
STATEWIDE EMERGENCY COMMUNICATIONS BOARD

January 22, 2015

12:30 P.M.

Chair: Mark Dunaski

MnDOT Arden Hills Training Center
1900 West County Road I Shoreview, MN 55126

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MEETING AGENDA

Call to order

Approval of Today's Agenda

Approval of Previous Meeting's Minutes

Announcements

Announcement of COML Certificate for

- Tom Groninga, MAC Emergency Communications Center

Officer Elections

Reports of Standing Committees:

Operations and Technical Committee (Glaccum)

- | | |
|---|--------------------|
| • MAC Talkgroup Statewide Access Request | ACTION ITEM |
| • Scott County Request to Amend Participation Plan | ACTION ITEM |
| • DOC Request to Amend Participation Plan | ACTION ITEM |
| • Standards 3.17.0 and 3.17.0 COML and COMT | ACTION ITEM |
| • Otter Tail County Participation Plan Amendment | ACTION ITEM |
| • Todd County Participation Plan Amendment | ACTION ITEM |
| • St. Paul Park Refinery/Washington County Request | ACTION ITEM |
| • Douglas County Talk Group Request | ACTION ITEM |

Interoperability Committee (Thomson)

Legislative & Government Affairs Committee (Kaase)

Steering Committee (Hartog)

- ***Strategic Plan***
- ***Standard 1.10.2 Requesting Participation by Non-Public Safety, Non-Public Service Organizations***

ACTION ITEM
Discussion item

IPAWS Committee (Seal)

NG911 (Pankonie)

Interoperable Data Committee (Risvold)

Finance Committee (Gerlicher)

- ***Authorization of distribution of 2014 SHSP funds***

ACTION ITEM

Reports – Other

- ***ARMER Project Status Report (MnDOT OSRC)***
- ***ECN Update (Mines, DPS ECN)***
 - ***SWIC Report***
 - ***911***

Old Business

New Business

- ***NG911 Presentation (Wahlberg)***

Other Business/discussion

- ***Attendance and membership***

Adjourn

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

November 20, 2014

Attendance

Members:

<u>PRESENT</u>	<u>MEMBER/ALTERNATE</u>	<u>REPRESENTING</u>
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	MnDOT
X	Dave Van Thiel/	MNIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Bob Meyerson/Rick Juth	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Eric Anderson/Pat Novacek	League of MN Cities, Greater MN
	Liz Workman/vacant	Assoc. of MN Counties, Metro
X	Jim McMahon/Tom Kaase	Assoc. of MN Counties, Greater MN
X	Jim Bayer/Darlene Pankonie	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
	Mike Risvold/vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Dave Thomson	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Steve Cook/Scott Camps	RRBs

Also in attendance:

Jill Rohret, MESB
Cathy Anderson DPS-ECN
Carol-Linnea Salmon, DPS-ECN
Mike Fink, Motorola
Victor Wanchena, DOC
John Blood, HSEM
Ron Jansen, Dakota County
Dana Wahlberg, DPS-ECN
Joel Riestad, Metro Transit
James Jarvis, OEC

CALL TO ORDER

Commissioner Dunaski calls the meeting to order at 12:33 p.m.

APPROVAL OF AGENDA

Mike Risvold asks to amend the agenda to add three items under Interoperable Data Committee: Response to FirstNet's Proposed Interpretations of Parts of the Middle Class Tax Relief and Jobs Creation Act (Public Notice); Response to FirstNet's RFI for Comprehensive Network Solutions; and MN-FirstNet Project Weekly Status Report.

Dave Thomson asks to add, from the Interoperability Committee, the AIRCOM Standard and Standard 3.31.0, Status Board.

Dan Hartog asks to add a discussion item of the Strategic Planning Session report.

Chair Dunaski proposed to move COML presentation forward to beginning of the meeting.

*Ulie Seal moves to approve the agenda as amended.
Thomas Humphrey seconds the motion.
Motion carries.*

APPROVAL OF PREVIOUS MEETING MINUTES

*Mukhtar Thakur moves to approve the minutes.
Dave Van Thiel seconds the motion.
Motion carries to approve the September minutes. (The October meeting was cancelled.)*

CHAIR AWARDS COML CERTIFICATION

Chair Dunaski awards COML Certification to John Blood and congratulations him. Others earning COML certification but not in attendance were Sara Boucher-Jackson, Keith Christenson, and Cory Bonnema. Rod Olson earned COMT certification.

REPORTS OF STANDING COMMITTEES

Operations and Technical Committee Report (Glaccum)

Chair Joe Glaccum introduces a Metro Transit request to amend its participation plan.

Currently Metro Transit has eleven Gold Elite consoles at its Transit Control Center (TCC). The agency plans to upgrade to the MCC 7500 console system. In addition to the upgrade, the amended

plan adds three MCC 7500s to the TCC for a total of fourteen consoles. Metro Transit will return 600 ID's from the Gold Elites that will be removed from service. The upgrade will utilize fourteen ports on two Conventional Channel Gateways (CCGWs). An AIS server and a firewall will be added to the Transit Control Center for logging purposes.

On behalf of the OTC, Chair Glaccum moves to approve Metro Transit's request to amend its participation plan.

Seal seconds.

Motion carries.

Glaccum introduces the Minnetonka and St. Louis Park request for connection to the zone controller.

Both communities operate primary PSAPs and each has Gold Elites consoles. In 2015, the cities intend to migrate to two MCC 7500s. Each connects to the Zone 2 master site in Golden Valley. Each has their own connectivity. This project would position them to be able to have redundant paths into the zone controller to support the MCC 7500s when they install them. This has been coordinated with MnDot, which has no objections and neither does the OTC.

On behalf of the OTC, Chair Glaccum moves to approve the St. Louis Park and Minnetonka request.

Risvold seconds.

Motion carries.

Glaccum introduces Pope County's request to amend its participation plan.

Pope County plans to upgrade to MCC 7500s using two consoles and 43 talk groups.

On behalf of the OTC, Chair Glaccum moves to approve the Polk County participation plan amendment.

Van Thiel seconds.

Motion carries.

Glaccum introduces Dakota County's request to amend its participation plan.

Dakota County has 23 Gold Elite consoles and plans to upgrade to 7500s. It will return 1600 I.D.s to the system. Nineteen ports will be used.

On behalf of the OTC, Chair Glaccum moves to approve the Dakota County Participation Plan Amendment.

Seal Seconds.

Motion carries.

Glaccum introduces the Mayo Clinic's request for an additional CCGW port.

The Mayo Clinic requests an additional CCGW to enable connection with the May Clinic Medical Transport sites in Barron and Osseo, Wisconsin. The one additional CCGW will bring Mayo Clinic

Emergency Communication Center's total CCGW count to eight.

On behalf of the OTC, Chair Glaccum moves to approve the Mayo Clinic request for an additional CCGW port.

Thomas Humphrey seconds.

Motion carries.

Glaccum says that the OTC takes independent action on talk groups and user I.D. assignments and those requests do not need to come before the Board. He asks the Chair and Board members' opinions on whether it makes sense for changes in CCGWs and port allocations to be approved at the OTC without coming forward to the full board.

There was no objection.

Chair Dunaski asks if this change can be documented so in the future it is clear what is required to come before the Board. He also asks if what has been decided in the past about this has been documented. Glaccum agrees that there should be documentation and he will work with Director Mines to make sure this is documented.

Interoperability Committee (Thomson)

Chair Thomson presents the AIRCOM Standard.

The AIRCOM talk group will be used for day-to-day interagency emergency and emergent communications. It was brought forward by the EMC community. It will also be used to ensure that landing zones at EMS agencies are secure.

On behalf of the Interoperability Committee, Chair Thomson moves approval of the AIRCOM Standard.

Glaccum seconds.

Motion carries.

Chair Thomson introduces Standard 3.31.0, the Status Board Standard.

Thomson says this Standard has been through significant but minor language clean up and more significant changes to procedure when the Status Board goes down for planned maintenance or unplanned outages. There is a single number to call when outages happen.

On behalf of the Interoperability Committee, Chair Thomson moves approval of the Status Board Standard 3.31.0.

Humphrey seconds.

Motion carries.

Legislative & Government Affairs Committee (Kaase)

Chair Kaase reports that the Committee met and Director Mines gave an update on the SECB's strategic planning session outcomes. The Committee also talked about a renewed effort on

engagement and trying to form work groups to inform legislators and commissioners on where we are and where we need to go. Kaase says he has been a big advocate of this and of trying to get his fellow commissioners to the Interop conference in the spring. More knowledge and better understanding results in better decision making.

Dunaski says he strongly supports this and now after the election it's a good time to do education and outreach. He emphasizes the importance of identifying legislators to educate ahead of the session and says that even just giving them a basic understanding of what the SECB does and the broad spectrum of communications issues it deals with is invaluable.

Steering Committee (Hartog)

Chair Hartog reports that the Committee is looking at the materials that came out of the strategic planning session and is working on developing a strategic plan to present to the Board.

Dunaski asks Chair Hartog to identify a couple of things that stood out from the strategic planning session notes and comments.

Hartog responds that training and funding were two key themes.

IPAWS Committee (Seal)

Chair Seal reports that the Committee will be asking for a small amount of money to fund a workshop for existing COGs.

Interoperable Data Committee: (Risvold)

Chair Risvold reports that the Committee gave feedback on FirstNet's Interpretation of the Middle Class Tax Relief Law. FirstNet also put out an RFI with a lot of questions and the Committee responded to that with help from many people from the Board. He points out that Jackie Mines put much time and energy into this.

Director Mines says Committee members and members of the work groups engaged under the SLIGPY project = create these responses. Televate interpreted the legal documents, which was very helpful and helped lead the discussion. The Committee received tremendous feedback from very hard working and progressive thought leaders in MN. They came up with some very interesting and unique perspectives. The Public Notice is perhaps the most impactful way that MN could respond to FirstNet.

The specific items that are important in this Public Notice are the scope of FirstNet's build out and service obligation. FirstNet is taking a liberal approach to what rural means, in terms of their obligation to meet the law. The Committee is concerned that under FirstNet's interpretation, rural would mean almost any county in MN outside of the major metropolitan areas and first tier cities. Identifying those areas as "rural" would mean that FirstNet would not necessarily have to provide service in those areas. The Committee gave feedback opposing that definition.

The second item is who may access the network. The Committee is very interested in giving a wide berth to who could be on the system to help pay for it and also identified who it thinks is public safety and who should have the primary rights to use the network, which is very similar to how ARMER is set up.

In the RFI, there were similar questions but more technical. The RFI is typically geared more toward carriers but the Committee commented on the applicable areas.

Mines noted that she had with her a copy of the MN-FirstNet Consultation Project quarterly newsletter that will go out to list serve, and to members of the IDC and SECB and will be posted on the ECN website after this meeting. This newsletter is a way to update all of the stakeholders on the FirstNet consultation project and encourage response to the coverage assessment.

NG911 (Pankonie)

Chair Pankonie reports that the Committee met and has no action items for today. In December or January, Chair Pankonie will bring a Text-to-911 resolution to the Board that says no PSAP will move on its own to make a Text-to-911 decision but will all agree to move together as a state in the decision-making process.

Finance Committee (Gerlicher)

Chair Gerlicher introduces a request from Clay County for \$24,000 to complete its ARMER participation plan.

On behalf of the Finance Committee, Chair Gerlicher moves the approval of the Clay County request for \$24,000 to complete its ARMER participation plan.

Humphry seconds.

Motion carries.

Chair Gerlicher introduces a recommendation to direct MnDot to move forward with the ARMER RFP process extending the SUA contract and pursuing the 7.19 upgrade based upon early indications from stakeholders and members.

Chair Gerlicher reports that during the Strategic Planning Session there was discussion about the need for MnDot to start an RFP process in order to extend the SUA contract and the Committee is also looking at the 7.19 upgrade. Based upon early indications, there is a lot of concern from commissioners about the prices coming in and being able to set budgets. It is important the MnDot have the opportunity to start the process in December so that in the spring we will have some idea what the costs will be.

On behalf of the Finance Committee, Chair Gerlicher moves to direct MnDot to move forward with the ARMER RFP process to extending the SUA contract and pursue the 7.19 upgrade based upon early indications from stakeholders and members.

Jim McMahon seconds.

Discussion

Discussion about whether or not the change management standard is being followed.
Concerns about timing because of the long state process for approving funding.
Clarification that the SUA contract would not require additional funding.

Agreement that the 7.19 upgrade, if approved, would not happen before 2020 so there is time to go through the management process.

Comment that the agenda makes it seem like the two issues are married. Agreement that they are two separate issues.

Mines reports that she has had detailed conversations with subsystem owners and it would take many of the subsystem owners until 2020 just to get their capital costs. They can't make that decision until they know if the board is willing to fund any of the upgrade costs through a grant program. She says we also know that we have the opportunity in this new biennium to move forward with a request to ask for a grant program. It appears that people's dependencies on whether or not they would approve moving forward with a 7.19 upgrade is dependent on whether or not there is a grant program to help support it. To find that out, we really needed to sit down with the subsystem owners, and we are in the process of doing that, to find out what they need and what the match should be, depending upon whether or not it is approved by the legislature to spend the money on that. It all kind of dovetails together and we have to start somewhere. Mines supports going through the change management process.

Dunaski asks if these are two separate issues that members of this board should have the opportunity to vote on separately.

Gerlicher says her understanding is that they are two separate items but we need the financial details simultaneously.

Mines says the RFP process is going to take about a year. In that process, MnDot would need to give some indication whether or not we want to go forward with an upgrade cycle. That cycle could be as aggressive as every two years or once every five years. We have not made that decision as a board but that would be discussed after the RFP has been responded to and that is a ways out.

Discussion about whether this would come back to the Board for approval after the RFP process is finished. Agreement that it would. Rohret says last time the SUA contract was up for renewal and rebid, the Board did make the decision so there is a precedent that it would come back here for approval.

Glaccum moves to amend the motion to say "and pursue options for the 7.19 upgrade based upon early indications from stakeholders and members".

Seal seconds.

Mr. Fink clarifies that Motorola also views this as two separate issues.

Motion carries for the amendment to the motion.

Motion carries to direct MnDot to move forward with the ARMER RFP process to extend the SUA contract and pursue options for the 7.19 based upon early indications from stakeholders and members.

Chair Gerlicher introduces a recommendation to create a limited matching grant for equipment for the 7.19 upgrade.

