

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

STEERING COMMITTEE

Wednesday, February 10, 2016 1 p.m.

Chair: Dan Hartog

Call-in number: 1-888-742-5095

Code: 2786437892#

North Memorial Ambulance Service

4501 68th Ave N,

Brooklyn Center, MN 55429

Meeting Agenda

Call to order

Approval of Agenda

Approval of Previous Meetings' Minutes

- November 2015

Discussion Items

- Red Cross and Disaster Relief Organizations on the ARMER System (Glaccum) make this the first item per Jim's schedule
- Education and Outreach Workgroup update (Stromberg)
- Red River Regional Dispatch Center (Marcus Bruning)
- Roster Review and Attendance (Salmon)

Action Items

Adjourn

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

STEERING COMMITTEE

WEDNESDAY, NOVEMBER 9, 2015

1 P.M.

CHAIR: DAN HARTOG

NORTH MEMORIAL AMBULANCE SERVICE
4501 68TH AVE N
BROOKLYN CENTER, MN 55429

MEETING MINUTES

Attendance

Members:

Present

Member/Alternate

Dan Hartog, CHAIR
Joe Glaccum, Vice Chair
Mike Slavik/Tom Wolf/Jill Rohret
Mukhtar Thakur/Tim Lee/Jim Mohn
VACANT
VACANT
Al Fjerstad/Kristen Lahr

Representing

Minnesota Sheriff's Assn.
Minnesota Ambulance Association
Metropolitan Emergency Services Board
MnDOT
MN State Patrol
MN.IT
Central MN ESB

Guests:

Jackie Mines, DPS ECN
Carol Salmon, DPS ECN
Rick Juth, DPS ECN
Julie Anderson, DPS Communications
Troy Tretter, MESB
Randy Donahue, DPS ECN

CALL TO ORDER

Meeting is called to order at 1:04 p.m.

APPROVAL OF AGENDA

Julie Anderson asks to amend the agenda to change the SECB Power Point to an action item.
Joe Glaccum moves to approve agenda as amended.
Jill Rohret seconds.
Motion carries.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Glaccum moves to approve the October meeting minutes.
Rohret seconds.
Motion carries.

ACTION ITEMS

On behalf of the Education and Outreach workgroup, Julie Anderson presents an SECB branding template for power point presentations, as submitted in the meeting materials. She reviews the template pages and shows how it can be adapted for individual presentations. This will be posted on the SECB website under Resources so everybody will have access to it.

Mines suggests adding a footer for version control and page numbers.

Glaccum suggests having a default picture available for each area (ARMER, NextGen, etc.) Mines suggest having default templates on the website for each area.

Discussion of the yellow line with the blue SECB letters. Committee members like the graphic and it is agreed to use this as a SECB logo for letterhead, etc. Anderson will add to the workgroup agenda to create a letterhead using the graphic.

Anderson will make the recommended changes to the power point template (a footer for version/page numbers and default pictures for each area) and will add a dummy presentation as an example when presenting it to the SECB.

Mukhtar Thakur moves to approve the power point presentation template to submit to the SECB for its approval.
Glaccum seconds.
Motion carries.

EDUCATION AND OUTREACH SUBCOMMITTEE (JULIE ANDERSON)

Julie Anderson presents a review of updates to the SECB website.

She reports that the Education and Outreach Workgroup has tasked itself with updating the “What’s New” page more frequently to keep it fresh. This is where big decisions or events will be highlighted. Anderson thanks Shari Gieseke and Cathy Anderson for the items posted at the time of the meeting. Mines adds that the goal is to keep the “What’s New” page updated every week or two.

Under the Governance page, the top paragraphs have been updated. Bylaws, Statute and Membership pages have been updated. The governance chart is still being worked on.

Glaccum suggests adding a “go back” button to the web pages. Mukhtar Thakur agrees. Anderson will ask the website technical person if this is possible.

It is pointed out that the font size looks different on the Membership Roster page from the other pages on the website. Anderson thinks this is because that page is formatted as a list. Agreement that the font size should be uniform. Anderson will see if it’s possible to change it on the roster.

Mines adds that Related Links will be changed to say ECN.

Anderson says many changes have been made and she can share her tracker at the next committee meeting to show what has been completed and what is on the list for the future.

