

Minnesota Communications Unit Standard Operating Guidelines

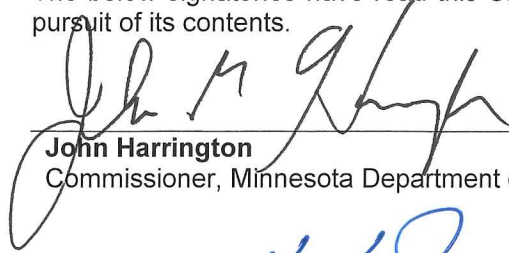


August 22, 2019

Version 2.0

Statement of Support

The below signatories have read this Standard Operating Guideline (SOG), agree to it, and support the pursuit of its contents.


Date: 09/11/19


John Harrington
Commissioner, Minnesota Department of Public Safety


Date: 9/5/19

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Chair, Statewide Emergency Communications Board / State Interoperability Executive Committee


Date: 9/5/2019

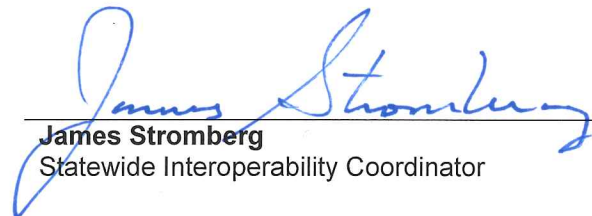
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Background

The National Incident Management System (NIMS) is a standardized approach to incident management established in March 2004 by the Department of Homeland Security. Within NIMS, the Incident Command System (ICS) systematizes command, control, and coordination of emergency response. The Communications Unit (COMU) resides in the Logistics Section of the ICS.

Beginning in 2007, the US Department of Homeland Security (DHS) started development of the Communications Unit Leader (COML) program to train and credential incident communications support staff. DHS expanded the COMU program to include Communication Unit Technician (COMT) and a variety of other positions.

In 2009 Minnesota's Statewide Emergency Communications Board (SECB) established standards governing how Minnesota would certify and recertify COMLs and then, in 2011, did the same for COMTs.

In 2016, the Interoperability Committee of the SECB and the Minnesota Department of Public Safety Division of Emergency Communication Networks (DPS-ECN) convened a workgroup to review Minnesota's COMU program and to set a course for the future. The workgroup defined a purpose statement for the COMU program and set high-level objectives for which to strive. In 2017, it also drafted this *Communications Unit Standard Operating Guidelines* to add additional clarity and to assign responsibilities for carrying out the purpose statement. On November 30, 2017 the SECB approved these Communications Unit Standard Operating Guidelines (SOGs).

Scope

These SOGs apply to those individuals who meet the recommended DHS guidelines for eligibility, training, and experience for All-Hazards Communications Unit (COMU) positions and are requesting recognition or who have received recognition within the State of Minnesota.

This document references positions within the COMU (e.g. COML & COMT) as they pertain to the All-Hazards emergency response classification. Such references are not intended to reflect Red Card positions as recognized under National Wildfire Coordinating Group (NWCG) or any other existing organizational guideline.

According to NIMS, All-Hazards incidents are those that exceed the initial attack and where appropriate ICS positions should be added to match the complexity of the incident. Some or all of the command and general staff positions may be activated, as well as division or group supervisor and/or unit leader level positions. The incident may extend into multiple operational periods and a written Incident Action Plan (IAP) may be required for each operational period. Generally, All-Hazards incidents are considered regional incidents, in that they have exceeded a local response but have not yet met the complexity of a state or national response.

Minnesota statute 403.36 subd. 1g designates the SECB as Minnesota's State Interoperability Executive Committee (SIEC). The bylaws of the SECB assign responsibility to its Interoperability Committee "to advise the Statewide Emergency Communications Board upon all matters related to public safety communications interoperability."

Purpose

The SOGs provide guidance to all parties associated with Minnesota's COMU program. To that end, on August 16, 2016 the Interoperability Committee of the SECB endorsed the following Purpose Statement to guide Minnesota's COMU.

Consistent with the National Incident Management System Incident Command System, Minnesota will develop and maintain a strong Communications Unit (COMU) program that is organized, encourages training and exercising, and one that supports availability and deployability so that the Communications Unit may be considered a core component of public safety incidents and exercises.