Chair Gerlicher says that the Finance Committee is looking at an opportunity to set up a limited matching grant from the SECB. Setting it up requires legislative approval so to delay would put us in not as comfortable of a position. Therefore, the Finance Committee recommends moving forward. If the grant is created it does not mean it has to be used. But because setting up the grant takes a legislative gesture and seeing that the legislative session begins in some weeks, the Finance Committee recommends moving this forward so the opportunity is not lost.

Mines clarifies that we would need to increase the 911 fee to create this grant and will need a few years to raise the amount needed so we would need to get it in front of the legislature this year for approval. We would like to explore creating the grant. Moving forward on the 7.19 upgrade would require approval by everybody through the change management process and be dependent upon the budget being approved.

Seal seconds.

Concern and discussion about the disparity in times entities came on the system and having to upgrade something that was only recently acquired or paid for. The next agenda item will address this concern.

Discussion of what costs would be covered. The intent is to fund a match of 50% of the hardware that would have to be replaced that is directly related to the upgrade. There may be associated costs that the entity would have to pay. Project management costs and the installation labor costs are variable because of different vendors. 50% of hardware costs might in essence only end up being 30 or 40% of overall costs depending on vendors chosen for project management and installation. The Finance Committee recommends that the grant be very specific about what is covered, in order to be the most fair. With project management and installation costs there is the option to negotiate with vendors.

Mines refers to information provided in the meeting materials that gives examples of what the budget has been over every biennium and how grant money has been allocated—grants have generally helped on all hardware upgrades about 30 – 45%. 50% of equipment ends up being very close to what has been done in the past—about a 35-40% match.

Rohret notes that if we were to include the installation costs in this grant program, we would have to raise the fee beyond the 95 cents that we are already authorized in legislation but not yet doing. That would be an even bigger political undertaking to raise it beyond that so this seems like a good compromise position.

Mines says a grant program helps us all get on around the same table when we are going to the legislature. If we don't create grants, people may go to the legislature independently and it can be very disjointed and could put our other very important projects at risk.

Dunaski says while we have statutory authority to raise the fee to 95 cents, we still need legislative authority for spending it. So coming to the table with a strategic plan for what we are doing is going to save us a lot of leg work at the legislature.

Motion carries.

Chair Gerlicher introduces a recommendation to create an ongoing SECB competitive grant program of approximately a million dollars for every biennium, as long as the funding from the state continues, and to create a \$1 million grant program for the remaining FY2014 and FY2015 dollars.

Gerlicher says we have the funding to do this and it gives the regions the opportunity to ask for grant money for items that are applicable to their system. We've seen some request come in for some items that were not statewide resources so this grant would help with those types of regional requests. The goal would be to try to get this started in February.

On behalf of the Finance Committee, Chair Gerlicher moves to create an ongoing SECB competitive grant program of approximately a million dollars for every biennium, as long as the funding from the state continues, and to create a \$1 million grant program for the remaining FY2014 and FY2015 dollars.

*Seal seconds.
Motion carries.*

Reports – Other

- ***ARMER Project Status Report (MnDOT OEC)***

Mukhtar reports that the ARMER project is now 96% on the air. Land acquisition delays will impact completion of some sites. The budget is well controlled and there is funding for the remaining work. 324 sites are on the air. Two sites are imminently ready for completion but there have been weather delays. Hopefully next month we will have at least a couple of them completed. Some are on the air on temporary towers.

In the Southeast, all of the sites are completed. In the South Central, all of the sites are

completed but working on leased site replacement. In the Southwest, all of the sites are completed. In the Central and Metro regions, all of the sites are completed. In the Northwest, three land acquisitions remain. In the Northeast, ten sites are under construction and eight land acquisitions remain. In 2015 we should see the bulk of the system complete.

The redundant routers have had tremendous impact. There have been significant improvement and minimal outages being reported. About half the state is complete with the redundant routers system and the other half of the state should be substantially completed by the end of next year.

- ***ECN Update***

Director Mines reports that ECN has been working on the Strategic Plan, the FirstNet project, the budgeting process and flushing out the grant programs. In addition, Mines has been invited to meet with the AMC policy committee, the MSA and the new Sheriff school. Those meetings will include a focused effort on educating about the new initiatives and also about the board structure and encouraging involvement. She may be reaching out to various committee members to help with this. Mines will attend a national SWIC conference in December as well.

Old Business

None.

New Business:

NG911 Presentation (Wahlberg)

Dana Wahlberg reports that the NextGen RFP is very close to being posted. It is for the network between the selective routers and the PSAPs and also for IP Selective routing and has a component for a Text-to-911 solution. In addition, work is being done to identifying all of the 911 network within Minnesota and where it might be overbuilt as a result of wireline technology diminishing as a result of increased use of voip and wireless technology.

Wahlberg was invited to give a presentation on 911—where we were in the past, where we are now, and where we are headed. She gives the first part of the three-part presentation and will return next month to give part two.

Meeting Adjourns at 2:14.

METROPOLITAN AIRPORTS COMMISSION

Minneapolis-Saint Paul International Airport

6040 - 28th Avenue South • Minneapolis, MN 55450-2799

Phone (612) 726-8100



To: Joe Glaccum, Chair OTC

From: Jeff Bjorklund, IS Manager – Telecom & Support Services
Metropolitan Airports Commission

Date: October 24, 2014

RE: Talkgroup Statewide Access Request

Joe,

The Metropolitan Airports Commission (MAC) is requesting statewide access for our Explosive Ordinance Detection (EOD) team talkgroup, H-MAC-EOD. This talkgroup is used to communicate between our teams while onsite for a search request. Our teams have the ability to be deployed anywhere in the State or region to assist any other law enforcement jurisdiction. This talkgroup is not shared with any other agency and is strictly used for internal communications as it is difficult to other forms of communication like cell phones during a search. We anticipate minimal use outside the metro throughout the year.

Please see the attached request form.

The Metropolitan Airports Commission is an affirmative action employer.
www.msairport.com

Reliever Airports: AIRLAKE • ANOKA COUNTY/BLAINE • CRYSTAL • FLYING CLOUD • LAKE ELMO • SAINT PAUL DOWNTOWN

**REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP**

Talkgroup/ Announcement Group Name(s): H-MAC-EOD
(Metropolitan Airports Commission – Explosives Ordinance Disposal talkgroup)

If Announcement Group List all Contained Talkgroups: _____

Sites Requested:

Statewide (Requires Statewide Radio Board Approval)

Other (Specify Sites or Regions):

Talkgroup Owner Agency (Include Point of Contact Information):

Agency Name: Metropolitan Airports Commission
Contact: Jeff Bjorklund
Address: 6040 28th Ave S
Minneapolis, Minnesota 55450
Phone: 612-467-0973
Email: Jeff.bjorklund@mspmac.org

Talkgroup or Announcement Group Type (Check all that Apply):

Shared

Private

Special Roaming Only Talkgroup – Occasional Use.

Special Operations Tactical Talkgroup – Occasional Use. **If yes**, describe or list the counties or regions covered by a mutual aid agreement, memorandum of understanding, joint powers agreement, incident response plan or other relevant agreements here: _____

MSP Airport Police EOD K-9 bomb and narcotics teams assist any jurisdiction in the state or surrounding region when requested. They have traveled to Northern and Southern Minnesota. Most recently, they assisted at the Mankato Marathon after bomb threats were received there. The formal agreements are with federal agencies - ATF and TSA.

Main Dispatch or Tactical Talkgroup – Day to Day Use. If yes, applicant must demonstrate that the users of this talkgroup conduct their “Normal Day to Day Business Operations” throughout the requested coverage area. Describe or list the counties or regions where the users of this talkgroup conduct their “Normal Day to Day Business Operations” here: _____

Describe the users, entities or agencies that will operate on this talkgroup:

This is used only by the Special Operations Division of the MSP Airport Police Department, specifically for specialized K-9 bomb and narcotics teams. Users are less than 12. The talkgroup is not shared with other agencies.

Describe the type of operations that will occur on this talkgroup:

The Special Operations Division K-9 Teams are often called to other jurisdictions to assist other law enforcement agencies with both bomb and narcotics details.

Describe the anticipated frequency, duration and extent of use of this talkgroup:

Occasional use when EOD K-9 teams are asked to assist outside of the metropolitan region footprint. It is anticipated that usage will be sporadic throughout the year, and of short duration for small operations.

Describe why the Statewide Shared Incident Response talkgroups or other shared roaming talkgroups are not suitable to meet these operational requirements:

The use is for intra-agency communications between responding EOD teams from the same agency and not for interoperability with other agencies.

Talkgroup Owner Agency Authorized Official – Signature & Date

Printed Name and Title



KEVIN STUDNICKA – SCOTT COUNTY SHERIFF
OFFICE OF EMERGENCY MANAGEMENT

LAW ENFORCEMENT CENTER • 301 FULLER STREET SOUTH • SHAKOPEE, MN 55379-1322
(952) 496-8181 • FAX: (952) 445-4622 • www.co.scott.mn.us

November 10, 2014

Jill Rohret
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Dear Ms. Rohret,

Scott County is respectfully requesting a change to our Participation Plan. We are planning to upgrade 8 Gold Elite Consoles at the Scott County PSAP to 8 MCC 7500 Consoles.

Scott Co. currently has 8 Motorola Gold Elite dispatch positions on two central electronics banks (CEBs) and will be replacing that system with a Motorola MCC7500 system with a total of 8 dispatch positions and one patch position.

Scott Co. is using 3 T1's for the Motorola Gold Elite system and will only be using two T1's after the upgrade to the Motorola MCC7500. The two existing CEBs will be decommissioned after the upgrade process is complete and one T1 will be returned.

Two eight port CCGWs will be installed to provide connectivity to existing VHF resources and backup control stations. Scott Co. will return 440 radio ID's that are currently in use by Motorola Gold Elite dispatch positions.

Thank you for your consideration.

Sincerely,

Chris Weldon
Scott County
Emergency Management and Communications Director



Central Office

1450 Energy Park Drive Suite 200 • St. Paul MN, 55108
PH 651.361.7200 • Fax 651.642.0223 • TTY 800.627.3529
www.doc.state.mn.us

11/19/14

Joe Glaccum, Chairmam
Operation and Technical Committee
State Emergency Communications Board
444 Cedar Street, #137
St. Paul, MN 55101

Re: DOC and DHS-MSOP Participation Plan.

The Department of Corrections (DOC) and the Department of Human Services Minnesota Sex Offender Program (DHS) obtained permission to operate on the ARMER system in 2009 through a joint participation plan. DHS and the DOC have mutually agreed that separating their joint participation plan into two independent plans would simplify administration of the plans for the State Emergency Communications Board, as well as for the DOC and DHS. The DOC is bringing its plan forward for approval. DHS intends to bring their revised plan forward in the near future.

The DOC is seeking approval of the following changes to our current participation plan:

1. Removal of all references to the DHS.
2. Removal of build out, project management, and timeline components of DOC participation plan.
3. Addition of four channel ISR site at Rush City.
4. Addition of BDA's at Red Wing, Togo, Willow River and Oak Park Heights.

Attached you will find a copy of our new participation plan for consideration and our original participation plan and amendment for reference.

Thank you for your consideration in our request.

Sincerely,

A handwritten signature in blue ink, appearing to read "V. Wanchena", followed by a long horizontal line.

Victor Wanchena
Minnesota Department of Corrections
Security Technology Manager
Office of Special Investigations
Victor.Wanchena@state.mn.us
Office Phone: 651-361-7252

ARMER Participation Plan

Minnesota Department of Corrections



November 2014

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1.0 ARMER Participation Request

The Minnesota Department of Corrections (DOC) seeks approval of an updated participation plan on the Allied Radio Matrix for Emergency Response (ARMER) system. The DOC intends to continue to be a “Full Participant”, whose primary voice communications are fully integrated into the ARMER backbone. The DOC requests that this ARMER Participation Plan be adopted by the Statewide Emergency Communication Board (SECB). This plan has been prepared in accordance with the ARMER standards for requesting and configuring participation. The DOC intends to continue its contract with the Minnesota Department of Transportation (MnDOT) for participation on the ARMER System. The DOC sought review and approval of this plan by the SECB Operations and Technical Committee (OTC) and the MnDOT. The DOC believes that:

- This plan accurately reflects impacts on the ARMER system that would result from its implementation.
- This plan is consistent with the capacity and operational constraints of the ARMER system.
- This plan is consistent with the currently adopted plan and standards of the SECB.

2.0 DOC Participation on ARMER

2.1 Minnesota DOC ARMER Local Enhancement Study

In 2008, the Minnesota Department of Public Safety funded a State Agency Integration Assessment study. One primary element of that study was to conduct an ARMER local enhancement study for the DOC. The study assessed current communications capabilities and documented wireless communication needs. The project data collection effort began with the creation of a detailed data collection tool. Each of the 10 DOC facilities (11 sites) and Central Office included in the analysis were visited. Interview sessions with stakeholders, facility site reviews, and evaluation tours were conducted. Following the site visits, walk-through coverage testing was conducted at facilities with radio signal coverage from the existing ARMER system sites. This helped evaluate the extent to which the ARMER system backbone provides coverage and service.

Key findings of that study emphasized the need to address the following wireless communication issues:

- Lack of redundancy in critical systems
- Lack of resources (frequencies)
- Need to address 2013 VHF/UHF narrow banding requirement
- Need to address special requirements of the DOC Special Operations Group

The project identified potential local enhancements and estimated costs of integrating with or incorporating local enhancements to the ARMER backbone such that the broader statewide wireless communication needs of the DOC and its specialized units is met. The results of the DOC ARMER Local Enhancement Study were used as a foundation of the DOC’s original ARMER participation plan.

2.2 DOC Participation on ARMER

The original DOC participation plan approved in October 2010 and updated in April 2011 (Appendix C) proposed the use of four channel multicast trunked repeater sites at eight facilities to provide increased coverage, improved capacity, and minimize system impact. There are three DOC sites that proposed to operate directly on the ARMER system with no infrastructure additions. These sites would make use of the ARMER system backbone sites that are near them and provide sufficient coverage and capacity for the facility.

The original DOC participation plan was subsequently amended in January of 2012, updating the T1 connection plan. This plan utilized by the DOC for connection back to the ARMER Master Switching Offices (MSO's) and requesting the addition of 500 user ID's to accommodate growth in the DOC radio fleet (Appendix D).

2.3 Requested Changes

The DOC is requesting to make the following changes from our original participation plan of October 2009 and plan amendment of January 2012.