New lists are being created for ARMER Approved Equipment and for Standards.

Each committee description has been updated to be consistent with the committee descriptions in the strategic plan. Links have been added, for example, OTC links to ARMER, Interoperable Data links to Wireless Broadband, etc. and from ECN pages back to the committees so users can identify the various committees with the appropriate ECN programs and vice versa.

Anderson reviews the Legislative page. A callout box has been added to include a link to a legislative bill finder and to the pages of key legislators. The callout box is usable as it is now but it will be improved. Mines adds that the idea on this page is to list initiatives the Legislative Committee has agreed upon. At its last meeting the Legislative Committee asked representatives from member associations to find out what their associations' legislative initiatives are and we will post the public safety ones on our webpage as well.

Glaccum suggests that legislative updates could be on the landing/"What's New" page as well.

Mines adds that the ARMER Standards Workgroup page (on the ECN website) will post the workgroup meetings dates and times, as they are for the SECB committees.

Anderson says we want to make it easier to navigate between pages/committees/workgroup and we are starting the linking. All suggestions are welcome. Mines says we would like to start the practice of when we send things out we send a link rather than the document to train people to go to the website and help education then on where they can find items.

Glaccum raises the issue of accessibility. Mines says the biggest issue with accessibility are the documents that we receive from others. Every document we create and post will be made accessible. If there are documents that don't belong to us but are in our meeting packets and someone has trouble with them, we will send them back to the original source. We will add language that says if you are having trouble accessing this information, please contact us.

Glaccum asks Anderson who are the "outside eyes" to test the usability of the website.

Anderson says we could consider some focus groups. Everything is up for discussion and we are open to all ideas but adds that there are also some technical limitations built into the system. The desire is to make it as usable as possible.

Glaccum suggests looking for a group that looks just at navigability and not content.

Mines says he makes a good point. She adds that part of what she and Anderson are thinking is first do some clean up and then the workgroup could give the first round of feedback and then maybe we could broaden it after that.

Rick Juth asks if the number of hits are monitored. Mines says yes. Glaccum suggests taking a look at the number of hits now and then as we begin sending people more and more to the webpages we can compare and see the change.

Anderson shows the SECB organization chart and says it is being worked on and will be updated by the next meeting and ready for review. Thakur says the chart is very well done.

Chair Hartog thanks Anderson for her work.

STRATEGIC PLAN (JACKIE MINES)

Mines reports that there are some last minute changes being made to the strategic plan document. After those changes are finalized, she will run it by SECB Chair Deputy Commissioner Dunaski to see if he would like to see anything changed. Then she will bring it back to the Steering Committee one more time for review.

She reports that Deputy Commissioner Dunaski would like to have a follow up meeting in December with the Executive Committee to go through the goals in the strategic plan to see if we need to make any updates or changes. She thinks he would like to look at the plan more globally to see if there are changes to be made from where we were a year ago.

She adds that we have been trying to put in the meeting packets a project status update for each of the initiatives—wireless broadband, GIS, ARMER—and are working on creating a similar one for IPAWS.

Glaccum reports that he followed up with the marketing team at North Memorial and they do not have the bandwidth to work on this. He sent photos. Mines thanks him and says they were great and will be in the strategic plan document.

Glaccum moves to adjourn.

Thakur seconds.

Motion carries.

Meeting adjourns at 1:50 p.m.

To: SECB Operations and Technical Committee
From: Jim Stromberg, ARMER Program Manager
Date: December 22, 2015
Subject: Participation Plan and Standards related to the National Weather Service and Disaster Relief Organizations

Per the direction of the OTC at the December 8, 2015 OTC meeting, I have researched Participation Plans and Standards related to the National Weather Service (NWS) and Disaster Relief Organizations (DROs).

In searching ECN files I found no Participation Plans for any of the following entities:

- National Weather Service
- American Red Cross
- Salvation Army
- MnVOAD (Minnesota Voluntary Organizations Active in Disaster)

In searching for Sponsorships of any of the above, I found one sponsorship letter:

- Blue Earth County sponsors American Red Cross of Mankato (letter dated 12/31/2014)

I identified two standards specific to the National Weather Service:

- Standard 3.35.0 (state):
Defines ARMER talkgroup procedures to be used by the NWS in the various regions of the state. The Standard does not address participation or sponsorship but does mandate the availability of certain talkgroups to individual NWS offices.
- Standard 3.35.0 (metro):
Defines ARMER talkgroup procedures to be used by the NWS in Chanhassen. The Standard does not address participation or sponsorship but does mandate the availability of certain talkgroups. Further, the standard indicates that one handheld portable radio and two control stations were provided to the Chanhassen NWS office.