This document is not written for the purpose of establishing minimum personnel standards and qualifications to be used as a basis of asserting liability against the state, participating agencies or entities, or personnel. It contains statements of best practices. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing standard practices, standards, and qualifications. This guidance document is not intended for use in a court of law to determine an applicable standard of care or minimum qualifications for emergency response personnel under any circumstances.

The intent of this guidance is to recognize personnel who have completed the nationally recognized credentialing process by completing requisite tasks toward recognition. The SOGs are not intended to supplant an agency's recognition process to fill the agency's needs for agency specific qualified COMU personnel.

Objectives

The SOGs identified in this document support and develop the purpose statement by addressing the following key points:

- Identifying the COMU positions that are recognized and supported.
- Establishing the process for requesting and maintaining recognition for COMU positions.
- Defining the responsibility for providing COMU instructors.
- Defining responsibility for providing training and exercising opportunities.
- Defining minimal requirements for deployment.
- Providing record keeping and reporting requirements.
- Providing standardized forms.

Assignment of COMU Responsibilities

DPS-ECN will:

- Collaborate with Department of Public Safety division of Homeland Security and Emergency Management (DPS-HSEM) to ensure that the COMU is integrated with other ICS units.
- Coordinate with DPS-HSEM to ensure that COMU-related training is managed by the ECN under the direction of the SECB.
- Partner with DHS to provide training of COMU positions.
- Work with DHS to develop in-state instructors for COMU positions.
- Review regional and agency Communication Exercises (COMMEXes) plans.
- Support a COMU workgroup under the oversight of the Interoperability Committee that is responsible for maintenance of this SOG and review of new and renewing COMU personnel. The workgroup will meet bimonthly or as needed and will seek inclusion of all ECB/ESB regions.

DPS-HSEM will:

- Encourage engagement of the COMU during training and exercising.
- Encourage the early implementation of the COMU in real-world incidents.
- Support DPS-ECN in publishing COMU-related training opportunities on its Emergency Management training portals.
- Coordinate with regional- and agency-level COMU teams that are available for interstate/Emergency Management Assistance Compact (EMAC) deployability.

The Emergency Communications/Services Board (ECB/ESB) regions of the state:

- Should evaluate the suitability of candidates for desired COMU positions and make recommendations whether to advance the application to the Statewide Interoperability Coordinator (SWIC) for state recognition.
- May provide exercising opportunities for its COMU personnel through formal COMMEXes and other exercises.
- May organize regional COMU personnel and may decide how many COMU personnel it desires for each COMU position.
- May organize its COMU personnel into intrastate deployable teams for interregional deployments.
- May organize its COMU personnel into EMAC deployable teams and avail its teams to HSEM for interstate deployments.

Public safety agencies within the state (including state agencies):

- May provide exercising opportunities for its COMU personnel through formal COMMEXes and other exercises.
- May organize agency COMU personnel and may decide how many COMU personnel it desires for each COMU position.
- May organize its COMU personnel into intrastate deployable teams for interagency deployments.
- May organize its COMU personnel into EMAC deployable teams and avail its teams to HSEM for interstate deployments.

COMU Positions

Minnesota recognizes and supports the development of the following positions within the Communications Unit:

Communications Unit Leader (COML)

The All-Hazards COML has been trained to serve as a communications leader in the ICS. The COML should possess knowledge of local, regional, and state communication practices, standards, systems, and plans. Responsibilities of the COML include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

See Appendix C for detailed information about the COML position.

Communications Unit Technician (COMT)

The All-Hazards COMT has been trained to serve as a communications technician in the ICS. The COMT should possess knowledge of various communications concepts and technologies including interoperable

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communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events.

See Appendix D for detailed information about the COMT position.

Incident Communication Center Manager (INCM)

The All-Hazards INCM has been trained to serve in the ICS as an incident-based communication center manager. The role of an INCM is to manage the Incident Communications Center (ICC) when having a COML do so would present span of control issues. An INCM should possess the knowledge and skills to manage all functions of the ICC. The INCM reports to the COML.

See Appendix E for detailed information about the INCM position.

Incident Tactical Dispatcher (INTD)

The All-Hazards INTD has been trained to serve in the ICS as a tactical dispatcher. An INTD should possess knowledge and skills to operate away from the dispatch center in a command post, EOC, base camp, incident scene or as mutual aid to another dispatch center. INTDs leverage the multi-tasking, communication, accountability and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises and extended incidents.