1. As part of the separation of the DOC/Department of Human Services (DHS) participation plans all references to the DHS are being removed.
2. As the agency is fully operational on the ARMER system sections that refer to the build out, project management, and timeline components of the DOC participation plan are being removed.
3. The DOC requests the addition of four channel ASR site at Minnesota Corrections Facility (MCF) Rush City to increase site coverage, add redundancy, and help alleviate the loading on the North Branch sub-system. This addition has been reviewed and approved by MnDOT.
4. The DOC requests the addition of bi-directional amplifiers (BDA) at the MCF-Oak Park Heights, MCF-Red Wing, MCF-Togo, and Willow River Challenge Incarceration Program (CIP) site. These BDAs are used exclusively indoors to augment existing coverage, have been registered with the Federal Communications Commission (FCC), and have been tested to ensure they create no external interference.

3.0 Technical Design

This section identifies the major technical elements of the DOC ARMER Participation Plan. This plan presents information related to the system infrastructure architecture, transmitter /dispatch sites, connectivity plan, and frequency plan. There is also information related to the talk group plan and subscriber equipment allocations.

3.1 Infrastructure/System Architecture

This plan section describes the system level requirements and topology of the DOC radio system for each site and their enhancement to the ARMER backbone. Each facility has a different number of users, different operational procedures /call volumes, and different ARMER backbone coverage characteristics. Therefore, the same migration approach is not applicable uniformly across all facilities. This plan proposes that a mixed approach be used for meeting the coverage and capacity needs of the 10 DOC facilities. Nine sites have installed four channel (one control, three operational) Intelligent Site Repeater (ISR) sites that tie into the ARMER backbone. Three sites will operate off existing ARMER sites utilizing only subscriber equipment and having no console equipment.

The original DOC Local Enhancement Study detailed the ARMER radio system coverage predictions for each facility. Computer modeling coverage studies were done using 40 DBU and 70 DBU coverage contours to model the predicted outdoor portable radio coverage. The predicted coverage inside buildings with heavy industrial style construction. Erlang C Calculations were also performed to estimate the radio system loading that would occur by adding the institutions current average radio traffic onto existing ARMER radio sites. The original participation plan is included for reference (Appendix C).

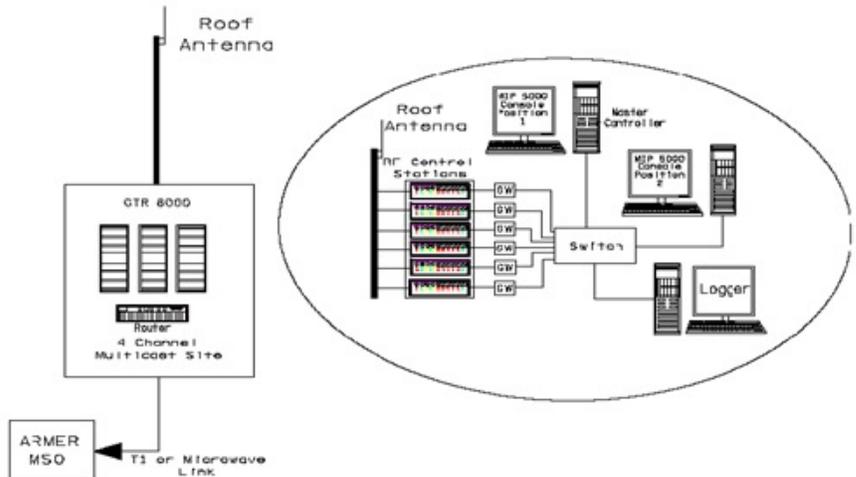
Three DOC sites comprised of one DOC facility, one satellite campus, and the central administration office (comprised of several work units and special operations groups) will operate directly off of the ARMER system backbone. These sites and work units are comprised completely of subscriber unit radios and do not utilize any consoles or require any connection to the ARMER MSO. The sites and work units are:

- MCF-Togo
- Willow River CIP (satellite campus of Moose Lake)
- Central Office
 - Special Investigations/ Fugitive Unit
 - Transportation
 - Emergency Operation Center (EOC)/ Emergency Response Team (ERT)
 - Hospital

Seven of the DOC facilities will utilize two MIP 5000 consoles and eight RF control stations connected to a local antenna on the site. In addition there is a four channel multicast site (Motorola GTR 8000) with a connection to the ARMER MSO. Those facilities are:

- MCF- Lino Lakes
- MCF- Moose Lake
- MCF- Red Wing
- MCF- Rush City
- MCF- Saint Cloud
- MCF- Shakopee
- MCF- Stillwater

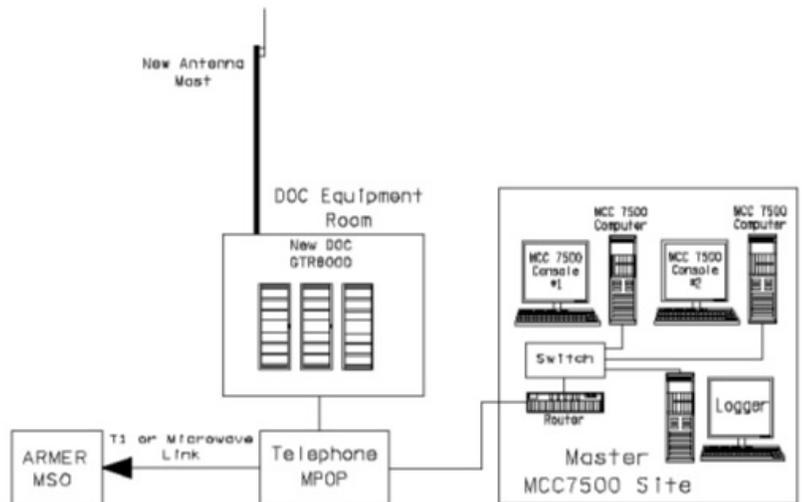
A diagram of the system layout is shown to the right.



Two of the DOC facilities will utilize two MCC7500 consoles connected to a four channel multicast site (Motorola GTR 8000) with a connection to the ARMER MSO. Those facilities are:

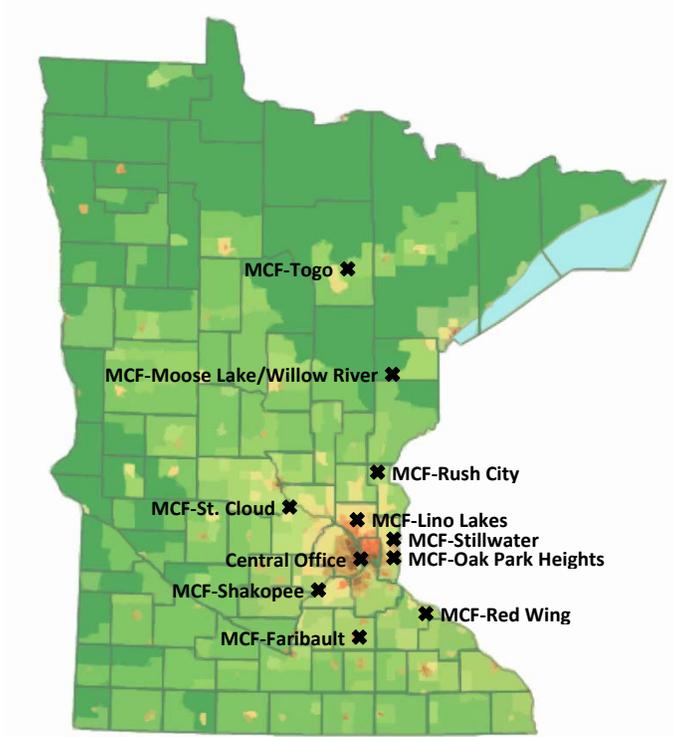
- MCF - Faribault
- MCF - Oak Park Heights

A diagram of the system layout is shown to the right



3.2 Site Data

The map below shows the location of the ten DOC facility sites and Central Office. The chart below shows detailed information about each site, the address and GPS coordinates, radio call sign, site equipment and frequency plan.



DOC Sites	Coordinates	Base Equipment	Console Equipment	Radio Count	Calls Per Hour	Call Sign	Freq. MHz
Faribault	1101 Linden Lane Faribault, MN 55021 44-17-4.41, -93-15-12.47	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MCC 7500 consoles	453	66	WQNH985	856.2375 856.9375 858.4375 859.9375
Lino Lakes	7525 Fourth Avenue Lino Lakes, MN 55014 45-10-45.7, -93-7-28.84	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	254	54	WQNY580	851.7250 851.9000 852.9250 853.4250
Moose Lake/ Willow River	1000 Lake Shore Drive Moose Lake, MN 55767 46-26-11.14, -92-45-42.41	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	303	61	WQNT349	855.9625 856.2375 856.7625 857.7125 857.9875 859.7625
	86032 Co Hwy 61, Willow River, MN 55795 46-21-12.82, -92-50-1.98	None	Motorola XTL 2500 Mobile	50	17	N/A	N/A
Oak Park Heights	5329 Osgood Ave North Stillwater, MN 55082 45-1-27.19, -92-48-13.44	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MCC 7500 consoles	217	38	KNBP740	855.9875 856.4875 858.4875 859.0375
Red Wing	1079 Highway 292 Red Wing, MN 55066 44-33-41.03, -92-29-49.30	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	160	59	WQNH985	854.9625 857.7625 858.7625 859.4375
Rush City	7600 525th St. Rush City, MN 55069 45-42-29.64, -92-56-46.88	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	266	45	WQNY580	854.5375 854.7375 857.6875 858.6875

St. Cloud	2305 Minnesota Blvd S.E. St. Cloud, MN 56304 45-32-30.71, -94-7-9.88	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	275	51	WQNH985	856.2375 857.2375 858.7375 859.4375
Shakopee	1010 West Sixth Ave Shakopee, MN 55379 44-47-24.52, -93-32-14.65	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	117	45	WQOE324	854.9625 856.7375 857.4375 859.2125
Stillwater	970 Picket Street Bayport, MN 55003 45-1-39.95, -92-47-12.30	Four channel multicast trunking site (Motorola GTR 8000)	Motorola MIP 5000 consoles, Eight RF Control Stations	381	80	KNBP740	854.9875 856.2125 857.2125 859.4875
Togo	62741 Co. Rd 551 Togo, MN 55723 47-47-4.82, -93-14-18.67	None	Motorola XTL 2500 Mobile	50	25	N/A	N/A
Transportation	1450 Energy Park Drive St. Paul, MN 55108 44-58-16.03, -93-9-38.64	None	N/A	15	1.2	N/A	N/A
EOC/ ERT	1450 Energy Park Drive St. Paul, MN 55108 44-58-16.03, -93-9-38.64	None	N/A	80	Emergency only	N/A	N/A
Special Investigations/ Fugitive	1450 Energy Park Drive St. Paul, MN 55108 44-58-16.03, -93-9-38.64	None	N/A	32	8	N/A	N/A
Hospital Unit	1450 Energy Park Drive St. Paul, MN 55108 44-58-16.03, -93-9-38.64	None	N/A	18	0.6	N/A	N/A

3.3 Channel Additions/Erlang Calculations

Erlang calculations were done for all DOC sites using the Erlang C model. Erlang C is a traffic modeling formula that is typically used in call center scheduling to calculate delays or predict waiting times for callers. It can also calculate the resources that will be needed to limit busies or wait times on trunked radio systems. For the DOC sites, the Erlang C model was used to calculate the number of channels that would be needed for a given call volume. Calculations were based on average call duration of 10 seconds with an average delay of less than 1 second.

The chart below shows a range of calls per hour on the left with the corresponding number of required channels on the right in red. The DOC ISR sites will have four channels, giving them an estimated capacity of 400 calls per hour. With one channel operating as a control channel, there will be three operating channels.

Erlang Calculations (increments of 100 calls per hour)			
Calls per hour	Call duration	Average delay	Channels required
100	10	1	2
200	10	1	2
300	10	1	3
400	10	1	3
500	10	1	4
600	10	1	4
700	10	1	4
800	10	1	5
900	10	1	5
1000	10	1	5
1100	10	1	6
1200	10	1	6
1300	10	1	6
1400	10	1	7
1500	10	1	7

4.0 Subscriber Equipment

4.1 Subscriber Radios

The DOC has purchased mobile and portable radio equipment approved for operation on the ARMER system. The subscriber loading is shown in the chart below with a radio count for each DOC site:

DOC Site	Control Stations	Portables	Mobiles	Total
Faribault	4	453	6	463
Lino Lakes	8	254	9	271
Moose Lake/ Willow River	8	353	7	368
Oak Park Heights	4	217	5	221
Red Wing	8	160	13	181
Rush City	8	266	6	280
St. Cloud	8	275	7	290
Shakopee	8	117	4	129
Stillwater	8	381	4	393
Togo	0	50	4	54
Transportation	0	15	10	25
EOC/ ERT	0	80	4	84
Special Investigations	0	32	14	46
Hospital Unit	0	18	0	18
Totals	64	2671	93	2823

The number of system IDs currently assigned to the DOC ARMER is 3,186. The number of radios currently active on ARMER is 2,751. The number of system IDs assigned to the DOC is sufficient to allow for growth within their fleet for the foreseeable future.

4.2 Fleet Map

The DOC follows a standard template for assigning and using talkgroups across the agency. Each facility is assigned a main and maintenance talk group. Four additional facility talk groups are assigned as needed for specific security operational needs. An emergency talk group and multi-group is identified for each facility site. The DOC currently has a total of 100 talkgroups approved for operation on the system. 89 of these talk groups are assigned for local or regional use, and 11 are approved for statewide use. Appendix A includes a spreadsheet with the current DOC Fleet map plan.

5.0 Communication Centers

5.1 DOC Console Equipment and Configuration

DOC locations with console equipment will operate with two operator positions. The following facilities will use Motorola MIP 5000 along with eight RF control stations for console equipment:

- MCF- Lino Lakes
- MCF- Moose Lake
- MCF- Red Wing
- MCF- Rush City
- MCF- Saint Cloud
- MCF- Shakopee
- MCF- Stillwater

The following facilities will use Motorola MCC 7500 consoles:

- MCF- Faribault
- MCF - Oak Park Heights

5.2 DOC Audio Logging

The DOC has digital logging equipment located in Zones 1 and 3 to record voice communications for facilities in those zones. The DOC has cooperative logging agreements in place for digital logging in Zones 4 and 5. No additional MSO interface is needed to support audio logging.

5.3 ATIA Data Requirement

The DOC does not require use of the ATIA data stream for audio logging, or for interface with third party monitoring or reporting systems.

