 3. Approval of Minutes of November 29, 2023 Meeting

*Motion made by Ron Jansen, seconded by Victoria Vadnais to approve the November 29, 2023, Radio TOC meeting minutes. Motion carried.*

### 4. Action Items

#### A. COMU Recognitions/Renewals

##### i. Joni Hodne COML Recognition

Joni Hodne is the ECC Supervisor for the City of Minneapolis. She has authored several ICS 205s as a trainee and is actively involved in communications leadership. Hodne has completed all the COML tasks and certificates. This is her initial COML recognition. Hodne has support from her home agency.

*Motion made by Ron Jansen, seconded by Rod Olson to approve the COML recognition of Joni Hodne. Motion carried.*

##### ii. Rod Olson COML/COMT Renewal

Rod Olson is the radio shop supervisor for the City of Minneapolis. He has served in COML and COMT leadership roles in the CRTF over the past three years. Olson has support from his home agency to continue as a COML/COMT.

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### **iii. Peter Sauter COML Renewal**

Peter Sauter is the communications coordinator at Carver County. He has served as a COML for several planned events and has authored several ICS 205s over the past few years. Sauter has support from his home agency to continue as a COML.

### **iv. Don Smiley COML/INCM Renewal**

Don Smiley works at the Ramsey County Emergency Communications Center. He has served as a COML and INCM for several planned events and helped lead training over the past three years, along with authoring several ICS 205s. Smiley has support from his home agency to continue as a COML/INCM.

### **v. Amy Sizer INTD Renewal**

Amy Sizer is a telecommunicator at the Minneapolis Emergency Communications Center. She has served as a tactical dispatcher during several events for the city and assisted in writing communications plans. Sizer has support from her home agency to continue as an INTD.

### **vi. Jennifer Geiselhart COML/INTD Renewal**

Jennifer Geiselhart is the 9-1-1 operations manager for the City of Minneapolis. She has served as a COML for several events for the city over the past three years and continues to work in dispatch settings. Geiselhart has support from her home agency to continue as a COML/INTD.

### **vii. Kristyn Warnke INTD Renewal**

Kristyn Warnke is a telecommunicator at the Minneapolis Emergency Communications Center. She has served as a tactical dispatcher for many city events over the past three years. Warnke has support from her home agency to continue as an INTD.

*Motion made by Mike Mihelich, seconded by Victoria Vadnais to approve all of the COMU renewals. Motion carried.*

## **B. Sherburne County Participation Plan Amendment**

Derek Baas stated that Sherburne County is requesting approval of an amendment to its participation plan to add three new MCC7500E consoles to its backup dispatch center with an estimated completion date of April 2024. This will bring the total of dispatch positions in Zone 4 to 12 as this will add three new positions to the current total of nine. MnDOT and Motorola Solutions along with Granite Technologies have been part of the planning process with Sherburne County.

Nick Schatz asked if they are building off the existing dispatch or building a new one.

Baas stated that the dispatch is built off a former outpost that Sherburne County has. The new dispatch will have a new site ID.

*Motion made by Nate Timm, seconded by Bob Shogren to approve the Sherburne County participation plan amendment. Motion carried.*

## **C. Workgroup Formation for Radio TOC Bylaw Review**

Tracey Fredrick stated that there was a desire at the November 2023 meeting to review the Radio TOC bylaws and potentially review processes surrounding committee membership. Fredrick is looking for volunteers to make this an official group. The official workgroup will include the following members: Ron Jansen, Rod Olson, Mike Mihelich, Jake Thompson.

*Motion made by Ron Jansen, seconded by Victoria Vadnais to create the workgroup focused on Radio TOC Bylaw review. Motion carried.*

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### **D. Use of Training Budget for 2024**

Tracey Fredrick stated there is \$40,000 in the MESB budget for training. Fredrick wants specific training opportunities to pursue with the budget.

Ron Jansen stated that he would like advanced microwave training opportunities and website/programming training to continue in 2024.

Victoria Vadnais stated that there are still EMS agencies looking for CPS and ARMER training.

Nate Timm mentioned ECN training opportunities and conferences.

Jake Thompson mentioned the system administrator bridging the gap training, unsure what the new name of it is.

Bob Shogren asked if this budget was for only members of the Radio TOC or if this could be used for telecommunicators. Fredrick said anyone attending the training should be a JPA member of the MESB and the training will be focused specifically on Radio/ARMER.

*Motion made by Victoria Vadnais, seconded by Rod Olson to find, and acquire quotes on the various opportunities of training mentioned and present those findings at the next meeting. Motion carried.*

### **E. LSEC Standard and Change Management Plan**

Tracey Fredrick stated this is similar to discussions that occurred at past meetings. The new LSEC standard has very minimal changes. The management plan has necessary information regarding timeline, and programming expectations. The METAC standard will be updated once this is passed and will be brought to the committee at a future meeting.

Timm asked what the next steps would be after being passed.

Fredrick replied that it would go to the full MESB Board for approval, and the METAC standard would be updated and brought to a future Radio TOC meeting for approval.

*Motion made by Ron Jansen, seconded by Mike Mihelich to approve the LSEC Standard and Change Management Plan. Motion carried.*

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

Nate Timm stated that Washington County will be encrypting its law mains on June 3. The county will use its ADP key for this process, as some older radios still have DES and will not be capable of the upgrade over-the-air.

### **6. Committee Reports**

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

Chad LeVasseur said there are no new updates.

Tracey Fredrick said that she has heard that Metro Mobility has talked with ANCOM about discontinuing the solution to lower some talkgroups air time, and this group would want to know about changes to that plan, if it means air time and loading will increase significantly again. LeVasseur said it is being discussed, but he will bring something back to the group next month.

