

## **Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures**

Document Section 1	<b>Management of System</b>	<b>Status:</b> Complete
State Standard Number	<b>1.10.2</b>	
Standard Title	<b>Requesting Participation by Non-Public Safety/Non-Public Service Organizations</b>	
Date Established	<b>02/13/2014</b>	<b>SRB Approval:</b> 08/28/2014
Replaces Document Dated		
Date Revised		

### **1. Purpose or Objective**

The purpose of this standard is to establish a policy that will provide for non-public safety/non-public service organizations not specifically addressed in other ARMER standards, which in an emergency or under contract, require cooperation and coordination with public safety users, to be included as “Authorized Users” of the statewide 800 MHz trunked digital public safety radio system for communications services.

### **2. Technical Background**

#### **▪ Capabilities**

- The system has robust support for many users and use cases, allowing non-public safety/non-public service organizations to use the system without negatively impacting primary first responders.

#### **▪ Constraints**

- There are finite resources available on the system available to users; for example, site channel capacity or Radio User IDs or Talkgroup IDs.
- As the quantity of non-public safety/non-public service organizations on the system increases, the system has limited resources available for additional first responder users.
- Non-public safety/non-public service organizations introduce unique management, training, and funding challenges.

### **3. Operational Context**

This standard provides a methodology for the Operations and Technical Committee (OTC) to make recommendations to the Statewide Emergency Communications Board (SECB) in determining priorities for participation requests of non-public safety/non-public service organizations to join the ARMER system. Examples include, but are not limited to, railroads, utilities, pipelines, refineries, hazmat response contractors, vehicle recovery contractors, towing companies, commercial aviation, educational institutions, etc.

Certain types of these entities work directly with public safety in emergency situations involving imminent safety to life or property. These organizations must be authorized and sponsored by a police, fire, or public safety entity.

The OTC reserves the right to review and deny any application.

#### **4. Recommended Protocol/Standard**

A government entity holding an FCC license for the ARMER system may allow radios to be used by certain non-public safety/non-public service organizations with which the licensee requires cooperation and coordination during an emergency. This is allowed through Section 90.421 of the FCC rules.

Non-public safety/non-public service organizations not addressed specifically in other ARMER Standards which are sponsored by a licensee of the system may apply under either or both of the following categories:

1. Emergency coordination with other authorized users during an emergency event which is under incident command of a public safety entity.
2. Coordination among other authorized users in the performance of official governmental activities of the sponsoring agency.

Prohibited use includes internal day-to-day, administrative, and non-emergency communications, except where otherwise approved by the SECB.

All requests shall be reviewed by the OTC. However, any requests for new groups or individuals as defined in this standard will also be reviewed by the Steering Committee, and other committees as deemed appropriate, before submission for approval by the SECB.

Nothing in this Standard shall be construed so as to prohibit a licensee from temporarily issuing radios to non-public safety/non-public service entities as necessary in an emergency to protect life and property. Any such use shall be approved by a Communications Unit Leader, or COML, or a Communications Unit Leader in Training, or COML-(T), and be included in an Incident Communications Plan (ICP). Such use exceeding 72 hours shall be reported to an Executive Member of the SECB.

#### **5. Recommended Procedure**

Any proposed non-public safety/non-public service organization must provide a completed, sponsored participation plan and a letter of support by a sponsoring agency. (See sample Sponsored Participation Plan template after this standard.)

Required information includes the following criteria:

### **Criteria 1 – Background Information**

- Agency requesting access
- Reason for request /proposed uses
- Number of users and radios proposed, if applicable
- Deployment time requirements
- Training plan
- Fleetmap

### **Criteria 2– Value of Participant Being on ARMER**

- Business need and justification for immediate interoperability with public safety responders
- Basis and justification for the quantity of resources requested
- Area of impact (criticality: e.g., emergency search and rescue, food, shelter, emotional, clean-up, utility service storage)
- Whether the support is duplicative of that provided by another entity (e.g. whether there is overlap with the requestor's service with others already on the system; if so: the identity, location, and service area for the incumbent entity)
- Level of coordination needed with other entities
- Risk or impact of not providing resources for your service
- Risk or impact of providing fewer resources than requested

### **Criteria 3– Sponsorship (long-term support)**

- Sponsor Name
- Sponsor's commitment:
  - Budget support: (e.g., none, initial, ongoing, initial and ongoing)
  - Training support: (e.g., none, initial, initial and ongoing)
  - Monitoring and enforcement of those resources for appropriate usage
  - Letter from sponsor with roles and responsibilities assumed

### **Criteria 4– Technical Consideration**

- Resources required (e.g., quantity of Radio user or Talkgroup IDs, existing talkgroups required, etc.)
- Anticipated traffic load, if applicable
- Capacity for additional users in the area, if applicable

## **Criteria 5 – Cost/Feasibility**

- Long-term funding plan (e.g. technology refresh)
- Upkeep, maintenance, and programming plan
- Future expense responsibility (e.g. system upgrades, channel additions, etc.)