5.4 Contingency/Back-up Communications Plan

It is understood by the agency that the institutions with MIP 5000 stations will have some limitation on console control functions such as console priority, radio disable, call alert, private call and emergency call. The MCC 7500 consoles will provide these functions from the MCF-Faribault and MCF-Oak Park Heights when needed by those facilities that are operating on MIP 5000 consoles. The MCC 7500 consoles at the MCF-Faribault and MCF-Oak Park Heights serve to provide redundancy for the DOC. These sites will also have four RF control stations to act as back-up in the event that the connection to the MSO is lost.

All sites with fixed station equipment will operate with UPS and emergency generator power back-up. If connectivity is lost to the MSO, it is intended that the local site will operate in Site Trunking mode. If the local resources are off the air, the facility would roam to the wide area system, if coverage is available, or would operate in radio-to-radio mode of operation.

5.5 Connectivity to the ARMER Backbone

The DOC sites requiring connection to the ARMER MSO accomplish this via T1 telephone company leased line or microwave (see DOC T1 Connectivity Plan in Appendix B). Detailed design planning is now in process. It is the intent of the DOC to provide for dual path connectivity to the MSO for those sites that operate MCC 7500 console equipment.

5.6 Alarming & Monitoring

The new four channel sites added by the DOC will be connected to the ARMER backbone and be incorporated into the MnDOT wide area monitoring network. No additional site specific alarming or monitoring is needed at this time. There is no additional microwave loading anticipated to the ARMER backbone to accommodate site specific alarms.

5.7 Interoperability

The majority of the DOC users have limited interaction with users outside their facility or work unit. The ARMER backbone and DOC site additions will provide the primary day-to-day interoperability needs of users for on-site and site-to-site communications. There are limited events that require interoperability with local law enforcement, fire, emergency medical and other local resources. This interoperability is intended to rely on the 800MHz system where local users have migrated to the ARMER system. The DOC has a state certified COML on staff to assist and coordinate interoperable communications when incident scale or complexity requires.

5.8 System Administration/Management Plan

The DOC has two network administration terminals to provide for agency-wide system configuration, monitoring and support.

A network management terminal is located at the MCF-Faribault and MCF-Oak Park Heights sites. Agency staff has been trained to provide for network management and system administration. The DOC currently has staff to support internal needs for system programming and administration.

The DOC will continue to make use of approved local radio shop support as needed for specialized installation and repair services. The DOC will also continue to request high level design, programming, licensing, and project management support from the MnDOT Office of Electronic Communications as needed.

6.0 Training and Maintenance

6.1 Training Plan

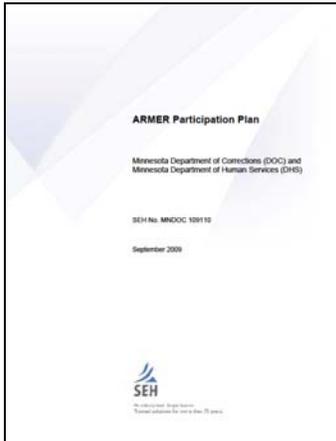
The DOC recognizes the importance of a robust training program as a key element of its successful operation on the ARMER system. The DOC training plan consists of initial classroom training on radio procedures and operations along with a yearly refresher course. The personnel that staff the dispatch consoles receive initial specialized console training with yearly refreshers. Training records are maintained in the DOC's training management system.

6.2 Maintenance Plan/Spare Parts

The DOC's current maintenance plan includes regular accounting, testing, and preventative maintenance of all radios. A modest supply of spare parts, both infrastructure and subscriber unit, are kept on hand.

- **Handheld (portable) radios.** Handheld radios will be tested on a regular basis through radio checks. Preventative maintenance checks are performed on an annual basis. Portable radios are aligned to manufacturer specs as needed by DOC staff. Code plug reprogramming is done as needed by DOC staff. In addition to the yearly maintenance and radio checks, each DOC facility radio supervisor checks all portable radios quarterly and keeps an inventory of spare parts and batteries on hand.
- **Mobile Radios.** Mobile radios are tested on a regular basis through radio checks. Preventative maintenance checks are performed on an annual basis. Mobile radios are aligned to manufacturer specs as needed by DOC staff. Code plug reprogramming is done as needed by DOC staff. In addition to the yearly maintenance and radio checks, each DOC facility radio supervisor checks all mobile radios quarterly and keeps an inventory of spare parts on hand.
- **Consoles and Control Stations.** Consoles and control stations are serviced once per year by an approved ARMER service shop that performs full annual equipment inspection. Control station code plug reprogramming is done as needed by DOC staff.
- **Repeaters and Other Infrastructure.** Current maintenance practice uses the same approved ARMER service shop servicing the consoles to service the repeaters and other infrastructure equipment and perform annual equipment inspections.

Appendix C
DOC Original Participation Plan



Double click on Participation Plan icon to view full document.

Appendix D
DOC Participation Plan Amendment



Double click on Plan Amendment icon to view full document.

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Standards	Status: Complete
State Standard Number	3.17.0	
Standard Title	Criteria for State Certification as a Communications Unit Leader Type III	
Date Established	04/30/2009	SRB Approval: 7/23/2009
Replaces Document Dated	7/21/2009	
Date Revised	12/09/2014	

1. Purpose or Objective

The purpose of this standard is to establish protocols and procedures to be used for certification and recertification of Communications Unit Leaders (COMLs) Type III in the state of Minnesota.

2. Background

During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC), in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC) and practitioners from across the country developed performance and training standards for the All Hazards Type III COML, formulating a curriculum and comprehensive All-Hazards Type III COML Course.

COML 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.

As representatives of the Minnesota Public Safety community complete COML training, the Federal Government has left it up to each state to determine how the COML will be certified. This standard will lay out the certification process for Minnesota.

3. Recommended Procedure

The following procedure shall be followed for initial certification as a Communications Unit Leader Type III (COML):

- Attend and successfully complete a three-day COML training session taught by a certified COML instructor.

- Complete the COML Task Book by demonstrating satisfactory performance of each of the 26 tasks, witnessed by a qualified evaluator or evaluators within three years of COML Training. It is acceptable to use an incident that occurred up to three years prior to the COML training. (See attachment “A,” Evaluation Form)
- Participate as the COML in at least one National Incident Management System (NIMS) Type III training drill, functional exercise, full-scale exercise, incident, or preplanned event. Provide a copy of one of the following: Incident Action Plan (IAP), Incident Communications Plan (ICP), or After Action Report (AAR).
- Obtain the Final Evaluator’s Verification from one of the following: A NIMS trained COML, a designated agency head, or an incident commander. (See attachment “D,” Verification/Certification of Completed Task Book form.)
- Obtain Agency Certification from the designated agency head currently employing or sponsoring the candidate, indicating the candidate has met all qualifications for COML certification. (See attachment “C,” Agency Certification Form.)

For other than full-time, paid employees, candidates may only act in the role of a COML when deployed and authorized by the sponsoring agency.

- Submit the signed off Task Book, NIMS course certificates (a printout from the HSEM training repository will suffice), and copies of relevant IAP’s, ICP’s, and AAR’s to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB RTOC (Radio Technical Operations Committee) for approval.
- The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board/Emergency Communications Board (ESB/ECB) or the MESB RTOC, presenting the COML candidate’s credentials to request a resolution that the COML candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment “B,” check-off template.)
- The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the COML. This will serve as State Certification of the COML and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost a copy will be deemed the original and marked as such.)
- Prior to certification, the Tactical Interoperability Communications Plan (TICP) should designate COML in Training by using COML-(T).

RECERTIFICATION

Recertification will be accomplished by participation in a NIMS Type III training drill, functional exercise, full scale exercise, incident or pre planned event at least once every three years to keep the COML qualifications and skills up-to-date.

Submission of Attachment E, along with a dated ICS 205, IAP, or AAR showing involvement as a COML during an event will recertify the participant for three years from their original certification date.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the COML certification and recertification process in Minnesota.

All certifications will be recorded and kept on file by ECN's Standards & Training Coordinator. A list of certified COMLs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

This form must be filled out by evaluators, when sign offs are done for COML Task book

Evaluation # 1 - ?? (write over)	Name of Evaluator:	Title:	Agency:	
Evaluator's Address				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident	Management Level or Complexity Level
<p align="center">Name of Trainee _____</p> <p> <input type="checkbox"/> The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. </p> <p> <input type="checkbox"/> I recommend the following for further development of this trainee. </p> <p> <input 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 & knowledge and skills needed) prior to additional assignment(s) as a trainee. </p> <p> Recommendations: _____ </p> <p> Date: _____ Evaluator's initials: _____ </p> <p> Evaluator's relevant agency certification` rating: _____ </p>				

**VERIFICATION / CERTIFICATION OF
COMPLETED TASK BOOK
FOR THE POSTION OF TYPE III COML (All Hazards)**

Agency Certification

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

Certifying Official's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____

Pre Qualifications for COML 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

**TO BE ATTACHED TO COMPLETED TYPE III COML (ALL HAZARDS) TASK
BOOK**

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION OF TYPE III COML (All Hazards)

Final Evaluator's Verification

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____ has performed as a trainee and should therefore be considered for certification in this position

Final Evaluators Signature _____ Date _____

Printed Name _____ Agency _____

Final Evaluators Highest NIMS Qualification _____

Phone Number _____ email address _____

Compiled training information:

Number and Type of Resources: _____
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: _____
Enter the inclusive dated during which the trainee was evaluated.

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

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

Evaluator's initials: _____
Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed Type III COML (All Hazards) Task Book

**RECERTIFICATION VERIFICATION
FOR THE POSTION OF COML**

Agency Certification

I certify that _____ is currently employed or sponsored by my agency and is authorized to perform COML duties.

Certifying Official's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____



Candidate's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____

Email Address _____

TO BE SUBMITTED WITH APPROPRIATE RECERTIFICATION PAPERWORK

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Standards	Status: Complete
State Standard Number	3.17.3	
Standard Title	Criteria for State Certification as a Communications Technician	
Date Established	8/22/2011	SRB Approval: 11/17/2011
Replaces Document Dated	11/17/2011	
Date Revised	12/09/2014	

1. Purpose or Objective

The purpose of this standard is to establish protocols and procedures to be used for certification and recertification of Communications Technicians (COMTs) in the state of Minnesota.

2. Background

During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations.

To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC), in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all-hazards COMT. The same group also formulated a curriculum and comprehensive All-Hazards COMT course.

COMT responsibilities include assisting COMTs to develop plans for the effective use of incident communications equipment and facilities, providing and tracking communications equipment distribution to incident personnel, and training incident personnel on the operation of communications equipment.

As representatives of the Minnesota public safety community complete their COMT training, the federal government has left it up to each state to determine how the COMT will be certified. This standard will lay out the certification process for Minnesota.

3. Recommended Procedure

The following procedure shall be followed for initial certification as a COMT:

- Attend and successfully complete a five day All-Hazards COMT training session taught by a certified COMT instructor.

- Complete the COMT Task Book by demonstrating satisfactory performance of each of the 17 tasks, as witnessed by qualified evaluator(s) within three years of COMT training. It is acceptable to use an incident that occurred up to three years prior to the COMT training. (See attachment “A,” Evaluation Form.)
- Participate as the COMT in at least one National Incident Management System (NIMS) Type III training drill, functional exercise, full-scale exercise, incident or preplanned event. Provide a copy of one of the following: Incident Action Plan (IAP), Incident Communications Plan (ICP), or After Action Report (AAR).
- Obtain the “Final Evaluator’s Verification” from one of the following: A NIMS trained COMT, a Designated Agency Head, or an incident commander. (See attachment “D,” Verification/Certification of Completed Task Book form.)
- Obtain Agency Certification from the designated agency head currently employing or sponsoring the candidate, indicating that the candidate has met all qualifications for COMT certification. (See attachment “C,” Agency Certification Form.)

For other than full-time, paid employees, candidates may only act in the role of a COMT when deployed and authorized by the sponsoring agency.

- Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
- The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the COMT candidate’s credentials to request a resolution that the COMT candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment “B,” check-off template.)
- The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the COMT. This will serve as State Certification of the COMT and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

- Prior to certification, the Tactical Interoperability Communications Plan (TICP) should designate COMT in Training by using COMT-(T).

RECERTIFICATION

Submission of Attachment E, along with a dated ICS 205 or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a COMT during an event will be sufficient for recertification.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the COMT certification and recertification process in Minnesota.

All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of certified COMTs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

This form must be filled out by evaluators, when sign-offs are done for COMT Task book

Evaluation # 1 - ?? (write over)	Name of Evaluator:	Title:	Agency:	
Evaluator's Address				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident	Management Level or Complexity Level
<p align="center">Name of Trainee _____</p> <p> <input type="checkbox"/> The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. <input type="checkbox"/> I recommend the following for further development of this trainee. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> 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. </p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification` rating: _____</p>				

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

Agency Certification

I certify that _____ has met all requirements for qualifications as a Minnesota COMT.

Certifying Official's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____

Pre-Qualifications for COMT 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, and ICS-200

TO BE ATTACHED TO COMPLETED COMT (ALL HAZARDS) TASK BOOK

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

Final Evaluator's Verification

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____ has performed as a trainee and should therefore be considered for certification in this position

Final Evaluators Signature _____ Date _____

Printed Name _____ Agency _____

Final Evaluators Highest NIMS Qualification _____

Phone Number _____ email address _____

Compiled training information:

Number and Type of Resources: _____
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: _____
Enter the inclusive dated during which the trainee was evaluated.

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

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

Evaluator's initials: _____
Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed COMT (All Hazards) Task Book

**RECERTIFICATION VERIFICATION
FOR THE POSTION OF COMT**

Agency Certification

I certify that _____ is currently employed or sponsored by my agency and is authorized to perform COMT duties.

Certifying Official's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____



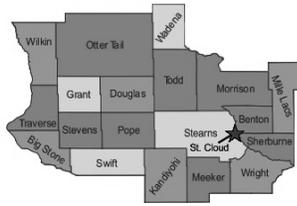
Candidate's Signature _____ Date _____

Printed Name _____ Agency _____

Title _____ Phone Number _____

Email Address _____

TO BE SUBMITTED WITH APPROPRIATE RECERTIFICATION PAPERWORK



CENTRAL MINNESOTA REGIONAL RADIO BOARD
FINANCE (320) 255 - 7208
FAX (320) 255 - 7297

MEMORANDUM

To: Joe Glaccum, OTC Chair

From: Troy Langlie, O&O Chair

Subject: Changes to Otter Tail County and Todd County Participation Plans

Date: December 19, 2014

The Central Minnesota Region is submitting participation plans from Otter Tail and Todd Counties. We are seeking approval from the Operations & Technical Committee and SECB for these plans. These plans have been approved on behalf of the CM ESB by the O&O on Thursday, December 18th, 2014.