#### **B. System Managers Group**

Ron Jansen stated that the meeting discussed the Motorola system upgrade that is scheduled in June and July 2024. There will only be one upgrade. The sites schedule is yet to be determined, but three of them will occur in June, and three in July. A differences training will occur after the upgrades are completed. The Northwest Region gave an update on 6 ghz

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licensing issues that could impact microwave. MnDOT gave an ethernet backhaul update. Norwood and Ramsey are the two sites that have not been converted.

Tracey Fredrick also added that MnDOT has sent out the preliminary cost for this year's portion of the Motorola contract. Anyone with equipment should have received a copy of that, so please check your email. Action is needed by next week.

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

No new updates.

### **D. SECB Committees**

#### **i. Steering**

Tracey Fredrick said the committee met earlier in the month of January and approved the education and outreach workgroup overview document. The committee will begin work on an SECB policy manual and review of the SECB bylaws. There is continued discussion on SECB standards and how to classify those, committee fact sheets, meeting preparation and SCIP review.

#### **ii. LMR**

Nate Timm said the last meeting occurred on January 9. There were three participation plan amendments and there was discussion on the encrypted STACs.

#### **iii. WBBA**

Rod Olson reported that the last meeting had discussion around SCIP goals, BDA building coverage and state requirements, and committee attendance/membership.

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

##### **a. IOC**

Nate Timm reported that the committee met on January 16 and approved multiple COML/COMT renewals. There was discussion around the encrypted STACs which was approved. There was discussion around the new EFOG which is in alpha phase, with a demo coming soon.

##### **b. STR Workgroup**

No new update.

##### **c. COMU Workgroup**

Nate Timm said the workgroup met on December 19, 2023 and approved multiple COML/COMT renewals. Public safety conference exercise on May 7-9 in St. Cloud. The Camp Ripley exercise will take place in August. On October 4, a joint Minnesota/Wisconsin exercise will occur somewhere in the St. Louis County area.

##### **v. IPAWS**

No new update.

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

Tracey Fredrick said both groups have met in the past month. The SECB grant for 2024 and 2025 was approved. The committee approved spending for the PSCC keynote speakers. SCIP goals, factsheets, and budgets were also discussed.

## **7. Other Business**

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

Tracey Fredrick stated that one request came in from Hennepin Healthcare. They are requesting the use of 11E and 12E intending to be used in radio dispatch consoles and would like to be capable of encrypted interoperability. They will work with Hennepin County to receive keys if there are no concerns raised.

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No issues were raised.

### **B. Discussion on Regional ARMER Needs**

Tracey Fredrick stated that a document outlining regional needs in an attempt to acquire funding, which is being requested to each region to update annually. Fredrick mentioned that action will need to be taken on this at the March meeting. The 2023 Radio items are in the meeting packet for reference.

Ron Jansen asked if the finalized document from last year could be sent out to the membership.

### **C. State ARMER Equipment Grant Update**

Tracey Fredrick gave an update on the ARMER equipment grant. There is \$4 million available in this funding and the RFP is scheduled to be out in April or May. If anyone thinks that they want their agency to apply for any of this funding, it would be worthwhile to start putting information together now for the application, so you have it ready to go when the RFP is released. The RFP will only be open for 30 days, which is a short window to get all of the information that will be needed put together and submitted. Equipment will have a 5% match locally. Reach out to Fredrick if you have any questions and she will answer what she can.

Victoria Vadnais asked if this was only open to governmental entities. Fredrick said yes, this grant is only open to government entities in the State of Minnesota.

### **D. Use of ME RVR TGs Inquiry**

Tracey Fredrick stated that there was an inquiry about whether any agencies actively monitor the ME RVR HAIL and ME RVR OPS Talkgroups. The group that inquired is wondering if those talkgroups are used frequently and are potentially thinking about using it for smaller scenes. Usage rates suggest these are not used frequently. Committee members state that this is rarely monitored.

### **E. Regional Cache Programming for Local Talkgroups**

Ron Jansen asked if each County wanted to have a zone in the regional cache radios for emergency situations.

Victoria Vadnais asked what talkgroups would be included and if EMS would be allowed access.

Jansen responded by stating it could be any talkgroup of the counties choice and EMS would likely be allowed access.

Jill Rohret also mentioned that EMS has a metro cache as well that could alleviate concerns about EMS having access to Law talkgroups.

Mike Parker asked if those who would be deployed usually have access to the code plugs, anyone could just then program what was needed. Rohret said there is a standard that states you are not to program other user's radios.

## **8. Adjournment**

The meeting was adjourned at 1:50 p.m.

# COMU Position Recognition Application

Application Type:

Initial Application       Renewal       Change of Status

Position:

COML       COMT       INCM  
 INTD       RADO       AECS

Name (Last, First Middle) Weeks, Ryan *Je Roy*

Certifying Agency Minneapolis Emergency Communications Center

County Hennepin      ECB/ESB Region Metro

Agency Address 350 S. 5th St.

24/7 Telephone 612-348-2345      Business Telephone 6123487240

Email Address Ryan.Weeks@minneapolismn.gov

Signature *Ryan Weeks*      Date 1/23/2024

## 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 Leticia Cardenas, 911 Assistant Director

Agency Minneapolis Emergency Communications Center

Signature *[Signature]*      Date 1/23/2024

## 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

# COMU Experience Record

Name  
(Last, First Middle)

Weeks, Ryan Jeroy

Agency

Minneapolis Emergency Communication Center

ECB/ESB  
Region

Metro

Position:

- COML
- INTD

- COMT
- RADO

- INCM
- AECS

Detail activities below and attach supporting documents (use multiple lines or pages, as necessary).