I identified two standards specific to Disaster Relief Organizations:

- Standard 5.2.0 (state):
Establishes a policy allowing DROs “to be included as Authorized Users of the ARMER system for communication services.” The Standard specifically calls out the American Red Cross and the Salvation Army and assigns them each a DRO talkgroup. It also makes two other talkgroups available to other DROs. The Standard specifically states that DROs shall enter into a User Agreement with a contracting entity as defined in Standard 1.9.0.
- Standard 5.2.0 (metro):
Establishes a policy allowing MnVOAD organizations “to be included as Authorized Users” of ARMER for disaster relief communications. The Standard specifically calls out the American Red Cross and the Salvation Army and assigns them each a DRO talkgroup. It also makes two other talkgroups available to other DROs. The Standard stipulates that MnVOAD shall enter into an agreement with the MESB and that MnVOAD entities must sign a MOU with MnVOAD. The Standards holds MnVOAD responsible for equipment and programming costs but specifically excludes MnVOAD from user fees.

I reviewed Standard 1.9.0 and it references Standard 1.10.0. Together, they suggest that a DRO (as a statewide resource) would need to hold a Participation Plan with “MnDOT or regional radio boards.”

I also noted that Standard 1.10.2 allows for sponsorship of “non-public safety/non-public service organizations not specifically addressed in other ARMER standards.” This Standard suggests, because existing standards address the National Weather Service and Disaster Relief Organizations, that those entities would require their own Participation Plans.

Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: Complete
State Standard Number	3.35.0	
Standard Title	National Weather Service ARMER Radio Operations	
Date Established	1/13/2013	SECB Approval: 1/24/2013
Replaces Document Dated		
Date Revised		

1. Purpose or Objective

The purpose of this standard is to define the ARMER talkgroups and procedures to be used by the National Weather Service (NWS) offices that serve the various ARMER regions of the state for NWS to county and local agency communications during severe weather events.

2. Technical Background

▪ Capabilities

All NWS Offices that serve an area of the state, with the exception of Aberdeen, South Dakota, have been issued a minimum of one ARMER control station or portable radio.

This standard establishes talkgroups for the use of NWS offices to communicate with numerous local warning points, such as Public Safety Answering Points (PSAPs), Emergency Operations Centers (EOCs), or other designated locations across the state during severe weather events or other emergency incidents where the National Weather Service's aid may be requested.

The NWS offices are authorized to use statewide talkgroups created specifically for them, as well as STAC 1-4 and any of the regional ARMER interoperability talkgroups, as necessary. The statewide talkgroup, SEMTAC, is also programmed in the control stations or radios to enable communications with state and local emergency managers, as directed by Division of Homeland Security and Emergency Management (HSEM).

▪ Constraints

Some counties may not have the capacity available in their PSAP or EOC consoles to add NWS dedicated talkgroups that serve their counties. These counties may choose to communicate with NWS Chanhassen via an assigned state or regional talkgroup that will be assigned by the Minnesota State Patrol (MSP), as specified in Metro and Central Standard number 3.35.0.

3.35.0 METRO
3.43.0 STATE

Cross-Patch Standard	Yes / No	To Talkgroups
Soft Patch	Optional	As needed for the duration of the weather event
Hard Patch	No	

MSP is designated as the Warning Point for their respective Districts as follows:

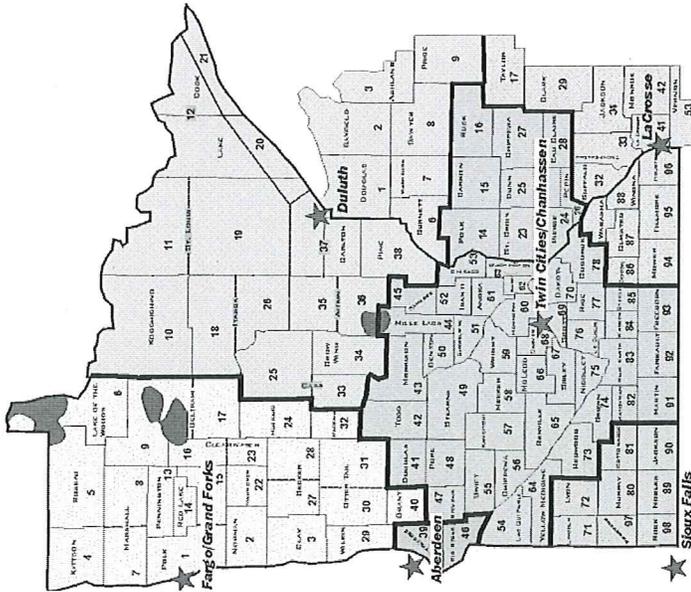
- Detroit Lakes handles all the agencies within the Northwest Radio Region (14 counties)
- Duluth handles all the agencies within the Northeast Radio Region (11 counties)
- St Cloud handles all the agencies within the Central Minnesota Radio Region (19 counties)
- Roseville handles all the agencies within the Metro Radio Region (9 counties)
- Marshall handles all the agencies within the Southwest Radio Region (13 counties)
- Rochester handles all the agencies within the South Central and Southeast Radio Regions (21 counties)

Note: MSP has consolidated communications center operations into two locations, Roseville and Rochester. However, MSP will continue to serve counties in groups listed above.

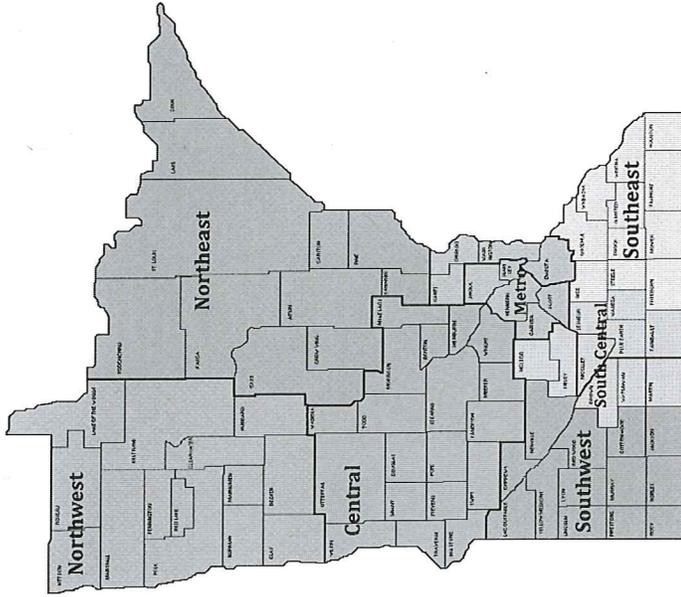
4. Recommended Procedures

- A NWS office will use the National Warning System (NAWAS) to alert the MSP Warning Point of a weather watch/warning event.
 - The NWS will use NAWAS to alert MSP for all watches and warnings; however, MSP will not conduct a roll-call of local PSAPs/EOCs for watches unless the NWS specifically requests one due to unique circumstances.
- MSP will call local PSAPs/EOCs via the appropriate ARMER regional CALL or COMM talkgroups for the counties named in the watch/warning event.
 - MSP will conduct a roll call on the ARMER Regional CALL talkgroup for the counties affected.
 - MSP will contact counties that do not respond by phone.
- Depending upon the desire of the counties involved, MSP may patch the NWS office dedicated talkgroup to an ARMER regional or statewide talkgroup.
 - ARMER regions will provide MSP with the weather patching requirements for their member counties in advance.
 - MSP will reserve the ARMER regional or statewide talkgroups they choose for the patch on StatusBoard.
- The NWS office issuing the watch/warning will make announcements and conduct ongoing communications on their dedicated NWS talkgroup
- County PSAPs/EOCs will monitor either the MSP assigned ARMER regional or statewide talkgroup or the NWS office talkgroup for the duration of the weather event and communicate with the NWS as necessary.
 - The NWS talkgroup or the ARMER patch talkgroup is intended for PSAP, EOC, or local command communications with the NWS office. It is not allowed to be programmed into subscriber units for local spotters' traffic.

