

Minnesota Communications Unit Exercise (COMMEX) Invitation Letter

February 6, 2015

Dear COMMEX Applicants,

The Central Minnesota Emergency Services Board is sponsoring a COMMEX to be conducted on Monday April 27, 2015 at the River's Edge Convention Center in St. Cloud. This COMMEX is being held in conjunction with the ECN Interoperable Communications Conference April 27-29, 2015.

This exercise has been supported and collaboratively developed through the exercise planning team who are offering an opportunity to complete required tasks in your Position Task Book. The exercise will focus on the position specific core competencies in response to the requirement of completing the Position Task Book to become credentialed. While many people complete a significant portion of their task book by participating in COMMEX opportunities, it is not a guarantee that task books will be completed solely at this exercise event.

To complete the COMMEX application process, please provide documentation as listed below, to Erin Hausauer on or before **Friday, March 13, 2015**.

1. Fax or email your application form (including copies of certificates) **and** a letter of support from your supervisor to Erin Hausauer at erin.hausauer@co.stearns.mn.us or fax 320-259-3952.

The exercise planning team will make the final determination of acceptance and cannot consider incomplete applications. Applicants will be notified of their acceptance no later than Wednesday, April 1, 2015. Selected applicants will be asked to review their Position Task Books and the Exercise Plan prior to the exercise as well as bring both the Position Task Book and their Kit to the exercise. Should you be selected to participate in COMMEX additional detail will be provided to you on what you should bring with you to the exercise. Some examples of the items you will need to bring include:

1. Position specific Kit (e.g., ICS forms, First Aid Kit, Office Supplies, etc.)
2. Position specific Position Task Book

Should you have any questions, please contact Erin Hausauer at 320-259-3942 or erin.hausauer@co.stearns.mn.us. Thank you for your consideration and I look forward to receiving your COMMEX application.

Respectfully,

Erin Hausauer

Stearns County Emergency Management

Tina Lindquist

Grant County Emergency Management