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
	9/21-23/22	Online INTD Course. Instructor was John Johnson (jjohnson@lafayettegroup.com). Leticia Cardenas of <del>the</del> MESC also attended.
	5/13/2023	Dispatch in the JOC of US Bank Stadium (Minneapolis, MN) for a large scale concert (Luke Combs). Numerous fights, officer needs HELP call, medical incidents, etc. Verification by Leticia Cardenas (612) 388-9534
	6/24/2023	Dispatch in the JOC of US Bank Stadium (Minneapolis, MN) for a large scale concert (Taylor Swift). Major incident was made rushing the stage and large crowds gathering around stadium to see artist. Verification by Leticia Cardenas (612) 388-9534
	10/8/2023	Dispatch in the JOC of US Bank Stadium (Minneapolis, MN) for an NFL game (Vikings vs Chiefs). Numerous ejections & minor radio issues arose (LTE connection). Verification by Jenn (612) 673-5948

I certify that the above information is an accurate portrayal of my participation in the activities.

Signature

*Ryan Weeks*

Date:

1/25/2024



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

### Position Task Book

Task Book Assigned To:

Trainee's Name: Ryan Weeks  
Trainee's Email Address: Ryan.Weeks@minneapolismn.gov  
Home Agency: Minneapolis Emergency Communications Center  
Home Agency Phone Number: (612) 348-2345

Task Book Initiated By:

Official's Name: Leticia Cardenas  
Agency Official's Title: 911 Assistant Director  
Agency: Minneapolis Emergency Communications Center  
Agency Phone Number: 612-348-2345  
Agency Address: 350 S. Fifth St, Minneapolis, MN  
55415-1315  
Date Initiated: 9/19 / 2023

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

Version 1.1  
June, 2017

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

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature [Signature] Date 1/22/2024

Printed Name Leticia Cardenas

Title 911 Assistant Director

Agency Minneapolis Emergency Communications Center

Phone Number 612-388-9534 Email leticia.Cardenas@minneapolismn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 1/22/2024

Printed Name Leticia Cardenas

Title 911 Assistant Director

Agency Minneapolis Emergency Communications Center

Phone Number 612-388-9534 Email leticia.Cardenas@minneapolismn.gov



## NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions<sup>1</sup> as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

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

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

<sup>2</sup> ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

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

**Competency: INTD Preparedness**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Ensure readiness prior to assignment</b>			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> <li>• <i>Communications equipment</i> <ul style="list-style-type: none"> <li>○ <i>Portable radio</i></li> <li>○ <i>Cellphone</i></li> <li>○ <i>Batteries/chargers</i></li> </ul> </li> <li>• <i>First aid kit</i></li> <li>• <i>Personal safety gear</i></li> <li>• <i>ICS Forms cache</i></li> <li>• <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i></li> <li>• <i>Multi-purpose tool/Flashlight</i></li> <li>• <i>Clock/Watch with countdown timer function</i></li> <li>• <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i></li> <li>• <i>Computer/Printer/Thumb drive</i></li> </ul>	○	#1  JC	9/19-23/2022
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> <li>• <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i></li> <li>• <i>Personal identification/credentials</i></li> <li>• <i>Toiletries</i></li> <li>• <i>Medicines (prescription and over-the-counter)</i></li> <li>• <i>Cash and credit cards</i></li> <li>• <i>Alarm clock</i></li> <li>• <i>Food/Water</i></li> </ul>	○	#1  JC	9/19-23/2022

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

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

**Competency: INTD Mobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>• Incident name</li> <li>• Incident/Mission/Tracking/Order #</li> <li>• Calling channel/phone number</li> <li>• Reporting time/Check-in location</li> <li>• Transportation arrangements/travel routing instructions</li> <li>• Contact procedures during travel</li> <li>• Specific equipment/supplies needed</li> </ul>	I	#2 J C	13 5/13/2023
<b>Behavior: Ensure check-in is recorded and accountability is activated</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>• Arrive properly equipped at assigned location within acceptable time limits</li> <li>• Follow established policies and procedures for checking in, and provide the needed information and documentation:                             <ul style="list-style-type: none"> <li>○ Incident/Mission/Tracking/Order #</li> <li>○ Unit Leader's name</li> <li>○ Incident assignment, etc.</li> <li>○ Identification/credentials</li> </ul> </li> </ul>	I	#2 J C	13 5/13/2023

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

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Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> <li>• Situation Summary</li> <li>• Safety Briefing</li> <li>• Current and Planned Goal/Objectives</li> <li>• Current and Planned Actions, Strategies and Tactics</li> <li>• Current Organization (ICS 207 – Incident Organization Chart)</li> <li>• Current/Planned communications plan                             <ul style="list-style-type: none"> <li>○ Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>○ Map Sketch of communication system</li> </ul> </li> <li>• Current/Planned Resource Summary</li> </ul>	I	#2  JC	5/13/2023

**Competency: Incident Tactical Dispatch Operations**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC)</b>			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing                             <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I	#3  JC	6/24/2023
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</li> </ul>	I	#3  JC	6/24/2023

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

<p>8. Assist in maintaining Security of the ICC</p> <ul style="list-style-type: none"> <li>Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>Notify INCM/supervisor of any security concerns</li> </ul>	I	<p>#3 JC</p>	06/24/2023
<p>9. Demonstrate safety awareness:</p> <ul style="list-style-type: none"> <li>Location of First Aid kit supplies and equipment</li> <li>ICS 206 – Medical Plan</li> <li>Potential safety issues or hazards</li> </ul>	I	<p>#3 JC</p>	06/24/2023