See Appendix F for detailed information about the INTD position.

Radio Operator (RADO)

The All-Hazards RADO has been trained to serve in the ICS as a radio operator. A RADO should possess knowledge and skills to support staffing for the ICC, monitoring radio traffic and base station operations for emergency operations centers, hospitals, dispatch centers and non-governmental organizations supporting civil emergency response at the state, regional, or local level.

See Appendix G for detailed information about the RADO position.

Auxiliary Emergency Communications Specialist (AECS)

Auxiliary Communicators are identified as Technical Specialists (THSPs) in the Communications Unit of the NIMS ICS structure. Amateur radio operators play key roles in responding to major disasters and are used reliably when other forms of communications have failed or been disrupted. The Incident Commander has the final authority as to where the AUXCOMM personnel will reside within their command.

In Minnesota, those who are AUXCOMM-trained will serve in the positions of Auxiliary Emergency Communications Specialist (AECS). These individuals are mainly organized at the local level, but can be organized at the regional level as well, into teams. Individuals or teams would be deployed to support a COMU at the request of an Incident Commander and to the satisfaction of a COML.

See Appendix H for detailed information about the AECS position.

COMU Recognition

Upon successful completion of all prerequisites and on behalf of the State of Minnesota, the SECB Interoperability Committee may recognize a person in a COMU position.

With state recognition, the person may serve anywhere in the state or beyond Minnesota's borders as permitted by the person's employer/agency. One must maintain the certification of an employer/agency in

order to be considered state recognized. State recognition ends upon retirement from, separation from, or the decision of a certifying employer/agency.

Individuals with multiple employer/agency affiliations must clearly identify which employer/agency is certifying the person in a COMU position and the person may only act in a COMU position under that employer/agency's certification. If more than one employer/agency certifies the person in a COMU position, that person must declare before serving under which employer/agency's certification the person will act.

State recognition provides for interstate recognition of a COMU position but it does not in any way authorize an interstate deployment. In order for COMU personnel to be deployed interstate, such as through EMAC, the person must be state recognized. The state of Minnesota does not, however, have a state-sponsored EMAC-deployable COMU team. Any EMAC deployments of state recognized COMU personnel may only be of local or regional individuals or teams.

To be state recognized in a COMU position, one must be affiliated with a public safety agency as an employee or as a formally-recognized volunteer. That agency must provide Workers Compensation insurance, liability insurance, and all other employer-related or volunteer-related protections required by law.

Initial Recognition

Candidates wishing state recognition of a COMU position must follow these steps:

1. Successfully complete all course prerequisites.
2. Successfully complete all classroom training.
3. Successfully complete the Position Task Book (PTB) for their course in the established timeframe.
4. Obtain written "Agency Certification" from their employer or sponsoring agency authorizing them to serve in the COMU position and accepting responsibility for all employment-related protections such as workers compensation and liability insurance. An Agency Certification form can be found in a position's PTB but the recognized Minnesota form is the COMU Position Recognition Application document.
5. Submit the following items to their ECB/ESB for regional approval (state employees may submit directly to the SWIC or through an ECB/ESB region, if desiring regional affiliation):
 - a. Completed *COMU Position Recognition Application*
 - b. Evidence of successful completion of all course requisites
 - c. Evidence of completion of classroom training, if applicable
 - d. Copy of a completed PTB
 - e. Supporting documents for all other position requirements
6. Regional ECBs/ESBs should evaluate the suitability of the candidate for the desired COMU position and make a recommendation whether to support state recognition of the candidate. If supported, the regional ECB/ESB should advance the application packet to the SWIC with their recommendation. An electronic submission of digital documents is preferred over a paper submission. Candidates and/or regions are encouraged to keep original copies.
7. The SWIC will bring the request to the COMU Workgroup for consideration. A regional ECB/ESB representative is encouraged to participate in the COMU Workgroup's discussion. After the COMU Workgroup has concluded discussions about the candidate, the ECB/ESB representative may bring the request for state recognition to the Interoperability Committee. The ECB/ESB representative should present the request for state recognition to the Interoperability Committee. The Interoperability Committee should consult the COMU Workgroup and the SWIC when deciding

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state recognition. The Interoperability Committee shall decide on behalf of the SECB if the candidate is state recognized. Upon approval, the SWIC will update CASM and internal files.

Initial state recognition will be for three years.