If you have any questions or concerns regarding the plans please direct them to myself for discussion with the Owners and Operators Committee.

Troy Langlie, O&O Chair
218-685-8280
troy.langlie@co.grant.mn.us



OTTER TAIL COUNTY
SHERIFF
Brian I. Schlueter

417 South Court Street
Fergus Falls, MN 56537
Phone: 218-998-8555
Fax: 218-998-8557
ORI: MN0560000

email: sheriff@co.otter-tail.mn.us

Dec 12, 2014

Dear Chairman Troy Langlie,

Otter Tail County is requesting a modification in the participation plan that would allow Otter Tail County to add a 5 Channel ASR Site to the roof of the Otter tail County Courthouse located in Fergus Falls.

Otter Tail County is currently experiencing radio coverage issues within the city of Fergus Falls. There are several areas of no radio communication. These areas include portions of the courthouse, Lake Region Hospital, Fergus Falls Public Schools and several commercial buildings to include Target and Wal-Mart.

In looking at options to increase radio coverage, the 5-Channel ASR site was found to be the best option.

The added site would connect to the ARMER backbone via dual T-1 lines from our data room at the Fergus Falls Courthouse to the Fergus Falls ASR site.

To maximize coverage within the ARMER system, an additional site at the courthouse is necessary. Other options have been explored and found to be a "Band-Aid" fix.

Thank you for your consideration in amending the participation plan to include the additional 5-Channel ASR site at the Otter Tail County Courthouse in Fergus Falls.

Sincerely,

Barry Fitzgibbons
Otter Tail County Sheriff's Office



TODD COUNTY SHERIFF'S OFFICE

115 Third Street South
Long Prairie, MN 56347

Don Asmus, Sheriff

(320) 732-2157 Phone
(320) 732-3867 Fax
1-800-794-5733
(Within Todd County)

12-10-2014

Re: Todd County Participation Plan Update

Todd County would like to upgrade its PSAP Moducom consoles to MCC7500 consoles. This upgrade would include three MCC7500s operating positions and one MCC7500 patching position, and three CCGW cards with eight ports each for a total of 24 ports. The MCC7500 connectivity would use microwave from PSAP to the Long Prairie MnDot zone 4 site 13 tower. Request has been sent to Minnesota Department of Transportation Office of Electronic Communications to hang microwave equipment off MnDot tower.

We will continue to log our own local traffic the same way we do now through the control stations radios, a server-based recording system. These control stations will continue to serve as our backup if we were to lose connectivity to the system.

A timeline for the completion/implementation is currently scheduled for March 2015, as set out by Motorola and Granite Electronics. If there are any other details you may need, please do not hesitate to contact us. Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads "Don Asmus".

Sheriff Don Asmus



Office of the Sheriff

Commitment to Excellence



William M. Hutton
Sheriff

Daniel Starry
Chief Deputy

December 17, 2014

MESB Technical Operations Committee

Subject: Request to allow the St. Paul Park Refinery Company to become a non-governmental user of ARMER.

There is a need for public safety users in Washington County to be able to communicate with St. Paul Park Refinery Company Emergency Response personnel during times of fires, spills, accidents or other emergency situations at the refinery. Allowing St. Paul Park Refinery Company emergency response personnel access to ARMER will facilitate a coordinated response to emergency situations at their facility.

The St. Paul Park Fire Department is the first responding fire department if an emergency situation arises at the refinery. The refinery has an Emergency Operation Center and emergency responders on the grounds and the radios would be used for communication between the St. Paul Park Fire Department Incident Commanders and the St. Paul Park Refinery Company emergency responders. Communication with St. Paul Park Refinery Company Emergency Response Personnel and their Emergency Operation Center is vital during emergency operations at the refinery.

St. Paul Park Refinery Company will enter into a user agreement with the Washington County Public Safety Radio System and up to 20 radios will be programmed and maintained by Washington County. The radios will only be used for interoperability in emergency or training situations and will not be used for day to day operations at the refinery.

The St. Paul Park Refinery Company personnel will be trained following guidelines established in ARMER Standard 1.11.3, Training Radio Telecommunicators.

Thank you for your consideration on this matter.

A handwritten signature in blue ink that reads "Dean Tilley".

Dean Tilley
Radio System Manager
Washington County Public Safety Radio System



Communications System Subscriber Agreement

**Between Washington County and St. Paul Park Refinery Company:
Use of the Region wide Public Safety Radio Communications System,**

Washington County Sheriff's Office
15015 62nd Street North, P.O. Box 3801
Stillwater Minnesota 55082

Region wide Public Safety Radio Communications System

THIS AGREEMENT made and entered into by and between the COUNTY OF WASHINGTON, a body politic and corporate, under the laws of the STATE OF MINNESOTA, hereinafter referred to as the "COUNTY" and the:

St. Paul Park Refinery Company
301 St. Paul Park Rd.
St. Paul Park, MN 55071

acting by and through its duly authorized officers, hereinafter referred to as the "USER".

WITNESSETH:

WHEREAS, the COUNTY established Administrative Policy #1036 to operate and maintain a county sub-network of the Region wide Public Safety Radio Communication System, hereinafter referred to as "System"; and

WHEREAS, the COUNTY has provided for the capability of Cities, Agencies, Districts and Other Authorized Users within the County to have access to the System; and

WHEREAS, the COUNTY bears primary responsibility for the health, security and integrity of the System and other communications systems; and

WHEREAS, the USER has elected to participate as a subscriber with end user radios operating on the System.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY and the USER agree as follows:

1. PURPOSE AND INTRODUCTION

The purpose of this Agreement is to define the rights and obligations of the COUNTY and the USER with respect to the cooperative and coordinated purchase, lease, maintenance, technical and administrative support and use of portable, mobile, desktop and other end user radios by the USER on the COUNTY's System.

The System is a multi-site general purpose wireless communications system designed to provide, among other things, 95% area coverage reliability for portable radio operation above ground level in light to medium buildings throughout most of the County. Other USER benefits and services include, access to a wide area nine county region wide public safety radio communications system, multiple system redundancies with backup power, a wide range of talk groups, electronic identification of all radios on all transmissions, encryption availability, system security, radio interoperability, 24 hour a day system monitoring and repair response, access to a pool of special event radios and USER radio training.

2. DUTIES AND RESPONSIBILITIES OF USER

2.1 Conformance to Minnesota Department of Public Safety's Emergency Communication Networks (ECN), Metropolitan Emergency Services Board (MESB) and COUNTY Standards

USER agrees to be aware of and conform to all applicable standards, policies, procedures and protocols established or amended by the ECN, MESB and COUNTY related to use of the System including but not limited to radio user training requirements, radio operating guidelines, audit, monitoring and compliance.

The USER agrees to use the radios for interoperability with public safety personnel during emergencies, training or other situations where interoperability is required. **The radios may not be used for day to day operations of the refinery.**

2.2 Conformance to Federal Laws and Regulations

USER agrees to be aware of and conform to all applicable Federal Rules, Regulation and Laws pertaining to use of the System including but not limited to the Communications Act of 1934 as Amended and Part 90 of the Federal Communications Commission Rules and Regulations.

2.3 Response to Improper Use

In the event COUNTY informs USER that statistical analysis of System usage or other information indicates that USER personnel may have inappropriately used the System, or may have violated standards, policies, procedures, rules, regulations or laws regarding proper operation of the System, or may have violated the provisions of this Agreement, USER agrees to take immediate and appropriate investigative and corrective action to stop the violation and eliminate any reoccurrence.

2.4 Subscriber Support Fees

USER agrees to pay COUNTY all Subscriber Support Fees assessed to USER by COUNTY. Subscriber Support Fees will be \$400.08 per radio. The Subscriber Support Fees are subject to annual adjustment. The COUNTY shall provide USER notice of any proposed annual change to the Subscriber Support Fee by May 1st of each year. The COUNTY will notify the USER of the actual Subscriber Support Fee by September 1st of each year.

2.5 Pass Through Metropolitan Emergency Services Board User Fees

In addition to the cost assessed under Section 2.4 of this agreement, the USER agrees to pay to COUNTY all user fees attributable to USER assessed to the COUNTY by the MESB, or its successor entity if applicable, and passed through by COUNTY to USER

2.6 Invoicing and Payment Terms

COUNTY will invoice USER monthly, or at other intervals as determined by COUNTY, for all fees specified herein. All fees specified in this Agreement will commence as follows: For radios activated on or before the 15th of the month, USER will be charged for the entire month. For radios activated after the 15th of the month, the fees will commence on the first day of the following month. Payment of all fees herein shall be made directly to the COUNTY within thirty (30) days from receipt of the invoice.

2.7 Provisional Use of USER Purchased and Owned Radios and Radio Software

USER may utilize radios purchased and owned by USER on the System provided that such radios and radio operating software versions are specifically certified for use on the System by the MESB and the COUNTY. The USER shall not access or use the system with non-certified radios or radios operating with non-certified software versions.

2.8 De-certification and Disposition of Obsolete Radios

The ECN, MESB and/or COUNTY may de-certify radios and/or radio operating software versions which become obsolete for reasons including but not limited to: become unsafe to use, impair System performance, are no longer supported by the radio Manufacturer, are no longer supported by the COUNTY, exhibit substantial defects, exhibit performance deficiencies, impair implementation of System upgrades, become unreliable, become economically unfeasible to maintain, etc. Except in those cases affecting safety or performance impacts to the System, COUNTY will make reasonable efforts to avoid de-certification of radios used by the USER and to provide USER with at least one (1) year of advance notice prior to the effective date of radio or software version de-certification. De-certified radios or radios operating with de-certified software versions will not be allowed to access or use the System.

2.9 Limitation of Radio Programming, Radio Code Plug Programming Files and System Key File
Regardless of ownership, all radios on the System shall be programmed by the COUNTY or with permission from the COUNTY and the COUNTY shall retain an archived electronic copy of all radio code plug programming files and encryption keys files installed in all USER radios covered under this Agreement. The configuration of all radio code plug programming files and radio templates shall be subject to approval by the COUNTY before the radios will be activated on the System. All radio code plug programming files, system key files and encryption key files are the sole property of the COUNTY, and contain information that is **classified as security information and non-public government data**. Unless specifically authorized by the COUNTY in writing, USER may not directly or indirectly, permit any third party to: view, read, print, extract, copy, archive, edit, create, clone, transfer, tamper with or otherwise compromise the security of any radio code plug programming file, system key file or encryption key file for any radio on the System. If USER learns that any party has improperly or fraudulently obtained radio code plug programming file information, system key file or encryption key file, USER will immediately notify COUNTY of such an event.

Maintenance and programming of radios other than Motorola radios will be the responsibility of the USER except for fleet map and code plug development, which will be the responsibility of the County.

2.10 Risk of Loss for Lost, Stolen or Destroyed Radios

USER assumes full risk of loss for COUNTY provided radios assigned to USER including but not limited to special event and repair loaner radios temporarily assigned to USER, which are lost, stolen, physically un-repairable or destroyed for any reason except damage which occurs while the radios are in the possession of COUNTY. USER will be invoiced, and agrees to pay for the replacement of any lost, stolen or destroyed radios.

2.11 Notification to COUNTY of Lost or Stolen Radios

USER agrees to immediately notify COUNTY of any missing, lost or stolen radios so the radio can be immediately deactivated on the system.

3. DUTIES AND RESPONSIBILITIES OF COUNTY

3.1 Furnishing of End User Radios

COUNTY will assist USER in selecting and ordering radios that are purchased directly by USER for use on the System.

Each USER will assume responsibility for the cost of the purchase or lease of mobile, portable, and control station radios utilized by its organization and staff. Each USER will assume responsibility for annual maintenance of mobile, portable, and control station radios.

Equipment purchased by USER must be compatible with the 800 MHz radio system infrastructure as approved by the COUNTY 800 MHz radio system manager.

3.2 Radio Maintenance and Repair Services

COUNTY will negotiate and administer a maintenance service agreement with a qualified service provider for the infrastructure equipment. COUNTY will also negotiate a maintenance service agreement for the maintenance and repair of its mobile, portable, and control station radio equipment. This agreement will be extended to include local units of government using equipment made by the same manufacturer. However, pursuant to section 2.09 of this Agreement, the maintenance and programming of radios other than Motorola will be the responsibility of the USER. If a significant number USERS, lease or purchase equipment from a different manufacturer than the COUNTY selects, the COUNTY may also choose to negotiate a contract on behalf of those entities.

3.2.1 Radio Repair Fund

USERS who agree to join the Radio Repair Fund will be billed \$1.00 per month per radio until a fund balance of \$16,000.00 is reached, at that time fee collection will be discontinued. When the fund balance drops to \$5,000.00 the Radio Repair Fee will be billed again until the fund balance is back to \$16,000.00. All USERS may join the Radio Repair Fund at start of the program. After the initial start of the Radio Repair Fund, USERS that want to join the program can do so on January 1st of any year. Any USER can withdraw from the Radio Repair Fund with a 30 day written notice to the Radio System Manager. There will be no reimbursement of fees collected for the Radio Repair Fund.

The Radio Repair Fund fees will be segregated in the Radio System budget and will only be used for the repair of USER's portable, mobile and console radios. The Radio Repair funds will not be used for the replacement or purchase of batteries, shoulder microphones, antennas or any other accessory for the radios.

Any radio submitted for repair that appears to have been damaged by misuse or neglect will not be repaired using the Radio Repair fees. Any radio that cost more to repair than replace will not be repaired by the Radio Repair fund and will need to be replaced by USER. Radio repair or replacement decisions will be made with input from the USER and the Radio System Manager. Any dispute can be brought to the 800 Public Radio System Advisory Board for review.

All other terms and conditions of the Agreement unless expressly amended herein remain in full force and effect.

3.3 Repair Loaner and Special Event Radios

COUNTY will maintain a fleet of Motorola radios which will be made available to USER, generally on a first come first serve basis, for temporary assignment for special events, response to emergencies, or other similar events. USER may receive a temporary loaner radio to replace a radio taken out of service for maintenance or repair. If there are more requests for loaner radios than can be accommodated, the COUNTY will prioritize allocations and the COUNTY may require early return of repair loaner and special event radios early.

3.4 Allocation of System Resources

COUNTY will allocate to USER, on a fair and non-discriminatory basis, sufficient System resources including Talk Groups, Announcement Groups, Radio Unit IDs, Alias IDs, etc. in order to provide USER with an equivalent grade of service afforded to other comparable System users.