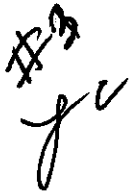
**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships</b>			
<p>10. Conduct self in a professional manner:</p> <ul style="list-style-type: none"> <li>Be respectful and courteous</li> <li>Respect public and private property</li> <li>Establish and maintain positive interpersonal and interagency working relationships</li> <li>Encourage and promote team environment</li> <li>Follow established procedures to report and document any inappropriate personnel actions</li> <li>Report any situations of concern to INCM/supervisor</li> </ul>	O	<p>#3 JC</p>	06/24/2023

<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient</b>			
<p>11. Communicate information effectively to incident personnel:</p> <ul style="list-style-type: none"> <li>Speak clearly and use concise language</li> <li>Speak at a pace sufficient for recipients to copy information when applicable</li> <li>Maintain appropriate level of radio discipline when operating on assigned nets</li> <li>Use proper microphone/headset techniques</li> <li>Record information in an easily understood manner</li> </ul>	I	<p>#3 JC</p>	06/24/2023

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> <li>• Dispatch incident personnel based upon needs of the incident and at the direction of incident management</li> <li>• Monitor and prioritize traffic simultaneously over all networks:                             <ul style="list-style-type: none"> <li>○ Repeated voice Nets</li> <li>○ Simplex voice Nets</li> <li>○ Data networks</li> </ul> </li> <li>• Receive/relay/log information/ messages/ instructions to and from incident personnel                             <ul style="list-style-type: none"> <li>○ Supply orders (e.g., Operations, Logistics, etc.)</li> <li>○ Message traffic routing</li> <li>○ Weather reports</li> <li>○ Resource status changes</li> <li>○ Loss of communication assets</li> <li>○ Safety updates</li> <li>○ Situation reports</li> </ul> </li> <li>• Conduct radio checks at specified intervals for personnel safety and accountability</li> <li>• Acknowledge all requests received in person or via phone, radio, and data networks</li> </ul>	I		06/24/2023

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

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

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• <i>Recognize and react decisively to urgent situations if encountered:</i></li> <li>• <i>Request assistance from other ICC personnel if needed</i></li> <li>• <i>Restrict or move unrelated radio traffic</i></li> <li>• <i>Use appropriate notification procedures for emergency situations</i> <ul style="list-style-type: none"> <li>○ <i>Requests for emergency/urgent assistance or additional resources/support</i></li> <li>○ <i>Activations of radio emergency call buttons</i></li> <li>○ <i>Medical transport/ Medevac request</i></li> <li>○ <i>Aircraft emergency</i></li> <li>○ <i>Evacuation</i></li> <li>○ <i>Search and Rescue</i></li> <li>○ <i>Serious injury/Fatality</i></li> </ul> </li> <li>• <i>Notify INCM/supervisor of emergency situations</i></li> </ul>	I	JC #14	10/8/23

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I	#2 JC	5/13/2023
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I	#2 JC	5/13/2023
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resource</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations</li> </ul>	I	#2 JC	5/13/2023

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

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

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Incident Tactical Dispatch Operations (continued)</b>			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I	#4 jc	10/08/2023
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• <i>Memoranda of Understanding (MOUs)</i></li> <li>• <i>Tactical Interoperable Communications Plan (TICP)</i></li> <li>• <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i></li> <li>• <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i></li> <li>• <i>Tactical Dispatch SOPs</i></li> <li>• <i>Jurisdictional requirements</i></li> <li>• <i>Equipment accountability procedures</i></li> </ul>	I	#4 jc	10/08/2023
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i></li> </ul>	I	#7 jc	9/19-23/2022

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications                             <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc.</li> </ul> </li> </ul>	I	#3 <i>Jc</i>	06/24/2023
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I	#3 <i>Jc</i>	06/24/2023

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

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

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology                             <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I	#4 Jc	10/8/2023
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: <ul style="list-style-type: none"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-) Card</li> </ul>	I	#4 Jc	10/8/2023
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I	#4 Jc	10/8/2023

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles (continued)</b>			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"> <li>• Form 217A – Communications Resource Availability Worksheet</li> <li>• Form 309 – Communication Log</li> </ul>	I	#4 J C	10/8/2023

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

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

**Competency: INTD Demobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>• Document and coordinate demobilization actions</li> <li>• Brief relief personnel</li> <li>• Coordinate with incident/planned event personnel as necessary</li> </ul>	I	#3 jc	06/24/2023
<b>Behavior: Complete demobilization procedures and restore response-readiness</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>• Check in equipment and submit required documentation</li> <li>• Address safety and notification considerations for return to home agency</li> </ul>	I	#4 jc	10/08/2023
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>• If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>• Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>• Provide input for After-Action Report (AAR)</li> <li>• Submit final documentation to INCM/supervisor</li> </ul>	I	#4 jc	10/08/2023
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>• Inventory and restock ICC supplies</li> <li>• Inventory and restock INTD response kit and personal sustainment kit</li> <li>• Attend applicable post-incident debriefings                             <ul style="list-style-type: none"> <li>○ Hotwash</li> <li>○ Post-Incident/Event After Action Debriefings</li> <li>○ Critical Incident Stress Management/ Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I	#4 jc	10/08/2023

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**All-Hazards INCIDENT TACTICAL DISPATCHER**

## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

**Date:** List the date the record is being completed.

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

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

**RECORD OF EVALUATION**

Ryan Weeks

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>Leticia Cardenas</u>	Evaluator's Title: <u>911 Assistant Director</u>	Evaluator's Agency: <u>Minneapolis Emergency Communication Center</u>	
Evaluator's agency address: <u>350 S. 5th St, Minneapolis, MN</u>				
Evaluator's e-mail: <u>leticia.Cardenas@minneapolismn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>Online virtual course/training.</u>	<u>Exercise</u>	<u>Oversight &amp; Dispatch for training exercise of county fair w/ severe weather. PD/FD/EMS/Volunteers/Dispatches/Radios</u>	<u>9/19-23/2022</u>	<u>Type 2</u>
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <u>1/22/2024</u> Evaluator's initials: <u>JLC</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

**RECORD OF EVALUATION**

Ryan Weeks

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record # <u>2</u>	Evaluator's name: <u>Leticia Cardenas</u>	Evaluator's Title: <u>911 Assistant Director</u>	Evaluator's Agency: <u>Minneapolis Emergency Communications Center</u>	
Evaluator's agency address: <u>350 S. 5th St, Minneapolis, MN</u>				
Evaluator's e-mail: <u>leticia.cardenas@minneapolismn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>Luke Combs Concert @ USBANK Stadium (Minneapolis, MN)</u>	<u>planned concert</u>	<u>50+ responders on the air (PD/Fire/EMS). Radio equipment. ICS forms + EAPs</u>	<u>5/13/23 1445-0040</u>	<u>Type 3</u>
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <u>1/22/2024</u> Evaluator's initials: <u>[Signature]</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

**RECORD OF EVALUATION**

Ryan Weeks

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #3	Evaluator's name: <u>Leticia Cardenas</u>	Evaluator's Title: <u>911 Assistant Director</u>	Evaluator's Agency: <u>Minneapolis Emergency Communications Center</u>	
Evaluator's agency address: <u>350 S. 5th St., Minneapolis, MN</u>				
Evaluator's e-mail: <u>leticia.cardenas@minneapolismn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>Taylor Swift Concert USBank Stadium Minneapolis, MN</u>	<u>Planned Concert</u>	<u>57-officers working 2-7100 Radio laptops 2-portable radios 1-set CAP/SES docs.</u>	<u>6/24/23 1430-0115</u>	<u>Type 3</u>
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <u>1/22/2024</u> Evaluator's initials: <u>[Signature]</u></p> <p>Evaluator's relevant agency certification or rating: <u>COM1</u></p>				

**RECORD OF EVALUATION**

Ryan Weeks

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #4	Evaluator's name: <u>Leticia Cardenas</u>	Evaluator's Title: <u>911 Assistant Director</u>	Evaluator's Agency: <u>Minneapolis Emergency Communications Center</u>	
Evaluator's agency address: <u>350 S. 5th St, Minneapolis, MN</u>				
Evaluator's e-mail: <u>leticia.Cardenas@minneapolis.mn.gov</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>MN Vikings game US BANK Stadium Minneapolis, MN</u>	<u>planned NFL game</u>	<u>67 officers working 2-7100 radio laptops 2- Portable radio laptops r set ICS/EAP docs</u>	<u>10/8/23 1125-2000</u>	<u>Type 1</u>

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

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

Comments: \_\_\_\_\_

Date: 1/22/2024 Evaluator's initials: [Signature]

Evaluator's relevant agency certification or rating: COLL

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

**Agency Certification**

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

Certifying Official's Signature  Date 1/22/24

Printed Name Leticia Cardenas Agency City of Minneapolis

Title Assistant Director Phone Number 612-388-9534

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

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

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

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Ryan Weeks**

Successfully completed the All-Hazards  
Virtual Incident Tactical Dispatcher (INTD) Course  
during 19-23 September 2022



Executive Assistant Director for Emergency Communications  
Cybersecurity and Infrastructure Security Agency

*BBB*  
\_\_\_\_\_  
Billy Bob Brown, Jr.

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RYAN J WEEKS**

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

**IS-00100.b**

**Introduction to Incident Command System**

**ICS-100**

*Issued this 26th Day of October, 2017*



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

Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RYAN J WEEKS**


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

**IS-00144**

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

*Issued this 30th Day of October, 2017*



  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that


**RYAN J WEEKS**

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

**IS-00200.b**  
**ICS for Single Resources and**  
**Initial Action Incident, ICS-200**

*Issued this 30th Day of October, 2017*



  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RYAN J WEEKS**

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

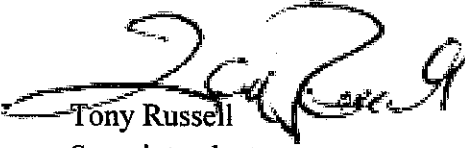
**IS-00700.a**

**National Incident Management System (NIMS)**

**An Introduction**

*Issued this 30th Day of October, 2017*



  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RYAN J WEEKS**

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

**IS-00800.b**

**National Response Framework, An Introduction**

*Issued this 31st Day of October, 2017*



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

Tony Russell  
Superintendent  
Emergency Management Institute



# Scott County Sheriff's Office

*LUKE W. HENNEN, SHERIFF*

December 26, 2023

Chair Jake Thompson  
MESB Radio Technical Operating Committee


Chair Thompson,

The purpose of this request is to seek approval for a gateway connection to the ARMER system.

A Scott County agency is interested in utilizing the ActiveComms radio gateway solution to stream radio audio from the ARMER system to authorized users within the Active911 application. The solution uses donor radios connected to a vendor provided gateway device with an internet connection.