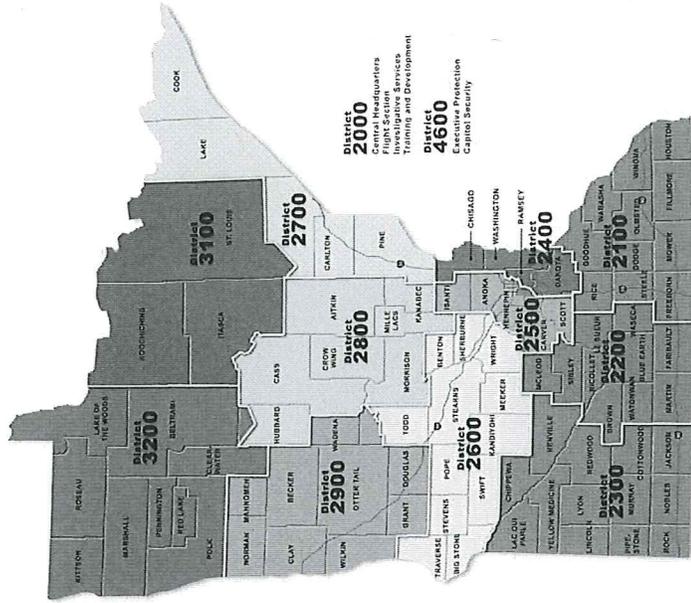
NWS OFFICES



REGIONAL RADIO BOARDS



STATE PATROL DISTRICTS



METRO REGION

800 MHz Trunked Regional Public Safety Radio System Standards, Protocols, Procedures

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.35.0	Date: 3/30/11
Procedure Title:	National Weather Service ARMER Radio Operations	
Date Established:	2/3/2010	MESB Approval - Signature:
Replaces Document	4/3/2013	4/13/11
Dated:		
Date Revised:	6/24/2015	Date:

1. Purpose and Objective:

To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net during severe weather events.

2. Technical Background:

• Capabilities -

To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named **US-NWS CHN**. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles. Chanhassen Weather is authorized to use the statewide resources of **STAC1-12** and the metro region resources of **ME TAC5-8** for the Warning Point Net. The statewide talkgroup **SEMTAC** is also programmed in the radios for communications with State and Local Emergency Managers as directed by HSEM.

• Constraints -

Chanhassen Weather has been issued **one hand held portable** and **two control station** transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:

For activations within the nine county metropolitan region, Chanhassen Weather will normally contact the Metro Warning Point (Minnesota State Patrol - Metro Communications Center) in the event of a severe weather watch and/or warning. The Metro Warning Point will determine the

5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups and conventional channel resources for normal Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to. HSEM shall manage use of SEMTAC for severe weather operations.

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

Document Section 5	System Access by Non-Governmental Organizations (NGOs)	Status: Complete
State Standard Number	5.2.0	
Standard Title	Disaster Relief Organization Access	
Date Established		SECB Approval: 1/26/2012
Replaces Document Dated	3/3/2008	
Date Revised	1/26/2012	

1. Purpose or Objective

The purpose of this standard is to establish a policy that allows disaster relief organizations (DROs) to be included as Authorized Users of the ARMER system for communications services.

2. Policy Background

DROs providing disaster relief services are defined as Eligible Users of the ARMER system, as provided for in section 90.20(a)(2)(vii) of the FCC Rules and Regulations. The Statewide Emergency Communications Board (SECB) is empowered under Minn. Stats. §403.36, Subd. 2, to enter into system use agreements with such eligible DROs.

3. Operational Context

In Minnesota, there are the multiple DROs that operate in times of emergency and disaster. The American Red Cross and the Salvation Army provide initial response disaster services for both large and small-scale emergencies occurring in the community. These organizations often work directly with public safety agencies, and direct communication is often necessary.

The other volunteer organizations that are under the umbrella of the Minnesota Voluntary Organizations Active in Disasters (MNVOAD) are coordinated through the local incident command and/or state Emergency Operations Center (EOC). Usage of DRO talkgroups will be assigned to the organizations, as set forth in paragraph 4 of this State Standard.