3.5 Monitoring of USER Talk Groups

COUNTY will periodically monitor talk groups allocated to USER for USER's internal use for system management purposes including but not limited to maintenance, troubleshooting, system performance assessments, unusual traffic patterns (sudden jump in usage), policy and procedure compliance checks, etc. COUNTY monitoring of USER's talk groups may occur at any time, for any duration, may be without notice and is subject to recording.

3.6 Radio Operator Training

COUNTY will provide USER with access to trainer instruction to be used in training USER's radio operators. Once the near term deployment is completed, USER will have sole responsibility for training new employees and for providing refresher training.

3.7 Database Administration

COUNTY will manage and administer the System database records containing the information related to inventory, configuration, programming history, software version control, radio IDs, service levels, statistical usage analysis, etc. for USER's subscriber radios used on the System.

3.8 Radio Station Licenses

COUNTY shall hold and administer all FCC licenses on behalf of all users of the System. USER shall operate as authorized mobile, portable and control station units under the COUNTY's FCC radio station licenses.

4. TERM AND CANCELLATION

4.1 Term of Agreement

This Agreement shall be for an initial term beginning on the date executed by the COUNTY and continuing through December 31, 2015. After the initial term and any subsequent extensions thereto, this Agreement will automatically extend for additional one (1) year terms, unless either party gives written notice of intent not to extend to the other party, said notice to be given at least one hundred twenty (120) days prior to the expiration of the then current term.

4.2 Cancellation of Agreement

This Agreement may be canceled with or without cause by either party upon one hundred eighty (180) days' written notice, provided that any such cancellation by COUNTY shall require action by the Board of Washington County Commissioners.

5. DEFAULT

5.1 If either party fails to perform any material term of this Agreement, this shall constitute a default. Unless the USER's default is excused by the COUNTY, the COUNTY may upon written notice immediately cancel this Agreement in its entirety. Unless the COUNTY's default is excused by the USER, the USER may upon thirty (30) days' written notice cancel this Agreement in its entirety.

5.2 Notwithstanding any provision of this Agreement to the contrary, the defaulting party shall not be relieved of liability to the other party for damages sustained by the non defaulting party by virtue of any breach of this Agreement by the defaulting party.

5.3 The above remedies shall be in addition to any other right or remedy available under this contract, law, statute, rule, and/or equity.

5.4 The failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

6. MISCELLANEOUS PROVISIONS

6.1 Independent Parties

It is mutually understood that this Agreement does not create an employment relationship between the parties, nor does it create a partnership or joint venture, nor does it constitute a cooperative agreement or joint powers agreement.

6.2 Liability

Each party agrees that it will be responsible for its own acts and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of the other party and the results thereof. The COUNTY's and the USER's liability is governed by the provisions of Minnesota Statutes Chapter 466,

6.3 Data Privacy

USER, its officers, agents, owners, partners, employees, volunteers or subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

6.4 Records – Availability/ Access

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the USER agrees that the COUNTY, the State Auditor, the Legislative Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the USER and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

6.5 Notices

Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the Office of the County Sheriff at the address given below. Notice to the USER shall be sent to the address stated below.

To COUNTY: Washington County Administrator
14949 62nd Street North
P.O. Box 6
Stillwater, Minnesota 55082-0006

Copy to: Radio System Manager
Washington County Sheriff's Office
15015 62nd Street North, P.O. Box 3801
Stillwater, Minnesota 55082

USER: St. Paul Park Refinery Company
301 St. Paul Park Rd.
St. Paul Park, MN 55071

USERS, having signed this contract, and the County having duly approved this contract on the _____ day of _____, _____, and pursuant to such approval, the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

WASHINGTON COUNTY

Chair Date
Board of Commissioners

Molly O'Rourke Date
County Administrator

ST. PAUL PARK REFINERY

 12-02-2014

Jeffrey Sherman Date
Facility Security Officer (FSO)



William M. Hutton
Sheriff

Daniel Starry
Chief Deputy

Commitment to Excellence

St. Paul Park Refinery Company

Whereas, the Washington County Public Safety Radio System as a Sponsoring Entity is a member of the Metropolitan Emergency Services Board.

Whereas, Northern Tier Energy will enter into a User Agreement with the Washington County Public Safety Radio System and a Sponsored Participation Plan with 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 Washington County Public Safety Radio System and submitted to the Metropolitan Emergency Services Board for approval. Now, therefore, the Washington County Sheriff's Office, as the governing body of Washington County Public Safety Radio System, approves the following Sponsored Participation Plan applicable to the use of ARMER radios by non-public safety/non-public service organizations.

Criteria 1 – Background Information

Agency requesting access
St. Paul Park Refinery Company

Reason for request /proposed uses

To facilitate interoperability communications during emergency situations at the oil refinery location between the St. Paul Park Fire Department Incident Commanders, other ARMER public safety users and the St. Paul Park Refinery Company Emergency Response Team.

The radios will not be used for day to day operations of the St. Paul Park Refinery operations.

Number of users and radios proposed, if applicable

Up to 20 radios used by St. Paul Park Refinery Company Emergency Response Team.

Deployment time requirements

The radios will only be used for interoperability communications during emergency responses and training opportunities.

Training plan

St. Paul Park Refinery Company personnel will be trained in the use of the 800 trunking radios and interoperability with Incident Commanders. The training will follow guidelines established in ARMER Standard 1.11.3-Training Radio Tele communicators.

Fleetmap

	FIRE	REG	8C	MN
1	FIRE	FIRE	FIRE	FIRE
2	SPPOPS3	SPPOPS3	8CALL90	STAC 1
3	Event 7	ME TAC 1	8TAC91	STAC 2
4	Event 8	ME TAC 2	8TAC92	STAC 3
5	Event 9	ME TAC 3	8TAC93	STAC 4
6	Event 10	ME TAC 4	8TAC94	STAC 5
7	Event 11	ME TAC 5	8CALL90D	STAC 6
8	Event 12	ME TAC 6	8TAC91D	STAC 7
9	WASH 911	ME TAC 7	8TAC92D	STAC 8
10	WASH 911	ME TAC 8	8TAC93D	STAC 9
11	WASH 911	WASH 911	8TAC94D	STAC 10
12	WASH 911	WASH 911	8SOA 1	STAC 11
13	WASH 911	WASH 911	8SOA 2	STAC 12
14	WASH 911	WASH 911	8SOA 3	FSOA 2
15	FSOA 1	FSOA 1	8SOA 4	FSOA 1
16	FD EMERG	FD EMERG	FD EMERG	FD EMERG

Criteria 2– Value of Participant Being on ARMER

Business need and justification for immediate interoperability with public safety responders.

St. Paul Park Refinery Company’s oil refinery is situated in the City of St. Paul Park. The St. Paul Park Fire Department is the initial responding fire department if there are fires, spills, accidents or other emergency situations at the refinery. St. Paul Park Refinery Company has an Emergency Operations Center in their facility that they use to coordinate responses to emergency situations at the refinery. The radio will be used by St. Paul Park Refinery Company Emergency Response Team to communicate with the emergency responders during emergency situations.

Basis and justification for the quantity of resources requested

The 20 radios will only be used by St. Paul Park Refinery Co Emergency Response Team during emergency situations and training opportunities.

Area of impact (criticality: e.g., emergency search and rescue, food, shelter, emotional, clean-up, utility service restoration)

The radios will be used to coordinate responses to emergency situations consisting of fires, spills, accidents or other emergency situations.

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)

There will be no other forms of communication used between the St. Paul Park Fire Department and St. Paul Park Refinery Co Emergency Response Team.

Level of coordination needed with other entities

The radios will be used for communication between the St. Paul Park Fire Incident Commander, other public safety responders and the St. Paul Park Refinery Company Emergency Response Team.

Risk or impact of not providing resources for your service

The coordination of emergency response personnel to emergency situations at the refinery will potentially be slower resulting in possible loss of life or property.

Risk or impact of providing fewer resources than requested

The requested number of radios will allow St. Paul Park Refinery Company's Emergency Response Team to adequately communicate with emergency responders.

Criteria 3 – Sponsorship (long-term support)

Sponsor Name

Washington County Public Safety Radio System

Sponsor's commitment:

Budget support:

None

Training support: (e.g., none, initial, initial and ongoing)

St. Paul Park Refinery Company personnel initial training will be provided by the Washington County Public Safety Radio System Manager in conjunction with the St. Paul Park Fire Department. Ongoing training will follow guidelines established in ARMER Standard 1.11.3, Training Radio Tele communicators.

Monitoring and enforcement

Usage will be monitored by Washington County Radio System Manager

Criteria 4 – Technical Consideration

Resources required (e.g., quantity of radio user or talkgroup IDs, existing talkgroups required, etc.)

The radios used by St. Paul Park Refinery Company will have St. Paul Park Fire Department tactical talkgroups, Washington County talkgroups to communicate with Dispatch, ME TAC 1-8 and STAC 1-14.

Anticipated traffic load, if applicable
Minimal

Criteria 5 – Cost/Feasibility

Long-term funding plan (e.g., technology refresh)

St. Paul Park Refinery Company will fund Washington County User Fee

Upkeep, maintenance, and programming plan

This will be provided by the Washington County Radio System Manager

Sponsor

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

Dean Tilley, Radio System Manager (Name and title)

651-430-7863 (Telephone number)

Dean.tilley@co.washington.mn.us (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 _____, 2015.

Signature: _____

Printed Name: _____

Date: _____

Approved and adopted by the Sponsored Participant on _____ of _____, 2015.

Signature: _____

Printed Name: _____

Date: _____

Chair Glaccum:

Douglas County is requesting to have the ARMER tower ring sites 'Requested' for two Douglas County talk groups, DG LAW and DG FIRE. These two talk groups are monitored by our PSAP at all times for everyday and emergent use. The tower sites that we are asking to be approved by the OTC include: Glenwood, Erdahl, Parkers Prairie, Long Prairie and West Union. Douglas County has the Hoffman and Garfield sites located in the County.

Douglas County is aware of some loading issues that are occurring on the Long Prairie site and if our additional traffic causes more issues, Douglas County will remove the 'Requested' status or consider adding capacity at Long Prairie site. This will be the case for any tower that may see some problems with loading because of Douglas County.

Douglas County's ARMER radios often affiliate to these ARMER sites as they are close to our boarder. This is not only an operational request but a safety issue for our peace officers, fire fighters and ems personnel.

Sgt Tom Egan
Communications Supervisor
ARMER System Administrator
Douglas County Sheriff's Office
216 7th Ave W
Alexandria MN 56308
Office: 320-762-8151
Cell: 320-304-9248
tome@co.douglas.mn.us

SECB STRATEGIC DIRECTION

STATEWIDE GOAL: Provide reliable interoperable communications for public safety responders, Minnesota citizens and visitors.

VISION : The safety of Minnesota's emergency responders, citizens and visitors is accomplished through state-of-the-art interoperable public safety communications systems.

MISSION: Enable emergency responders and citizens to communicate easily and respond immediately in critical emergency situations by providing reliable and robust systems for interoperable communications across counties, state, federal and tribal regions.

Goal 1: Evaluate technology to provide optimal systems to secure paramount safety solutions for Minnesota citizens, visitors and emergency responders.

ARMER

- Evaluate and implement software upgrades to ensure efficient system performance and avoid large upgrade costs at a later date
- Provide seamless interoperable communication to all 87 counties and tribal regions
- Create matching equipment grant funding to support upgrades for end-of-lifecycle equipment and software upgrades

Next Generation 9-1-1

- Implement a statewide interoperable Text-to-9-1-1 solution to meet FCC mandate by spring of 2016 and provide an alternate method for those who are deaf or hard of hearing , as well as in situations where speaking might create a dangerous situation (i.e. burglary in progress, domestic, adult/child abduction)
- Implement statewide Geographical Information Systems (GIS) database to support location-based routing of current technology devices for 9-1-1 that will enable emergency responders to locate a wireless caller with more speed and accuracy.

Integrated Public Alert and Warning System (IPAWS)

- Promote statewide deployment and adoption of IPAWS to facilitate communications to the public when the need arises. This alerting system has uses ranging from severe weather alerts to mass communications in situations requiring citizens to take protective action, such as an active shooter situation, train derailment or nuclear power plant incident

Wireless Broadband for Public Safety

- Evaluate the requirements and features of a reliable dedicated public safety broadband which would guarantee access to data in high-demand situations when commercial carriers are not available.
- Continued consultation with FirstNet regarding the Nationwide Public Safety Broadband Network
- Advise the Governor about the risks and benefits of participating in the FirstNet Nationwide Public Safety Broadband Network (NPSBN)

Values:

Fairness
Integrity
Consistency

Goal 2: Secure funding for state and local units of government to support the most efficient, reliable and cost-effective public safety communications systems.

- Raise the 9-1-1 fee from \$.78 cents to \$.95 cents, as allowed by statute, to support SECB initiatives
- Encourage regional funding prioritization
- Create on-going grant programs to support local regional priorities
- Pay off ARMER bonds early to prepare for future funding expenditures in later years
- Explore other possible funding mechanisms, i.e. other technologies that can initiate a 9-1-1 request for assistance and does not currently collect 9-1-1 fees

Goal 3: Educate decision makers about the criticality of public safety communications systems and changes necessitated by consumers' changing technology behaviors. Train system users to ensure first-rate performance on new and infrequently used technologies.

- Conduct annual training for elected officials at pertinent conferences and quarterly meetings
- Foster a core group of legislators to champion public safety communication initiatives
- Provide quarterly updates via newsletters and email distribution lists
- Update training materials on our online training website annually
- Provide grant funding opportunities to local units of government and public safety entities to promote on-going training and exercises

January 16, 2015

Good Afternoon,

With the success of ARMER, more organizations are approaching the Statewide Emergency Communication Board (SECB) and Regional Emergency Communication Boards (ECBs) to utilize the system when assisting in emergency public safety incidents.

Standard 1.10.2, Requesting Participation by Non-Public Safety/Non-Public Service Organizations, was passed by the SECB on August 27, 2014, and requires that any non-public safety/non-public service organization requesting to use the ARMER system have a sponsoring agency. This State Standard was developed to ensure proper use of the system and to ensure system priority to first responders. No change has been made to the Standard, which is attached.

Examples of Non-Public Safety/Non-Public Service Organizations include, but are not limited to, railroads, utilities, pipelines, refineries, hazmat response contractors, vehicle recovery contractors, towing companies, commercial aviation, and educational institutions not covered in State Standard 5.6.0, *Higher Educational Institution Access*. Educational institutions include, but are not limited to, K-12, community colleges, vo-tech, universities, and colleges.