Scott County will implement the solution with the following conditions which comply with ARMER standard LMR-53:

- Donor radios will be on the ARMER approved radio list
- Each radio will be programmed to have access to only one talkgroup.
- A radio for a local talkgroup (fire truck to truck) will have a time out timer set to 60 seconds or less.
- A radio for a countywide talkgroup (fire main) will be configured in PM for receive only.
- No regional or statewide talkgroups will utilize this solution.
- Radios will be locked on the Norwood Subsystem.
- Radios will be aliased with "GW" (ie SC-GW-1)
- Radios will be programmed to accept an inhibit command
- Radios will be programmed with a regroup channel with regroup and lock capability
- Radios will be programmed with page functionality deactivated
- The solution will be restricted to talkgroups that operate in clear mode only.

  
\_\_\_\_\_  
Captain Scott Haas



**Sheriff Wayne Seiberlich**

**Chief Deputy John Gillquist**

*Dedicated To Serve All The People*

2/15/2024

MESB Radio Services Coordinator Tracey Fredrick  
Metropolitan Emergency Services Board  
2099 University Ave W  
St Paul, MN 55104

RE: Isanti County ARMER Participation Plan Modification

Coordinator Fredrick,

Isanti County would like to modify their current ARMER Participation Plan to expand in the following area:

Isanti County is requesting the installation of a Provisioning Manager Client Computer into the Isanti County Communications Center. This will allow Telecommunicator Ross Benzen, or the appropriate designee in his place who have successfully completed training in radio programming as well as System Admin training through the State of Minnesota and On Target Solutions, to be able to add, remove, and/or edit radio information.

Please let me know if you have further questions. Telecommunicator Benzen will be in attendance at the next scheduled meeting and is willing to discuss this request further and answer any questions if needed.

Respectfully,

Sheriff Wayne Seiberlich  
Isanti County Sheriff

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Isanti County Sheriff's Office  
2440 Main Street S • Cambridge, MN 55008  
Phone: (763) 689-2141  
Fax-Records/Civil Process: (763) 691-1319  
Fax-Deputies/Patrol: (763) 691-1612

Isanti County Dispatch & Jail  
509 – 18<sup>th</sup> Avenue SW • Cambridge, MN 55008  
Phone: (763) 689-2141  
Fax-Dispatch: (763) 689-3691  
Fax-Jail: (763) 691-689-5381

[www.co.isanti.mn.us](http://www.co.isanti.mn.us)  
[facebook.com/Isanti-County-Sheriff's-Office](https://facebook.com/Isanti-County-Sheriff's-Office)  
Equal Opportunity Employer



**7900 International Drive – Suite 300  
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Voice 612.216.1502

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## **Technical Plan Amendment**

**for ARMER**

**800 MHz Trunked Radio System Participation**

**by**

**Regions Hospital**

**East Metro Medical Resource Control Center (EMRCC)**

Submitted to:

Metropolitan Emergency Services Board

February, 2024

This document has been prepared under contract by PSC Alliance Inc. for the benefit of Regions Hospital/MRCC - East. Questions concerning content of the plan may be directed to: Jeff Nelson, PSC Alliance Inc. at the address shown above or via email: [jeff.nelson@psc Alliance.com](mailto:jeff.nelson@psc Alliance.com).

# **Regions Hospital/East Metro MRCC Technical Plan Amendment**

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## **Regions Hospital/East Metro MRCC Technical Plan Amendment**

### **Executive Summary & Overview of Regions Hospital/East Metro MRCC 800 MHz Plan Amendment**

In March, 2015, Regions Hospital/East Metro MRCC submitted a full Participation Plan when they upgraded their dispatch equipment to a total of six (6) MCC7500 consoles. The plan was subsequently approved.

The original plan identified their primary facility within the Regions Hospital building in St. Paul, with a backup communications facility located in Mendota Heights. The Regions site was connected to the system by two (2) DS1 circuits using a combination of Fiber and Microwave links with diverse paths. The backup site in Mendota Heights was connected using a single leased DS1 circuit. Both sites are connected to the ARMER Zone 1 controller at Waters Edge.

MRCC needed to move from the Regions location due to remodeling, and has been operating from the Mendota Heights location for some time. The Mendota Heights facility housed other HealthPartners infrastructure, but those functions are being moved to other locations. As a result, MRCC is moving to their main campus at 8170 33<sup>rd</sup> Ave S, Bloomington. The 8170 building is a Hennepin County ARMER site and is currently served by Hennepin County microwave and fiber connectivity to Zone 1.

The scope of this amendment is to move the primary MRCC dispatch location, including the redundant links, consolettes, Conventional Site Controller and ancillary equipment to the 8170 building, and maintain the Regions site as their backup facility with a single link to the Zone controller. The 8170 building will be equipped with five (5) MCC7500 console positions, and Regions will have one (1).

## **SECTION 1 - BACKGROUND**

### **Introduction**

This document is requesting approval of an amendment to the technical plan for Regions Hospital/East Metro MRCC's (EMRCC) on the Minnesota ARMER 800 MHz trunked radio system. The primary audience for this plan is the Metropolitan Emergency Services Board (MESB) Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

### Project Funding

Regions Hospital/East Metro MRCC has identified local funding to accomplish the construction objectives identified in this document.

## **SECTION 2 – ELEMENTS OF THE AMENDMENT**

### EMRCC Location & Resources

East Metro MRCC's Communications Center will be re-located to 8170 33<sup>rd</sup> Ave S, Bloomington, MN. This location will serve as their primary dispatch location and be equipped with five (5) MCC 7500 workstations. Two (2) DS1 ports will be utilized to connect the center to the Water's Edge Zone 1 controller. As part of this move, MRCC will be prepared to utilize Ethernet connectivity to the Zone, if the MnDOT network is ready.