4. Recommended Protocol/ Standard

DROs will be authorized to use the system for the following types of communications: leadership coordination in times of disaster for coordination between Government Agencies to DRO members; DRO members to Government Agencies; coordination between DRO members to other DRO members. All communications using the system shall be limited to the protection of life and property, emergency situations, disaster relief planning,

The Minnesota Department of Public Safety (DPS), Division of Homeland Security and Emergency Management (HSEM), is the lead agency for planning and coordination of a DROs communications operation. DRO radios, even if purchased by the DRO, shall be considered part of the State of Minnesota subscriber fleet for purposes of FCC licensing. Radio IDs will be allocated by the Minnesota Department of Transportation (MnDOT).

**METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures**

Document Section:	5—System Access by NGOs	Radio TOC Approval:
Sub-Section:	METRO 5.2.0	Date: 04/23/03
Procedure Title:	Disaster Relief Organization Access	MESB Approval - Signature:
Date Established:	2/26/03	Date: 05/02/03
Replaces Document Dated:	4/23/03	
Date Revised:	1/20/09	

1. Purpose or Objective

To establish a policy that provides for non-government organizations (NGOs) providing disaster relief services to be included as “Authorized Users” of the regional 800MHz trunked digital public safety radio system for communications services.

2. Policy Background:

NGOs providing disaster relief services are defined as “Eligible Users” of the regional 800MHz trunked digital public safety radio system as provided for in section 90.20(a)(2)(vii) of the FCC Rules and Regulations. The Board is empowered under Minn. Stats. §473.894 Subd. 15 to enter into system use agreements with such eligible NGOs for inclusion in the system.

3. Operational Context:

An umbrella organization entitled “Minnesota Voluntary Organizations Active in Disaster” (MnVOAD) has approximately 30 member organizations which provide a broad mission in times of emergency and disaster. Services provide by MnVOAD member organizations include:

- | | |
|----------------------------|--------------------------|
| Advocacy for Victims | Funeral Services |
| Bulk Distribution of Goods | Health Care |
| Case Management | International Relief |
| Child Care | Mass Care |
| Clean-Up & Rebuilding | Massage Therapy |
| Community Outreach | Mental Health Services |
| Counseling | Mitigation Planning |
| Damage Assessment | Mobile & Fixed Feeding |
| Debris Removal | Organizational Mentoring |
| Disaster Education | Pastoral Care/Chaplaincy |
| Disaster Planning | Pet & Animal Care |
| Donations Management | Radio Communications |
| Elder Care | Relocation Services |
| Emergency Assistance | Resource Coordination |
| Emergency Repairs | Sanitation Services |
| Financial Assistance | Special Needs |
| Financial Planning | Technical Assistance |

- Training
- Translation Services
- Transportation Services
- Volunteer Coordination
- Volunteer Services
- Warehouse Facilities
- Welfare Inquires (Int'l)
- Welfare Inquires (US)

Two member organizations (the American Red Cross and the Salvation Army) provide initial response disaster services to both large scale and smaller scale emergencies occurring in the community. These organizations often work directly with public safety agencies. Other MnVOAD members are not normally mobilized until a substantial disaster has occurred. Since MnVOAD radios may be deployed elsewhere in the country for disaster response they should be equipped with 700 MHz and 800 MHz nationwide interoperability channels.

4. Recommended Protocol/ Standard:

MnVOAD and its member disaster relief organizations will be authorized to use the system for the following types of communications: Government Agency to MnVOAD members; MnVOAD members to Government Agency; MnVOAD members to other MnVOAD members; and internal MnVOAD member communications. All communications using the system shall be limited to the protection of life and property, emergency situations, disaster relief planning, response, mitigation, recovery and related supporting operations including planned drills. Internal day to day, administrative and other non-disaster relief related communications are not permitted.

Assignment of priorities and use of the system by MnVOAD members for internal MnVOAD communications will be considered “Public Service” and “Non-Critical Operations” as defined in Appendix 2 of the Board’s Standards.