Regarding sponsorship, an exception was made for agencies that were sponsoring non-public safety/non-public service organizations prior to August 27, 2014. This exception enabled those sponsoring individuals or organizations to submit a Letter of Support in lieu of submitting a formal application; these letters were originally due by December 31, 2014.

The deadline for submitting a Letter of Support has now been extended until February 14, 2015, because of confusion surrounding the request. If an agency fails to submit a Letter of Support by February 14, 2015, they will be required to submit a formal application for sponsorship even if they were sponsoring the entity prior to August 27, 2014.

At a minimum, your Letter of Support should include who is being sponsored, how the radio(s) will be used (day-to-day use, interop only, etc.,) who is

responsible for training/monitoring the entity, and contact information for the sponsoring agency.

A few questions have been posed for clarification:

- Any individual or organization **included in your participation plan prior to August 27, 2014**, such as a public works agency or educational institution, **does not need to be listed in your Letter of Support**. However, you may include them if you wish.
- Those who have already sent a Sponsorship Letter do not need to resubmit a Letter.
- Any agency wishing to sponsor an individual or organization after August 27, 2014, must submit a formal application for sponsorship, following the Recommended Procedure listed under item 5 of Standard 1.10.2.

Because we are not collecting data from participation plans, ECN will not have access to a comprehensive list. Therefore, complaints involving a non-public safety/non-public service organization may be referred to the local entity and/or the appropriate Region. Unresolvable issues that have gone through proper channels may be brought forth to the OTC.

It is highly recommended that you review your participation plan on an annual basis.

Thank you.

Cathy

Cathy Anderson

Standards & Training Coordinator
Minnesota Department of Public Safety
Division of Emergency Communication Networks

Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures

Document Section 1	Management of System	Status: Complete
State Standard Number	1.10.2	
Standard Title	Requesting Participation by Non-Public Safety/Non-Public Service Organizations	
Date Established	02/13/2014	SRB Approval: 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.



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137
Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555
www.ecn.state.mn.us

DATE: 1/7/2015
TO: Finance Committee
FROM: Jackie Mines, Director ECN
SUBJECT: Request authorization of 2014 SHSP funds

Dear Chair Gerlicher and Members of the Finance Committee,

HSEM has awarded ECN with the 2014 SHSP grant for \$800,000.00.

The Grants Workgroup has established that the distribution of these funds will be as follows. Half of the total amount (\$400,000.00) will be divided evenly between the seven regions. The remaining \$400,000.00 will be distributed based upon the population of each region. The chart below identifies the grant distribution.

Region	Region Distribution	Population	Population Based Distribution	Total amount
Northwest	\$57,142.86	245,862	\$19,990.90	\$77,133.75
Northeast	\$57,142.86	445,848	\$36,251.64	\$93,394.50
Central	\$57,142.56	624,429	\$50,771.96	\$107,914.82
Southwest	\$57,142.56	171,106	\$13,912.53	\$71,055.39
South Central	\$57,142.56	257,688	\$20,952.46	\$78,095.32
Southeast	\$57,142.56	460,102	\$37,410.63	\$94,553.49
Metro	\$57,142.54	2,714,444	\$220,709.88	\$277,852.73
Totals	\$400,000.00	4,919,479	\$400,000.00	\$800,000.00

The primary scope for the 2014 SHSP Grant was dedicated for training and exercises. However, the Grants Workgroup identified the specific equipment that may also be purchased with the

funds. The Workgroup unanimously decided that in order prevent individual entities from becoming dependent on State funding, there will be a required 50% matching requirement on all equipment purchases. The Investment Hierarchy is attached.

We are soliciting the approval of the Finance Committee, after which ECN will begin working with each region to complete the initial grant process.

Regards,

A handwritten signature in black ink that reads "Jackie Mines". The signature is written in a cursive, flowing style.

Jackie Mines, Director
Emergency Communication Networks

Investment Hierarchy

Grants Workgroup Review Rating Form (Step3)

FY2014 SHSP

Applicant projects should fit within the scope of the priorities listed below. This hierarchy pertains to this grant only. All equipment is at a 50% match and invoices and proof of payment must demonstrate the agency paid the equivalent.

Priority 1 Training & Exercises

Training and exercise events that enhance the abilities of emergency responders to achieve seamless interoperable communications. Examples are ARMER Train the Trainer; Refresher ARMER Train the Trainer, System Admin Training; Dispatch training; ICS/Communication Workshops; Radio Programming; ICS 300; Interoperability Conference; CASM training; tabletop exercises for planned events, dispatch exercises.

*NOTE: All training must be **pre-approved** by the DECN per HSEM requirements. Forms can be found on the ECN website.*

Priority 2 ARMER Integration Costs (Infrastructure Enhancements):

Investments into infrastructure projects which result in a material enhancement to the performance of the ARMER backbone by expanding its capacity, coverage area, or wide-area network that is necessary to complete the transition to ARMER. Examples of such are channel additions, tower sites, MCC7500 consoles and outdoor BDAs as needed to fill in coverage gaps.

NOTE: All outdoor BDAs must be approved through OTC to ensure MNDOT is aware of them and they are set up correctly so as not to cause interference with ARMER backbone.

Priority 3 Local ARMER Integration Costs (Subscriber Equipment)

Investments in end-user subscriber equipment that is required for users to utilize the ARMER system. Includes radios, control stations and equipment in PSAPs to deal with site trunking.

Priority 4 Other Non-ARMER Interoperability Infrastructure (must be consistent with the SCIP)

Infrastructure investments which generally enhance interoperability but do not provide any material enhancement to the performance of the ARMER backbone. Examples include indoor BDAs for public safety sites such as LECs, jails or courthouse and schools only.

Priority 6 Equipment required for 7.19 upgrade if not already covered in the specific 7.19 upgrade grant.

Allied Radio Matrix for Emergency Response



ARMER

Project Status Report

Reporting Period December 1, 2014 through January 1, 2015

Executive Summary

Overall Status:

	Green (Controlled)	Yellow (Caution)	Red (Critical)	Reason for Deviation
Budget	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Schedule	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	Land acquisition delays will impact completion of some sites
Scope	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	

ARMER
Backbone
97%
On-the-air

Controls

Issue Status:

Change Status:

- No pending plan changes

Accomplishments

Accomplishments during this Reporting Period:

- The following sites went on the air:

- The land acquisition has been completed for the following sites:
 -

Budget

Construction Budget Status as of January 1, 2015

Project Funding	Original Budget	Spent to Date	Unspent Balance Remaining	Encumbered	Available Balance
Phase 3	\$45,000,000	\$44,952,397.19	\$47,602.82	\$0.00	*COMPLETE
SRB Funds (FY 09)	\$1,902,831.00	\$1,902,831.00	\$0	\$0	COMPLETE
Phase 456 (FY 09)	61,996,957.89	\$61,981,069.99	\$15,887.90	\$15,887.90	\$ 0.00
Phase 456 (FY 10)	\$62,015,407.77	\$61,826,943.53	\$188,464.24	\$188,464.24	\$ 0.00
Phase 456 (FY 11, 12, 13)	\$61,987,634.34	\$41,126,887.65	\$20,860,746.69	\$7,245,933.55	\$ 13,614,813.14
Total Phase 456	\$186,000,000.00	\$164,934,901.17	\$21,065,098.83	\$7,450,285.89	\$13,614,813.14
Projected Contingency as of January 1, 2015					\$729,813.14

Comments:

-

Scheduled Milestones / Deliverables

Status updated January 1, 2015

Milestone	Total Sites	Sites Not Started	Sites in Progress	Sites Complete
ARMER Backbone Construction	324 Sites			
Tower Site Acquisition	324	0	11	313
Tower Construction & Site Development Work	324	8	10	307
Microwave Connectivity & RF Deployment	324	9	0	315 On the Air

Some Sites are on the air, but on the old towers or temporary towers. They are counted as on the air, but still require construction and/or installation at the new tower sites before they are complete:

- o Border(New site under construction)
- o Finland
- o Beaver Bay (New site under construction)
- o Line Lake(New site under construction)
- o Erie Hill(New site under construction)
- o Argo Lake (Out for Bid)
- o Duluth South

Of the 315, 7 are on temporary sites; sites construct and move still in the works.

- SE – all sites completed
- SR – all sites done, but working on leased site replacement.
- SW – all sites completed
- CM – all sites completed, but working on leased site replacement.
- Metro – all sites completed
- NW – 3 land acquisitions remaining.
- NE – 10 site under construction, 7 land acquisitions remaining.

Completion Targets

ARMER all Phases:

10 sites will be delayed due to delays in land acquisition.

Ongoing ARMER System Work**Motorola System Upgrade**

- Upgrade to Motorola system version 7.13 punch list is completed. Any issues with system should have a case opened with Motorola.

Site improvements

- We also have 3 sites that need shelter upgrades to get air handlers and generators upgraded. One of these sites currently under construction.
- Still working on the addition of card key reader to the equipment shelters. We are gathering the parts and working on the install plans. Parts are in. Working on install plans and parts distribution to the shops.
- We are also still working on replacing a number of towers that are on the air, but are not structurally up to standards and need to be replaced. This has limited some of the county requests for other antenna system and microwave additions.
- We are also reviewing some of our leased sites. Plans had always been to build towers in these areas, but to get the project moving we leased site to get on the air. In review of some of the land and lease cost it would make sense to find land in these areas and build towers. Also looking at long term land lease from private parties, would prefer to have towers on state, County or City owned land.

Microwave improvements

- We have developed a process for microwave path review and are working on a number of improvements to the microwave system. For high capacity routes we have taken the target of 20 miles for space diversity down to 17 miles. We are reviewing outage records for the paths and working improvements, space diversity, realignment, etc.
- We are reviewing and rerouting some links sometimes requires changing the link capacity.
- At this point we have identified one bad path where an intermediate microwave site is needed. So we are looking to add a microwave site somewhere in the Cromwell area to split the Lawler – Moose Lake link. Working with the County it appears a site has been identified. Need to work through the acquisition.
- Working to reroute the Oakland Woods – Alden path through Albert Lea to improve path performance. Working with County.
- We are also working to get the DC power systems updated at all sites to improve system reliability. Battery system contract completed, ordering parts.
- Still reviewing microwave performance, ongoing through the year.

VHF interop layer

- 109 outstate VHF sites have VLAW31 installed. VLAW31 is connected to CCGW so it is available to any MCC7500 console in the system and any Gold Elite within the zone. With the 7.13 upgrade zone boundaries for 7500 consoles have gone away, you just need to program the resource into the MCC7500.
- 109 sites have the VHF VFS installed and connected to MotoBridge.
- VPN access is being worked on for access to MotoBridge network.

System improvements

- Add redundant router and sink links to all ASR sites. This will help improve the instances of site trunking. Working on install of redundant routers, SW, SC, SE area complete, work progressing in CM, NE and NW.
- Replace Lake Crystal leased site with 2 new sites. This adds a new site to the area.

Old towers that need replacement

- We have a number of towers that are on the air for ARMER that are old towers constructed in the 50's. These towers did not pass structural when we added the new ARMER equipment. But the level of structural deficiency was not a risk that required immediate replacement. So we have held off on replacement of these towers to see where we were in the ARMER budget to build what we had planned. We are still holding off on these until we are a little further along with ARMER. We are looking a moving a few of these up due to County co-location request that we have had to turn down and a couple that need to may have to have space diversity dished added.

ARMER Construction Budget (Remaining Work)

Unencumbered Fund Balance (As of January 2015)					\$13,614,813.00
Site Name <small>(Green - site on air)</small>	County	Description	Land/ Construction	Estimate to Complete	Balance
Lutsen	Cook	Replace Shelter	Ready	\$175,000.00	\$13,439,813.00
Tower	St Louis	Add Shelter/site work	Ready	\$150,000.00	\$13,289,813.00
Berner	Clearwater	New tower	Ready - On Hold	\$530,000.00	\$12,759,813.00
Island Lake	Beltrami	New tower	Purc	\$530,000.00	\$12,229,813.00
Cromwell	Carlton	New tower	Purc	\$655,000.00	\$11,574,813.00
Duluth South	St Louis	New tower	Lease	\$280,000.00	\$11,294,813.00
Finland	Lake	Replace Tower	DNR/Envir	\$710,000.00	\$10,584,813.00
Cascade River	Cook	New tower	DNR/Envir	\$790,000.00	\$9,794,813.00
NE Lake County	Lake	New tower	DNR/Envir	\$840,000.00	\$8,954,813.00
Lima Mt	Cook	New tower	DNR/Envir	\$1,340,000.00	\$7,614,813.00
Sawbill	Cook	New tower	DNR/Envir	\$1,390,000.00	\$6,224,813.00
Devil Fish	Cook	New tower	DNR/Envir	\$640,000.00	\$5,584,813.00
Red Lake	Beltrami	New tower	Indent Land	\$630,000.00	\$4,954,813.00
Eden Valley	Meecker	New tower	Envir/Lease	\$500,000.00	\$4,454,813.00
Lake Crystal	Blue Earth	New tower	Indent Land	\$625,000.00	\$3,829,813.00
Madelia	Watonwan	New tower	DOT/Envir	\$530,000.00	\$3,299,813.00
Molde	St Louis	Replace fire tower	DNR/Envir	\$320,000.00	\$2,979,813.00
PENDING WORK					
Card Key				\$500,000.00	\$2,479,813.00
Site clean up, shelter and tower removals				\$400,000.00	\$2,079,813.00
MSO - Backup equipment				\$750,000.00	\$1,329,813.00
Microwave DC power - Upgrades to meet run time required				\$600,000.00	\$729,813.00
TOWER REPLACEMENTS (This work being held until above projects completed)					
Russell	Replace tower			\$600,000.00	\$129,813.00
Freedhem	Replace tower			\$600,000.00	
Middle River	Replace tower			\$600,000.00	
Hawley	Replace tower			\$600,000.00	
Theif River Falls	Replace tower			\$600,000.00	
Windom	Replace tower			\$600,000.00	
Virginia	Replace tower			\$600,000.00	
Cass Lake	Replace tower			\$600,000.00	
Viola	Replace tower			\$600,000.00	
Kimball	Replace tower			\$600,000.00	
Hoffman	Replace tower			\$600,000.00	
New London	Replace tower			\$600,000.00	
Woodland	Replace tower			\$600,000.00	
Littlefork	Replace tower			\$600,000.00	
Roosevelt	Replace tower			\$600,000.00	
Hewit: Land Purchase, replace tower.				\$500,000.00	
Scandia: Need to look at land purchase.				\$100,000.00	
Geneva: Need to look at land purchase, new tower ?				\$500,000.00	
Mapleton: Find land and build new tower				\$500,000.00	
Red Wing: Land purchase				\$100,000.00	

BYLAWS of the Statewide Emergency Communications Board

Established October 2005

ARTICLE I: Name

In accordance with Minn. Stat. §403.36 this board shall be herein named the Statewide Emergency Communications Board (ECB) as a successor to the Statewide Radio Board (SRB).