## **6. Management**

The Sponsoring Agency will be responsible for monitoring the use of resources involved.

Any existing non-public safety/non-public service user on the ARMER system must get approval prior to December 31, 2015, unless covered by another state standard.

Agencies already sponsoring a non-public safety/non-public service organization prior to August 28, 2014, can submit a letter of support indicating they are in compliance with this standard in lieu of initiating a formal application process.

The Minnesota Department of Public Safety (DPS), Division of Emergency Communication Networks (DECN) will be responsible for maintaining this standard and a roster of the agencies that are a participant under this standard.

# **SAMPLE SPONSORED PARTICIPATION PLAN**

**(Refer to Standard 1.10.2 for Full Requirements)**

**Whereas,** \_\_\_\_\_ Sponsoring Entity is a member of the \_\_\_\_\_ Regional Emergency Communications Board (RECB).

**Whereas,** the \_\_\_\_\_, as the governing body of \_\_\_\_\_ Sponsoring Entity has or will enter into a Sponsored Participation Plan with the RECB and the State of Minnesota, Department of Transportation, permitting the operation of ARMER radio equipment by non-public safety/non-public service organizations within the County.

**Whereas,** a Sponsored Participation Plan must be approved by the Sponsoring Entity and submitted to the \_\_\_\_\_ Regional Emergency Communications Board (RECB) for approval.

Now, therefore, the \_\_\_\_\_, as the governing body of \_\_\_\_\_ Sponsoring Entity approves the following Sponsored Participation Plan applicable to the use of ARMER radios by non-public safety/non-public service organizations.

Any non-public safety/non-public service organization must provide a completed, sponsored participation plan and a letter of support by a sponsoring agency stating their roles and responsibilities. Required information includes the following 5 Criteria:

## **Criteria 1 – Background Information**

- Agency requesting access
- Reason for request /proposed uses
- Number of users and radios proposed, if applicable
- Deployment time requirements
- Training plan
- Fleetmap

## **Criteria 2– Value of Participant Being on ARMER**

- Business need and justification for immediate interoperability with public safety responders
- Basis and justification for the quantity of resources requested
- Area of impact (criticality: e.g., emergency search and rescue, food, shelter, emotional, clean-up, utility service restoration)

- Whether the support is duplicative of that provided by another entity (e.g. whether there is overlap with the requestor's service with others already on the system; if so: the identity, location, and service area for the incumbent entity)
- Level of coordination needed with other entities
- Risk or impact of not providing resources for your service
- Risk or impact of providing fewer resources than requested

### **Criteria 3 – Sponsorship (long-term support)**

- Sponsor Name
- Sponsor's commitment:
  - Budget support: (e.g., none, initial, ongoing, initial and ongoing)
  - Training support: (e.g., none, initial, initial and ongoing)
  - Monitoring and enforcement
  - Letter from sponsor stating roles and responsibilities assumed

### **Criteria 4 – Technical Consideration**

- Resources required (e.g., quantity of radio user or talkgroup IDs, existing talkgroups required, etc.)
- Anticipated traffic load, if applicable
- Capacity for additional users in the area, if applicable

### **Criteria 5 – Cost/Feasibility**

- Long-term funding plan (e.g., technology refresh)
- Upkeep, maintenance, and programming plan
- Future expense responsibility (e.g., system upgrades, channel additions, etc.)

### **Sponsor**

The following person is designated as the Sponsoring entity's contact for any issues related to operation and maintenance of ARMER subscriber equipment:

\_\_\_\_\_ (Name and title)

\_\_\_\_\_ (Telephone number)

\_\_\_\_\_ (Email address)

The Sponsoring Entity's request that upon qualification, in accordance with State Standard 1.10.2, any RECB, Statewide Emergency Communications Board (SECB), etc., Standards and requirements of the Minnesota Department of Transportation, the non-public safety/non-

public service organization's contracted vendor will be provided with the system key and subscriber programming orientation necessary to allow the non-public safety/non-public service organization's contracted vendor to program and maintain ARMER subscriber radios.

Approved and adopted by the Sponsoring Entity on \_\_\_\_\_ of \_\_\_\_\_, 2010.

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