Regions Hospital will become the backup location for MRCC. The Regions site is currently connected to Zone 1 using an 11 GHz microwave from the Regions Hospital building to the John Ireland MnDOT site, which then uses MnDOT microwave from John Ireland to Waters Edge. The existing second connection uses an 11 GHz microwave from the Regions Hospital building to Ramsey County Dispatch. Regions will no longer use that as a redundant link to the Zone, but will maintain the link for use by Ramsey County as their redundant link to Dispatch.

### EMRCC Audio Logging

Audio logging at the East Metro MRCC will continue to be accomplished via local, analog recording at Regions, using control stations. East Metro MRCC has also made arrangements with Ramsey County and Hennepin County to access recordings to talk groups not recorded by EMRCC, particularly regional and statewide interop talkgroups, when needed.

## **Regions Hospital/East Metro MRCC Technical Plan Amendment**

### EMRCC Backup & Redundancy

Eight (8) backup ARMER control stations will be installed at the 8170 Building. These backup control stations will permit access to the ARMER system in the event that the connection to the Zone 1 controller is lost.

### Schedule

East Metro MRCC needs to vacate the Mendota Heights location by March 31, 2024. The goal is to have the 8170 Building operational by that time.

## Metro Region ARMER Standards

### Section 3 – Metro 3.14.0 Use of Metro ARMER ME TACS

Date Established

1-6-01

Date Revised/Reviewed

~~1-19-247-6-~~

24

#### 1. Purpose or Objective

To establish policy and procedures for use of the metro region ARMER ME TAC 1-12E talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

#### 2. Technical Background

- Capabilities

It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

- Constraints

Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services, such as the VLAW31 VHF frequency that may only be used by law enforcement and EMS personnel. The dispatch emergency communications center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. **The use of ten codes is not permitted.** This pertains to direct or indirect (when in soft patch) use of these regional resources.

The availability and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.

**ME TACs are not to be used for an internal event. Private, other tactical, administrative, or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.**

ME TAC's 1-10 shall not be encrypted.

ME TAC's 11E and 12E are always encrypted.

Metro region-wide ARMER talkgroups may only be in one patch at a time.

#### 3. Operational Context

These talkgroups are metro region resources to facilitate communication between agencies that typically do not communicate with each other on a regular basis.

ME TAC\_1-10 are available for use by all users.

ME TAC 11E-12E are available to any user with a public safety need which has encryption-capable devices. ~~only available for law enforcement.~~

Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of ~~the any~~ ME TAC ~~E~~ talkgroups.

**4. Recommended Protocol/Standard**

**ME TAC 1-10 Talkgroups**

<b>TG Requirements</b>	<b>For Whom?</b>
Highly Recommended	Metro public safety and public service mobiles, portables, PSAPs
Recommended	Metro public safety and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	None

<b>Cross Patch Standard</b>	<b>Yes/No</b>	<b>To Talkgroup(s)</b>
Soft Patch	Optional	As needed
Hard Patch	No	None

In order to meet the communication needs for an event, the ME TAC1-10 talkgroups may be patched to:

- Conventional RF resources, such as VHF, UHF, etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups, etc.
- Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.

**ME TAC11E-12E Talkgroups**

<b>TG Requirements</b>	<b>For Whom?</b>
Highly Recommended	<del>Authorized Metro region</del> public safety <u>users with encryption-capable devices and public service mobiles, portables, PSAPs</u>
Recommended	<del>Authorized</del> public safety <u>users with encryption-capable devices</u> and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	<del>Non-law enforcement users</del> <u>Non-Metro users</u>

<b>Cross Patch Standard</b>	<b>Yes/No</b>	<b>To Talkgroup(s)</b>
Soft Patch	Optional	As needed
Hard Patch	No	None

ME TAC11E and 12E talkgroups may only be patched to another talkgroup encrypted by ADP, DES, or AES encryption.

The Status Board application will be used to manage the talkgroup resources.

**The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of these resources when needed for important events.**

None of the ME TAC talkgroups shall be part of any system-configured multi-group.

It is highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching.

**If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency's responsibility to understand that it will be limiting its ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event.**

If non-~~law enforcement~~Metro region agencies desire use of the ~~se-11E and 12E~~ talkgroups, a waiver proposal should be sent to the Regional Radio Services Coordinator for consideration by the Radio Technical Operations Committee (TOC).

## 5. Recommended Procedure

The pool talkgroups may be either used directly or be patched to other resources to meet the communication needs of an event.

The usage of ME TAC 1-10 talkgroups for **EMERGENCY or IN PROGRESS** interoperability events should be ME TAC 1, 2, 3, 4, . . . 10 in that order.

The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC 10, 9, 8, 7, . . . 1 in that order. **ME TAC 1 will not be reserved for planned events.**

When formulating communications plans, COMLs should check with the agencies involved in interoperability events to see what shared resources are available.

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event, the ARMER dispatch center will remove any patches that were used for the event and update ~~the~~ Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

**NOTE: Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.**

## 6. Management

Metro Region dispatch center managers and supervisors for agencies on the ARMER system shall ensure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The Minnesota Status Board System Administrator shall be responsible for the Status Board application.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The Metropolitan Emergency Services Board will be responsible for the ME TAC E encryption key.

## Metro Region ARMER Standards

### Section 3 – Metro 3.34.0 Metropolitan Region Cache Radio Standard Programming

**Date Established** 3-04-09

**Date Revised/Reviewed** ~~2-15-~~

~~2411-21-16~~

#### 1. Purpose or Objective

To establish policy and procedures for the programming and use of metro region ARMER system cache radios to promote consistency of use and to minimize usage conflicts when an interoperability talk-group is needed for an event.