The following four priority 7 talk groups will be established for internal MnVOAD operations: DRO-1, DRO-2, DRO-3 and DRO-4. These talk groups will not be capable of encryption. DRO 1 will be assigned as primary use by the American Red Cross Disaster Services and DRO 2 by the Salvation Army Disaster Services. DRO-3 and DRO-4 will be assigned as needed by MnVOAD. Operation on other public safety, public service and interoperability talk groups by MnVOAD members will be at the direction of the Responsible Government Official coordinating the incident. It is recommended that MnVOAD radios be equipped with the following capabilities:

- | | |
|--------|-----------|
| DRO-1 | A-SOA-1 |
| DRO-2 | A-SOA-2 |
| DRO-3 | 8CALL90 R |
| DRO-4 | 8TAC91 R |
| ATAC-1 | 8TAC92 R |
| ATAC-2 | 8TAC93 R |
| ATAC-3 | 8TAC94 R |
| ATAC-4 | |

STAC1	8CALL90 D
STAC2	8TAC91 D
STAC3	8TAC92 D
STAC4	8TAC93 D
	8TAC94 D

5. Recommended Procedure:

MnVOAD shall enter into a User Agreement with the Board. MnVOAD shall be responsible to coordinate all use of the system by MnVOAD members. Individual MnVOAD members shall sign a Memorandum of Understanding, on a form approved by the Board, with MnVOAD agreeing to comply with the Board’s Standards, MnVOAD’s User Agreement with the Board, and Board approved Standard Operating Procedures for disaster relief organization use of the system prior to use of the system. The User Agreement shall specify the maximum number of radios that may be owned by MnVOAD and its members and activated on the system. The User Agreement shall also specify enforcement provisions including consequences of misuse.

The acquisition cost of radio equipment for use of the system is the responsibility of MnVOAD and its member organizations. There will be no access fee charged by the Board for access to the system, however, users may be responsible for the actual costs associated with programming the radios to operate on the system and Board assessed User Fees. The Board shall designate an entity or entities to perform the programming.

The Board or any Authorized User, at their discretion, may loan, lease or otherwise temporarily provide radios to MnVOAD or any other eligible disaster relief organization for the authorized purposes provided for within this Standard.

The talk groups programmed in MnVOAD radios shall be limited to those specified within this Standard, the User Agreement and those additional public safety talk groups that have been authorized by the respective agencies owning those talk groups.

6. Management

The staff of the Metropolitan Emergency Services Board shall manage the User Agreement process and maintain a list of DROs that have been approved to use the system. Billing users for the cost of programming shall be the responsibility of the programming entity.

The Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management is the lead agency for planning and coordination of MnVOAD communications operations. MnVOAD radios shall be considered part of the State of Minnesota subscriber fleet for purposes of FCC licensing. Radio IDs will be allocated by Mn/DOT.

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

Document Section 1	Management of System	Status: Complete
State Standard Number	1.9.0	
Standard Title	Regional Development and Responsible Entity	
Date Established	09/27/2007	SRB Approval: 09/27/2007
Replaces Document Dated	08/08/2007	
Date Revised	09/12/2007	

1. Purpose or Objective

The purpose of this standard is to identify entities the Minnesota Department of Transportation (MnDOT) should contract with in each region of development of the ARMER system. In accordance with Minn. Stat. Section 403.36, subd. 1e, the Commissioner of Transportation shall own, operate, and maintain the ARMER system backbone.