The state, regions, and agencies may choose not to recognize someone for a COMU position for any reason other than those protected by law.

Individuals seeking state recognition who hold recognition from another state will be considered by the applicable ECB/ESB region, the COMU workgroup, the Interoperability Committee, and the SWIC on a case-by-case basis.

Recognition Renewal Process

Individuals wishing to renew state recognition of a COMU position must follow these steps:

1. COMU personnel must earn the requisite renewal points through activities listed on the renewal points chart in the applicable appendix. These points must have been earned since being last recognized.
2. COMU personnel must obtain and submit a newly-signed written authorization ("Agency Certification") from their employer or sponsoring agency that authorizes them to serve in the COMU position and accepts responsibility for all employment-related protections such as workers compensation and liability insurance. Agency Certification is part of the *COMU Position Recognition Application* document.
3. Submit the following items to their ECB/ESB for regional approval (state employees submit directly to the SWIC unless affiliated or seeking affiliation with an ECB/ESB region):
 - a. Completed *COMU position Recognition Application*
 - b. Completed *COMU Experience Record*
 - c. Supporting documents for items listed in *COMU Experience Record*
4. Regional ECBs/ESBs should evaluate the suitability of the COMU personnel for the desired COMU position and make a recommendation whether to support continued state recognition. If supported, the regional ECB/ESB representative should advance the application packet to the SWIC with its recommendation. An electronic submission of digital documents is preferred over a paper submission. Candidates and/or regions are encouraged to keep original copies.
5. The SWIC will bring the renewal request to the COMU workgroup for consideration. After the Workgroup has concluded discussions about the candidate, it should make a recommendation regarding continued state recognition. Should continued state recognition be recommended, the SWIC will bring the request for renewal to the Interoperability Committee. Should the COMU Workgroup not recommend renewal, the ECB/ESB region (or SWIC in the case of a state employee) *may* present the request for renewal to the Interoperability Committee. The Interoperability Committee should consult the COMU Workgroup and the SWIC when deciding renewals. The Interoperability Committee shall decide on behalf of the SECB if state recognition shall be renewed. Upon approval, the SWIC will update CASM and internal files.

COMU personnel may earn points toward recognition renewal by engaging in the tasks identified in the chart in the applicable appendix. Participation must have occurred during the most recent period of recognition. The activity should be documented on the *COMU Experience Record*. While points may be earned during the entire three year period of recognition, the COMU Experience Record may not be submitted until the third year of the recognition period. An activity may be used to renew more than one COMU position (e.g. participation in one COMMEX may be used to renew COML and COMT recognitions).

Renewed state recognition will be for three years. The expiration date will be three years from the state recognition date or the last recognition renewal date (e.g. if initial state recognition was on January 31, 2017 then renewal dates will be January 31 in 2020, 2023, 2026, and so on).

A grace period of one year will be allowed. If a person's COMU recognition expires, they will be able to submit a COMU Experience Record up to one year after expiration and their recognition may be renewed. The renewal date will not change (e.g. a COML that expired on January 31, 2017 who is successfully renewed on July 31, 2017 will still expire on January 31, 2020, not on January 31, 2023).

Synchronization of Expiration Dates

Some personnel may be recognized in more than one COMU position and will have a different expiration date for each position. To simplify expiration tracking and renewals, COMU personnel may request that their expirations be synchronized to one date. The new date must be the soonest of the upcoming expirations (e.g. if COML expires 7/31/2020 and COMT expires 12/31/2020, the new expiration date for both recognitions must be 7/31/2020). The person desiring this accommodation must submit their request in writing (email OK) to the SWIC and the SWIC may make the adjustment without having to seek additional approval from the COMU workgroup or Interoperability Committee.

Those that have synced their expiration dates may renew all COMU positions using one renewal form provided that have satisfied the requirements for each position.

Change of Status

Recognized COMU personnel must notify the applicable ECB/ESB region and the SWIC when the person leaves their Certifying Agency (e.g. retirement, job change) or the Certifying Agency suspends or revokes the authority to serve in the COMU position. State recognition will change to inactive until a new Certifying Agency is identified.

Upon transition to a new Certifying Agency, a newly signed *COMU Position Recognition Application* document is required.