The cache radios are to be a metro-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis or may have a shortage of radios for a large scale or mutual aid incident. These radios are typically reserved for use for intercommunication when coordination of activities between personnel of different agencies is needed for an incident or event.

#### 2. Technical Background

##### • Capabilities

Shared interoperability talkgroups exist for the purpose of providing communications within and among ARMER system radio users. These talkgroups can be programmed into user radios including cache radios.

##### • Constraints

ARMER system radios have a finite number of programmable talkgroups. In many ARMER radios, these talkgroups are organized into zones. Some ARMER radios have fewer zones than others. Recommendations for the standardization of zones of interoperable talkgroups in cache radios are difficult when different types of radios are part of the radio cache.

#### 3. Operational Context

It is important when radios are deployed to make sure that users are not changing the assigned zone. It is not permissible to have one branch of public safety/public service use a zone not assigned.

For cache radios having fewer than three zones, it is recommended that as many as possible of the talk groups in the zones listed below be programmed into the radios.

All scene of action (SOA) channels can be used in the State of Minnesota only.

#### 4. Recommended Protocol/Standard

##### State

##### Talk Group Requirements:

Requirements	For Whom?
Mandatory	None
Highly Recommended	800 MHz cache radios-Branch Specific Incident Command Zones
Optional	National Zone
Not Allowed	None

**Cross Patch Standard:**

Refer to individual talk group standards for patching availability.

\*Denotes required zone

<b>Statewide Interop*</b>			<b>Conventional Interop*</b>		
Zone Display Name	Channel Selector	Channel Display Name	Zone Display Name	Channel Selector	Channel Display Name
MN	1	STAC1	8C	1	8CALL90
MN	2	STAC2	8C	2	8TAC91
MN	3	STAC3	8C	3	8TAC92
MN	4	STAC4	8C	4	8TAC93
MN	5	STAC5	8C	5	8TAC94
MN	6	STAC6	8C	6	8CALL90D
MN	7	STAC7	8C	7	8TAC91D
MN	8	STAC8	8C	8	8TAC92D
MN	9	STAC 9	8C	9	8TAC93D
MN	10	STAC10	8C	10	8TAC94D
MN	11	STAC11	8C	11	8SOA1
MN	12	STAC12	8C	12	8SOA2
MN	13	STAC13E**	8C	13	8SOA3
MN	14	STAC14E**	8C	14	8SOA4
MN	15		8C	15	FSA1***
MN	16		8C	16	FSA2***

\*\*STAC 13E and STAC 14E are required in those radios equipped with Data Encryption Standard (DES).

\*\*\*FSA1 and FSA2 are restricted to Fire and Emergency Medical Service (EMS) radios only.

All cache radios in the metropolitan region are *highly recommended* to have the following zone programmed:

**Metro Regional Interop Zone**

Zone Display Name	Channel Selector	Channel Display Name
ME	1	MSP CALL
ME	2	ME TAC1
ME	3	ME TAC2
ME	4	ME TAC3
ME	5	ME TAC4
ME	6	ME TAC5
ME	7	ME TAC6
ME	8	ME TAC7
ME	9	ME TAC8
ME	10	ME TAC9
ME	11	ME TAC10
ME	12	ME TAC11E****
ME	13	ME TAC12E****
ME	14	
ME	15	
ME	16	

<del>ME</del>	<del>1</del>	<del>Open/Agency Choice</del>
<del>ME</del>	<del>2</del>	<del>ME LSEC 02E*</del>
<del>ME</del>	<del>3</del>	<del>ME LSEC 03E</del>
<del>ME</del>	<del>4</del>	<del>ME LSEC 04E</del>
<del>ME</del>	<del>5</del>	<del>ME LSEC 05E</del>
<del>ME</del>	<del>6</del>	<del>ME LSEC 06E</del>
<del>ME</del>	<del>7</del>	<del>ME LSEC 07E</del>
<del>ME</del>	<del>8</del>	<del>ME LSEC 08E</del>
<del>ME</del>	<del>9</del>	<del>ME LSEC 09E</del>
<del>ME</del>	<del>10</del>	<del>ME LSEC 10E</del>
<del>ME</del>	<del>11</del>	<del>ME LSEC 11E</del>
<del>ME</del>	<del>12</del>	<del>ME LSEC 12E</del>
<del>ME</del>	<del>13</del>	<del>ME LSEC 13E</del>
<del>ME</del>	<del>14</del>	<del>ME LSEC 14E</del>
<del>ME</del>	<del>15</del>	<del>ME LSEC 15E</del>
<del>ME</del>	<del>16</del>	<del>Open/Agency Choice</del>

\*\*\*\* Encrypted, ~~Law Enforcement~~ Radio Caches Only

\*All ME LSEC Talkgroups are Encrypted, Law Enforcement Radio Caches Only

Commented [TF1]: Can we get this to move up to the line above?

## 5. Recommended Procedure

Cache radios capable of three or more zones should be programmed consistent with the talkgroup requirements specified in Section 4. Radios with fewer than three zones should be programmed with as many as possible of the talkgroups listed in Section 4.

Cache radios should be issued with the appropriate service branch zone enabled.

Cache radios should be reported in the TIC Plan.

Fleetmap documentation **must** be included with the radio cache for deployment purposes.

Channels 1 and 16 in the ME Zone can be left to local choice (ex: agency main).

ME LSEC 2E-9E are DES capable; ME LSEC 10E-15E are AES capable.

## 6. Management

System managers and sub-system managers are responsible for the proper programming and reporting of cache radios as specified above.

Communication Leaders (COMLs) or their designee(s) are responsible for the enabling of the appropriate service branch zone when cache radios are disbursed at a critical incident.