ARTICLE II: Purpose

1. In accordance with Minn. Stat. §403.36 1(e) The Statewide Emergency Communications Board exists to develop a project plan for a statewide, shared, trunked public safety radio communication system in Minnesota, to develop and apply statewide standards and guidelines for interoperability and to initiate an education plan to stakeholders.
- 2.
2. The statewide radio system may be referred to as Allied Radio Matrix for Emergency Response or ARMER.
3. Pursuant to Minn. Stat. §403.36 Subd. 1g: The Statewide Emergency Communications Board shall act as Minnesota's Statewide Interoperability Executive Committee (SIEC).
4. Pursuant to Minn.Stat.403.382 Subd. 1b: As a Statewide Emergency Communication Board, the board shall be responsible for the statewide coordination of 911 service in addition to existing responsibilities for the ARMER system provided for in sections 403.21 to 403.37

ARTICLE III: Members

1. Membership

In accordance with Minn. Stat. §403.36 Subd. 1, the membership of the Statewide Emergency Communications Board shall consist of the following members or their designees:

- (a) The commissioner of public safety
- (b) The commissioner of transportation
- (c) The state chief information officer
- (d) The commissioner of natural resources
- (e) The chief of the Minnesota State Patrol
- (f) The commissioner of management and budget
- (g) The chair of the Metropolitan Council
- (h) Two elected city officials, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the League of Minnesota Cities
- (i) Two elected county officials, one from the nine-county metropolitan area and one from Greater Minnesota appointed by the governing body of the Association of Minnesota Counties
- (j) Two sheriffs, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the Minnesota Sheriff's Association
- (k) Two chiefs of police, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Police Chief's Association
- (l) Two fire chiefs, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Fire Chiefs' Association
- (m) Two representatives of emergency medical service providers, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Ambulance Association
- (n) The chair of the regional radio board for the metropolitan area
- (o) A representative of Greater Minnesota regional radio boards selected in accordance with ARMER Standard 8.1.0 adopted on January 24, 2011

Each member or designee shall be allowed to choose an alternate and all members shall annually identify in writing to the Chair of the Statewide Emergency Communications Board the name and contact information of members and alternates.

2. Attendance

The membership of the SRB and any standing committees shall maintain an attendance record of either the designee or the alternate of 75% of all official meetings across a twelve month rolling calendar. If a member or the alternate fails to meet the attendance requirement, the Chair of the committee shall notify the member's organization in writing of the attendance record and request a replacement designee. At the discretion of the Chair of the committee, the member's appointment may be omitted in determining the presence of a quorum until the attendance record is in compliance as outlined in the article. A member that is not in compliance of the attendance requirement will not be able to vote on any action items until the attendance record is in compliance as outlined in this article.

ARTICLE IV: Officers

Per Minn. Stat. §403.36 Subdivision 1(a), the commissioner of public safety shall convene and chair the Statewide Emergency Communications Board.

1. The officers of the Board shall consist of the Vice Chair and the Executive Secretary.
2. The Vice-Chair and Executive Secretary must be members of the Board.
3. The Vice-Chair and Executive Secretary shall be elected annually.
4. Officers shall serve a one-year term or until their successors are chosen. The term of office shall be effective at the close of the meeting at which the officers are installed. No member may hold more than one office at a time. In the event of a vacancy in one of the officer positions, the Chair may appoint a member to serve the remaining portion of the term.
5. The Chair's duties and responsibilities include representing the Board as its principal spokesperson; presiding at Board meetings; directing the preparation of the agenda for all Board meetings; and appointing members to standing and special committees.
6. The Vice-Chair shall exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve.
7. The Executive Secretary shall exercise the duties and responsibilities of the Chair whenever both the Chair and Vice Chair are unable to serve.
8. The Vice-Chair and Executive Secretary must equally represent the State of Minnesota Metro Area and Greater Minnesota.

ARTICLE V: Board Meetings

1. Regular meetings of the full Statewide Emergency Communications Board shall be held at the call of the Chair but not less than quarterly. Regular meetings may be cancelled by the Chair upon agreement by a majority of the members. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible.
2. A simple majority of the membership shall constitute a quorum.
3. The agenda for each Board meeting shall be established and published by the Chair and be sent to the Board members five business days prior to the meeting. At the beginning of a regular meeting any member may move to amend the published meeting agenda.
4. Regular meetings of the Board will be conducted in the following order:
 - (a) Call to order
 - (b) Motions, if any, by members to amend the published agenda;
 - (c) Approval of the minutes of prior meeting(s);
 - (d) Reports by standing committees;
 - (e) Special reports;
 - (f) Old business;
 - (g) New business;
 - (h) Other business;

- (i) Motion to adjourn.
5. Upon the request of any Board member, immediately preceding a vote by the Board, the Recording Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.
6. Special meetings of the Board may be called by the Chair or as indicated by Minn. Statute 403.36, Subd. 1d providing that any six members may call a meeting. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members at least three calendar days prior to the meeting. Business at special meetings shall be limited to the subjects listed in the published agenda.
7. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member may cast votes and be recorded in proceedings.

ARTICLE VI: Committees

The Statewide Emergency Communications Board Chair may recommend to the Board for its approval the establishment of special or standing committees to assist the Board in performing its duties and responsibilities. The Chair's recommendation shall include the duties and responsibilities of the special committee, task force or work group, its chair and members, and any other matters necessary for the efficient operation of the committee. Committees operate under the same by-laws as Statewide Emergency Communications Board.

Standing Committees

The following standing committees are established:

Finance:

- To advise the Statewide Emergency Communications Board upon all matters that have a financial impact upon the Statewide Emergency Communications Board and its members.
- Membership is comprised of one primary and alternate from each of the following: Minnesota Department of Finance, Minnesota Department of Transportation, the regional radio board for the metropolitan area, and one regional radio board from Greater Minnesota.

Legislative/Government Affairs:

- To advise the Statewide Emergency Communications Board upon all matters related to legislation and government affairs that have the potential to impact the Statewide Emergency Communications Board and its members.
- Membership is comprised of one primary and alternate from each of the following: regional radio board from Greater Minnesota, the regional radio board for the metropolitan area, Minnesota Department of Transportation, Minnesota Ambulance Association, Minnesota Sheriff's Association, Minnesota Fire Chiefs Association, and Minnesota Chiefs of Police Association.

Operations and Technical:

- As directed by Minn. Statute 403.40.
- To advise the Statewide Emergency Communications Board upon all matters operational and technical as they pertain to use of the ARMER system.
- Membership is comprised of one primary and one alternate from each of the following: Minnesota Ambulance Association, Minnesota Chiefs of Police Association, Minnesota Fire Chief's Association, Minnesota Sheriff's Association, Minnesota Department of Transportation, Minnesota State Patrol, and each regional radio board.

Steering:

- To advise the Statewide Emergency Communications Board upon all policy decisions.
- Membership is comprised of one primary and alternate from each of the following: regional radio board from Greater Minnesota, the regional radio board for the metropolitan area,

Minnesota Department of Transportation; Minnesota Ambulance Association; Minnesota Sheriff's Association, Fire Chiefs Association; Minnesota Chiefs of Police Association, and Office of Enterprise Technology (MN.IT Services).

Interoperability:

Shall seek to represent regions within the state whose membership includes federal, local, and tribal public safety officials, including emergency management officials from all regions of the state.

The responsibilities of the Interoperability Committee shall be:

- To advise the Statewide Emergency Communications Board upon all matters related to public safety communications interoperability. To address the responsibilities provided for in Minn. Stat. 403.36 Sub. 1e.
- To coordinate and establish standards and protocols as needed for the use of the Statewide Interoperable Frequencies, such as, but not limited to:
 - VLAW 31 (155.475 MHz) (Formerly MINSEF)
 - VFIRE23 (154.295 MHz) (Formerly SWFIREMA)
 - VMED28 (155.340 MHz) (Formerly EMS HEAR)
 - MNCOMM (155.370 MHz) (formerly MIMS)
 - Any other identified state interoperable in VHF, UHF, and/or 700-800 MHz bands.

Membership is comprised of one primary and one alternate from each of the following: two members of Minnesota Ambulance Association—one member from the metropolitan area and one from Greater Minnesota, Minnesota Department of Natural Resources, Minnesota Department of Transportation, a representative from each regional radio board, Minnesota State Patrol, two Minnesota Sheriffs appointed by the Sheriff's Association—one from the Metropolitan area and one from Greater Minnesota, two chiefs of police—one from the metropolitan area and one from Greater Minnesota from the Police Chief's Association, two fire chiefs—one from the metropolitan area and one from Greater Minnesota appointed by the Fire Chief's Association, Department of Corrections, Minnesota Homeland Security and Emergency Management, Emergency Management District VI (metropolitan area), one seat from District I, II, III, IV or V (Greater Minnesota), Bureau of Criminal Apprehension, Minnesota National Guard, the United States Federal Government, and Twin Cities Urban Area Security Initiative.

Integrated Public Alert and Warning System (IPAWS):

- To coordinate and establish policy, procedure, and protocols for the expansion of the Integrated Public alert and Warning System through private/public partnership.
- Membership is comprised of one primary and one alternate from each of the following: Minnesota Fire Chiefs Association, Minnesota Cable Communications Association, Homeland Security and Emergency Management, Bureau of Criminal Apprehension, Emergency Communication Networks, Minnesota State Patrol, Department of Public Safety Office of Communications, National Weather Service, Office of Enterprise Technology (MN.IT Services), Minnesota Department of Health, Tribal Government, Minnesota Broadcasters Association, Minnesota Telecom Alliance, Association of Minnesota Emergency Managers, Minnesota Sheriff's Association, Minnesota Chiefs of Police, Association of Public Safety Communicatons Officials, International, National Emergency Number Association, Utilities Telecom Council, Electronic Signage Providers, Metropolitan Emergency Services Board, and each regional radio board or equivalent.

Interoperable Data:

- To advise the Statewide Emergency Communications Board on all matters relating to wireless broadband for public safety and to represent Minnesota on a national level.
- Membership is comprised of one Primary and one Alternate from each of the following: Minnesota Department of Public Safety, Office of Enterprise Technology (MN.IT Services), Minnesota Management and Budget, Minnesota Department of Transportation, Minnesota Department of Natural Resources, Minnesota State Patrol, Minnesota Sheriff's Association, Minnesota Fire Chief's Association, Minnesota Police Chief's Association, Minnesota Ambulance Association, League of Minnesota Cities, Association of Minnesota Counties, Minnesota Indian Affairs Council, and each regional radio board or equivalent.
- Membership may also include non-voting seats representing non-government and private industry partners at the discretion of the committee. Statewide Emergency Communications Board
- **Next Generation 911 (NG911):**
- **The NG911 Committee will recommend to the Statewide Emergency Communications Board uniform 911 network design characteristics, policies, and procedures based on best practices and industry standards to ensure Public Safety Answering Point (PSAP) interoperability across the state through the use of open architecture and the implementation of a coordinated statewide NG911 plan. The NG911 Committee will plan the migration to, utilization of, and the continued operation and maintenance for the statewide, interoperable next generation 911 system.**
- **Membership is comprised of one Primary and one Alternate from each of the following: each regional radio board or regional emergency communications board, Minnesota Ambulance Association, Minnesota Fire Chiefs' Association, Minnesota State Patrol, Minnesota Sheriff's Association, Minnesota Chiefs of Police Association, Emergency Communication Networks Division, , Tribal PSAP, County Geographical Information System (GIS)**
- Membership may also include non-voting seats representing non-government and private industry partners at the discretion of the committee and the Statewide Emergency Communications Board.

1. Chair and Members.

The Board Chair shall recommend to the Board for approval at its first regular meeting in January, or as soon thereafter as possible, the chair, the members, and responsibility of each standing committee.

Additional representatives may be added to any committee upon recommendation of the chair and majority voting approval by the Statewide Emergency Communications Board.

2. Committee Meetings.

The time and place for standing committee meetings shall be determined by the committee chair.

The procedures for notice, cancellation and the conduction of business at standing committee meetings shall be the same as those for meetings of the full Board.

A simple majority of committee members shall constitute a quorum per the attendance requirements listed in Article 2.

Board members other than those serving on the committee may attend and participate in committee debate but may not cast votes or be counted for the purpose of making a quorum.

ARTICLE VII: Robert's Rules

Unless otherwise specified, Robert's Rules of Order will prevail in Board or Committee proceedings.

ARTICLE VIII: Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 10-day notice to Board members setting forth in detail the contents of the proposed amendment(s).

Revised:

June 2013
September 2012
January 22, 2009
October 25, 2007

Deputy Comm. Mark Dunaski (Chair)	Dept. of Public Safety	Jackie Mines
Mukhtar Thakur	MnDOT	Tim Lee / Jim Mohn
Dave Van Thiel	MN.IT	
Major Rodmen Smith	DNR	Dan Kuntz
Major Bob Meyerson	Minnesota State Patrol	vacant
Vince Pellegrin	METC	Thomas Humphrey
Mayor William (Bill) Droste	League of MN Cities, Metro	Vacant
Mayor Eric Anderson	League of MN Cities, Greater MN	Pat Novacek
Commissioner Liz Workman	Assoc. of MN Counties, Metro	Vacant
Jim McMahon	Assoc. of MN Counties, Greater MN	Tom Kaase
Jim Bayer, Captain	MN Sheriff's Assoc., Metro	Darlene Pankonie
Sheriff Dan Hartog	MN Sheriff's Assoc., Greater MN	Sheriff Scott Turner/ Sheriff Jeff Marquart
Commissioner Mike Gamache	Metropolitan Emergency Services Board	Commissioner Ted Bearth
Chief Mike Risvold	MN Chiefs of Police Assoc., Metro	vacant
Cari Gerlicher	MN Chiefs of Police Assoc., Greater MN	Dave Thomson
Chief Ulie Seal	MN Fire Chiefs Assoc., Metro	Vacant
T. John Cunningham	MN Fire Chiefs Assoc., Greater MN	Vacant
Joe Glaccum (Vice Chair)	MN Ambulance Assoc., Metro	Gordon Vosberg
Brad Hanson	MN Ambulance Assoc., Greater MN	Paul McIntyre
Scott Camps	Regional Radio Boards	vacant