Severability

The Certifying Agency, the applicable ECB/ESB, and the state (SWIC and Interoperability Committee) each have independent authority to discontinue recognition of COMU personnel. A person's COMU recognition should be inactivated upon the following circumstances:

- No longer employed by or authorized by an agency.
- Upon request by the Certifying Agency, the applicable ECB/ESB region, or the state.

COMU Course Instructors

Historically, the DHS Office of Emergency Communications (OEC) has provided Minnesota-based instruction of various COMU positions such as COML and COMT. Beginning in 2015, the OEC encouraged Minnesota to identify its own COMU instructors and indicated that it intends to change its focus from providing student courses to providing "Train-the-Trainer" (TtT) courses.

Absent local and regional trainers, the SWIC will encourage the OEC to provide ample COMU position instruction to satisfy regional requests.

Local and Regional Instructors

COMU instructors may serve independently or as agents of their employers. They are not agents of the state of Minnesota and are not, in any way, indemnified or insured by the State of Minnesota.

Interested ECB/ESB regions may identify personnel from within their region to serve as COMU instructors. There is no expectation that each ECB/ESB region have its own trainers.

The DPS-ECN will solicit TtT courses from the OEC to satisfy trainer need. As OEC-sponsored TtT courses are available, the DPS-ECN will coordinate with the OEC and the ECB/ESB regions to identify and train COMU position trainers. The DPS-ECN will strive to support the ECB/ESB regions in obtaining the quantity of trainers requested.

COMU Exercising

ECB/ESB regions may provide training opportunities for COMU personnel. Regions are encouraged to host formal COMMEXs but informal exercises and the integration of communications components into other public safety exercises are equally recognized.

The ECN and SWIC will support ECB/ESB regions by:

- Serving as a liaison with the DHS OEC
- Reviewing and assisting with the development of Master Scenario Event Lists (MSELs), as required
- Seek out and provide grants for exercising, as they are available
- Promoting and advertising regional events, as requested
- In all other ways, as requested and capable

COMU Deployments

COMU personnel should only deploy and provide COMU services with the permission of and under the authority of their employer/certifying agency. COMU personnel should not self-deploy.

Local agencies and ECB/ESB regions may enter into interagency or interregional mutual aid agreements for COMU services. They may organize in such a way that their COMU personnel are available to HSEM as an EMAC asset. Examples of ways to organize include:

- AHIMT (All-Hazards Incident Management Team)
- CRTF (Communications Response Task Force)
- TERT (Telecommunicators Emergency Response Taskforce)

ECB/ESB regions may define deployment guidelines for regionally-approved COMU personnel.

Record Keeping

The SWIC will maintain files of all COMU position holders recognized by the state. The SWIC will be responsible for keeping Communications Assets Survey and Mapping (CASM) tool current. Regional CASM Administrators may assist the SWIC with this responsibility. Unless specifically requested not to be listed, COMU personnel may also be listed in CASM and with the Minnesota Duty Officer.

COMU personnel should keep their local and regional contacts and the SWIC informed of their current contact information.

Reporting

Each ECB/ESB region with regionally-approved COMU personnel will provide the SECB an annual report containing the following information:

- Number of exercises in past year and summary of each.
- Summary of significant events in which COMU personnel were deployed or, in retrospect, should have been deployed.
- Trends.
- Concerns.

The SWIC will provide to the Interoperability Committee of the SECB an annual report containing the following information:

- Number of past and present state-recognized COMU personnel, by position and region.
- Number of new state-recognized COMU personnel in past year, by position and region.
- Number of COMU instructors, by position and region.
- Number of exercises in the past year and a summary of each.
- Trends.
- Concerns.

Maintenance

These SOGs are intended to be a living document and may be amended at any time. They should be reviewed by the COMU workgroup by October 31 of each year and a report provided to the Interoperability Committee at its next meeting.

Conclusion

It is the intent of these SOGs that they provide guidance to all parties associated with Minnesota's COMU program. Although it does not provide answers nor equal depth to every situation, it strives to provide a framework for resolving future questions. This SOG is meant to be a living document, updated over time.

Revision History

Version	Date	Changes
1	11/30/2017	Original version. Approved by SECB.
1.1	07/17/2018	Add new section: Synchronization of Expiration Dates. Corrected title of Auxiliary Emergency Communications Specialists (AECS) Added page numbers
2.0	08/22/2019	Added PTB requirement to INCM, INTD, RADO, & AECS Added Evaluator Requirements to sign PTBs Updated COMU position recognition and renewal language to accommodate change of the COMU Subcommittee to a workgroup. Deleted note indicating that student must have taken most recent version of ICS class as that is not the DHS requirement.

Acknowledgement and thanks is merited of the workgroups who, over a two year period, developed the Purpose Statement for Minnesota’s COMU program and drafted version 1.0 of this SOG. Thank you to:

Cathy Anderson (MN DPS ECN)	Dan Anderson (Hennepin County)	Sara Boucher-Jackson (City of Minneapolis)
Alan Choutka (FEMA)	Michael Earp (MN DPS HSEM)	Kevin Haney (Murray County)
John Hyde (City of Duluth)	Jim Jarvis (DHS OEC)	Dewey Johnson (Saint Louis County)
Adam Kruger (City of Mankato)	Brandon Larson (City of Saint Cloud)	Tina Lindquist (Grant County)
Scott MacKissock (Morrison County)	Mark Marcy (MN DPS HSEM)	Christine McPherson (Douglas County)
Craig Marek (Kenora, Ontario)	Steve Olson (Lake County)	Keith Pattison (Willmar Ambulance/Rice Hospital)
David Pike (Mower County)	Keith Ruffing (City of Saint Peter)	Bill Schmidt (MN Department of Health)
Jack Sheehan (Hennepin County)	Chad Steffen (City of Red Wing) (Lower Sioux Indian Community)	Jim Stromberg (MN DPS ECN)
Nate Timm (Washington County)	Troy Tretter (MESB)	Mark Vandenberghe (City of Eden Prairie)
Victor Wanchena (MN Department of Corrections)	Dean Wrobbel (City of Saint Cloud)	

Appendix A: Glossary of Terms and Acronyms

AAR	After Action Report
AECS	Auxiliary Emergency Communications Specialist
AERO	Association of Emergency Radio Organizations
AHIMT	All-Hazards Incident Management Team
AUXCOMM	Auxiliary Communicator
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU	Communications Unit
CRTF	Communications Response Task Force
DHS	(US) Department of Homeland Security
ECN	(Minnesota Department of Public Safety) Emergency Communication Networks
ECB	Emergency Communications Board
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
ESB	Emergency Services Board
HSEM	(Minnesota Department of Public Safety) Homeland Security and Emergency Management
IAP	Incident Action Plan
ICC	Incident Communications Center
ICS	Incident Command System
INCM	Incident Communications Center Manager
LMR	Land Mobile Radio
MESL	Master Scenario Event List
MsgR	Message Runner

Appendix A: Glossary of Terms and Acronyms

NIMS National Incident Management System
NWCG National Wildfire Coordinating Group

OEC..... (US Department of Homeland Security) Office of Emergency Communications

PTB Position Task Book

RADO Radio Operator
RIC Regional Interoperability Coordinator

SATCOM Satellite Communications
SECB..... Statewide Emergency Communications Board
SIEC State Interoperability Executive Committee
SOG Standard Operating Guidelines
SWIC Statewide Interoperability Coordinator

TERT Telecommunicators Emergency Response Taskforce
THSP Technical Specialist
TtT Train the Trainer

Appendix B: Prerequisites Chart

The following chart defines the prerequisites for each state COMU position.

R = FEMA/DHS Required M = Minnesota Required D = Desired [blank] = Optional	COML	COMT	INCM	INTD	RADO	AECS
IS-100	R	R	R	R	R	R
IS-144			R	R		
IS-200	R	R	R	R	R	R
IS-300	R		D	D	D	
IS-400	D					
IS-700	R	R	R	R	R	R
IS-800	R	R	R	R	R	R
Amateur Radio License						R
AUXCOMM						R
Completion of PTB	R	R	R	R	R	R

Appendix C: Communications Unit Leader (COML)

Summary

The Communications Unit Leader (COML) is a position under the Logistics Section of the Incident Command System (ICS). The COML reports directly to the Logistics Chief or Incident Commander. A COML's responsibilities include developing plans for the effective use of Incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment. The COML will supervise other members of the Communications Unit such as the Communications Technician (COMT), Radio Operator (RADO), and Incident Communications Center Manager (INCM), if those positions are filled during an incident. The COML may also supervise volunteer communicators, if available, such as the amateur radio emergency communications support team.

Responsible Authority

The All-Hazards COML position is recognized and governed by DHS.

Prerequisites (Required)

- IS-100, Introduction to the Incident Command System (ICS)
- IS-200, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS-300, Intermediate Incident Command System (ICS) for Expanding Incidents
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF), An Introduction
- Successful completion of a DHS-recognized COML course
- Completed Position Task Book (PTB)

Desired Courses

ICS-400, Advanced ICS Command and General Staff Complex Incidents

Minnesota-Specific Requirements

There are no Minnesota-specific requirements to be recognized as a COML in Minnesota.

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of a COML Trainee, the Evaluator must be a Minnesota-recognized COML.

Renewal Tasks

To renew recognition, COMLs must earn five points (one point if renewing in 2018) by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Complete an ICS-205	Complete an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as a COML in a real-world, planned or unplanned event	Must be under the control of the Logistics section. Must be for at least one operational period.
5	Leading a Communications Exercise	Examples: Formal COMMEX and informal communications exercise
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup

Appendix D: Communications Unit Technician (COMT)

Summary

The Communications Technician (COMT) works directly for the COML within the Incident Command System (ICS). The COMT provides the technical skills to implement required equipment and needed systems. The COMT also assists the COML in designing the system needs for the incident. A COMT is responsible for supporting the technical activities of the Communications Unit. A COMT programs, maintains, repairs communications equipment, ensures radio/system coverage, provides for equipment distribution, tracks equipment, and manages radio cache and gateways. The COMT can support radio, data, telephone, satellite or other systems as available or required.

Summary of Responsibilities:

1. Supporting the technical functions of the Communications Unit.
2. Install, test, trouble shoot communications systems.
3. Identify requirements for radio system coverage.
4. Support battery needs.
5. Resolve interference issues.
6. Program radios.

Responsible Authority

The All-Hazards COMT position is recognized and governed by DHS.

Prerequisites (Required)

- IS-100, Introduction to the Incident Command System (ICS)
- IS-200, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF), An Introduction
- Successful completion of a DHS-recognized COMT course
- Completed Position Task Book (PTB)

Desired Courses

There are no DHS-desired courses for the COMT position.

Minnesota-Specific Requirements

There are no Minnesota-specific requirements to be recognized as a COMT in Minnesota.

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of a COMT Trainee, the Evaluator must be a Minnesota-recognized COML or COMT.

Renewal Tasks

To renew recognition, COMTs must earn five points (one point if renewing in 2018) by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as a COMT in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup

Appendix E: Incident Communication Center Manager (INCM)

Summary

The Incident Communications Center Manager (INCM) works directly for the COML within the Incident Command System (ICS). The role of an INCM is to manage the ICC when having COML do so would present span of control issues. The INCM would oversee Incident Tactical Dispatchers (INTD), Radio Operators (RADO), Messengers (MsgR), and outside contractors. The INCM would work with the COMLs and COMTs to provide communications support for operations. Once radio personnel are on scene, it becomes important for an INCM to be assigned for coordination purposes and to avoid span-of-control issues.

The INCM is responsible for providing leadership within the ICC and must demonstrate the ability to follow direction from the COML and Section Chiefs. Ability to communicate in various methods such as verbal and written communication is essential.

Responsible Authority

The All-Hazards INCM position is recognized and governed by DHS.

Prerequisites (Required)

- A public safety background with three years of experience in dispatch operations or be recognized as a RADO with one year experience in dispatch operations
- Awareness of fundamental public safety communications technology
- IS-100, Introduction to the Incident Command System (ICS)
- IS-144, Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- IS-200, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF), An Introduction
- Successful completion of a DHS-recognized INCM course
- Completed Position Task Book (PTB)

Desired Courses

IS-300, Intermediate Incident Command System (ICS) for Expanding Incidents

Minnesota-Specific Requirements

There are no Minnesota-specific requirements to be recognized as an INCM in Minnesota.

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of an INCM Trainee, the Evaluator must be a Minnesota-recognized COML.

Renewal Tasks

To renew recognition, INCMs must earn five points by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as an INCM in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup

Appendix F: Incident Tactical Dispatcher (INTD)

Summary

An Incident Tactical Dispatcher (INTD) is a specially trained individual qualified to operate away from the dispatch center in a command post, base camp or at the incident scene. The INTD has the ability, equipment, and expertise to facilitate and support incident operations communications as directed by the incident or tactical commander. The INTD should be prepared to leave at moment's notice and be able to work 12-hour operational periods for up to several days depending on the incident. Being able to work in a high stress and high intensity environment is a must. Situations where an INTD could be requested include special operations, high risk search warrants, natural disasters with a life safety threat, or a large incident with multiple jurisdictions responding.

Responsible Authority

The All-Hazards INTD position is recognized and governed by DHS.

Prerequisites (Required)

- A public safety background with three years of experience in dispatch operations or RADO and one year of experience in dispatch operations
- Awareness of fundamental public safety communications technology
- IS-100, Introduction to the Incident Command System (ICS)
- IS-144, Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- IS-200, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF), An Introduction
- Successful completion of DHS-recognized INTD course
- Completed Position Task Book (PTB)

Desired Courses

ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents

Minnesota-Specific Requirements

There are no Minnesota-specific requirements to be recognized as an INTD in Minnesota.

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of an INTD Trainee, the Evaluator must be a Minnesota-recognized COML or INCM.

Renewal Tasks

To renew recognition, INTDs must earn five points by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as a INTD in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup

Appendix G: Radio Operator (RADO)

Summary

The Radio Operator (RADO) position supports the COMU by providing radio operators trained in radio etiquette, interoperable communications, dispatch operations, and emergency communications procedures.

RADOs may support public safety, wildfire, marine, aviation, and HF radio communications. The responsibilities of an All-Hazards RADO can include staffing the ICC, monitoring radio traffic, and base station operations for emergency operations centers, hospitals, dispatch centers and non-governmental organizations supporting civil emergency response at the state, local, or regional level.

Responsible Authority

The All-Hazards RADO position is recognized and governed by DHS.

Prerequisites (Required)

- A public safety background with three years of experience in dispatch operations or RADO and 1 year experience in dispatch operations
- Awareness of fundamental public safety communications technology
- ICS-100.b, Introduction to the Incident Command System (ICS)
- ICS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- ICS-700.a, National Incident Management System (NIMS), An Introduction
- ICS-800.b, National Response Framework (NRF), An Introduction
- Successful completion of RADO course
- Completed Position Task Book (PTB)

Desired Courses

ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents

Minnesota-Specific Requirements

There are no Minnesota-specific requirements to be recognized as a RADO in Minnesota.

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of an RADO Trainee, the Evaluator must be a Minnesota-recognized COML or INCM.

Renewal Tasks

To renew recognition, RADOs must earn three points by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as a RADO in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup

Appendix H: Auxiliary Emergency Communication Specialist (AECS)

Summary

Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations and personnel that provide various types of communications support to emergency management, public safety, and other government agencies. These uniquely qualified communicators provide Auxiliary Communications to NIMS/ICS personnel and public safety partners. Additionally, Auxiliary Communicators frequently provide communications support during planned events, community functions, and training exercises.

AUXCOMM covers a broad range of amateur radio systems that could potentially be used during an incident, to include: HF, VHF, UHF, satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, VOIP, and other modes.

Minnesota recognizes the Auxiliary Emergency Communications Specialists (AECS) position to directly serve the needs of the Communications Unit. AECSs are technical specialists who implement and operate auxiliary communications systems and are direct a resource to the COML in planning and implementing different modes of Auxiliary Communications.

Responsible Authority

AUXCOMM training is managed by DHS. The Minnesota-specific AECS position recognized by the SECB.

Prerequisites (Required)

As a Minnesota-recognized position, there are no DHS requirements to be recognized as an AECS.

Desired Courses

As a Minnesota-recognized position, there are no DHS-desired courses for the AECS position.

Minnesota-Specific Requirements

- IS-100, Introduction to the Incident Command System (ICS)
- IS-200, Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF), An Introduction
- FCC Amateur Radio license
- Successful completion of a DHS-recognized AUXCOMM course
- Completed Position Task Book (PTB)

Position Task Book Evaluator Requirements

To evaluate and sign off in the PTB of an AECS Trainee, the Evaluator must be a Minnesota-recognized COML or COMT.

Renewal Tasks

To renew recognition, AECSs must earn five points by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as an AECS in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup



Minnesota Department of Public Safety ● dps.mn.gov
Statewide Emergency Communications Board ● secb.dps.mn.gov
Homeland Security and Emergency Management ● hsem.dps.mn.gov
Emergency Communication Networks ● ecn.dps.mn.gov