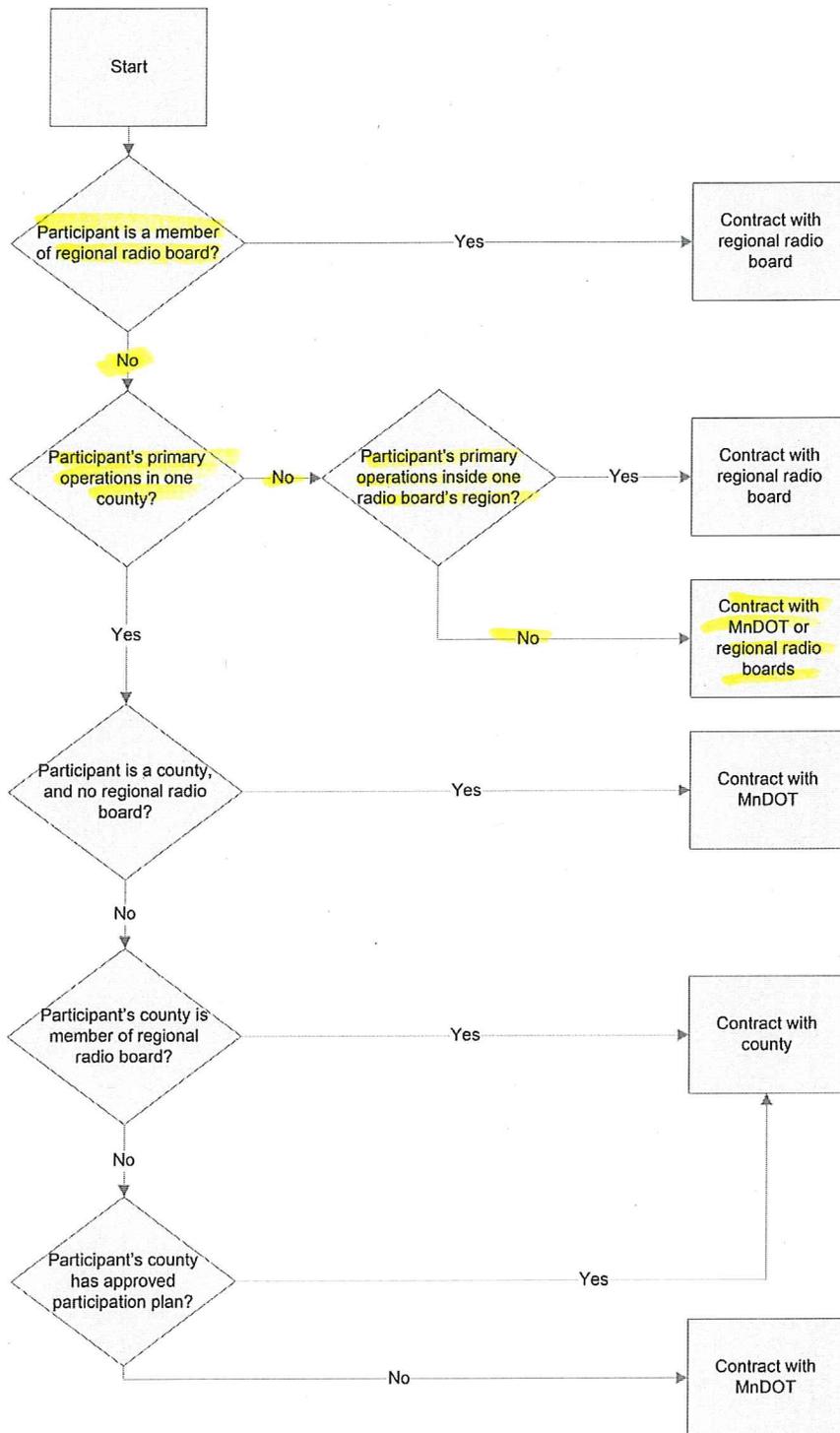
Although Minn. Stat. Section 403.39 provides that the Statewide Emergency Communications Board (SECB) shall facilitate the formation of Regional Advisory Committees (RACs) in each region and shall act cooperatively with Regional Advisory Committees and Regional Radio Boards (RRBs) to complete the implementation of the backbone and regional infrastructure, it is anticipated that regional planning and implementation may not occur on region wide basis.

The purpose of this standard is to identify a structural hierarchy for relationships between MnDOT and potential users of the ARMER system during the formation and evolution of local radio boards within each region. Additionally, Minn. Stat. Section 403.39, subd. 3, specifies that once an RRB has been formed, local users must coordinate their integration to the ARMER system through one of the members of the RRB.

2. Technical Background

The initial implementation of the regional, trunked radio system was accomplished through the Metropolitan Emergency Services Board (MESB). With the subsequent implementation of a statewide system (funding of Phase Three) and the creation of the SECB to coordinate that implementation, the model for local and regional autonomy was maintained within the statute. The MESB became an RRB, and Minn. Stat. Section 403.39 provides specific authority for the development of regional planning committees and RRBs in various portions of the state.

Minn. Stat. Section 403.39 provides for the creation of RRBs by joint powers agreement (JPA). This process requires a voluntary association of members for that purpose.



ARMER 1.9 Contracting Entity
 9/12/2007

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

Document Section 1	Management of System	Status: Complete
State Standard Number	1.10.0	
Standard Title	Requesting Participation and Participation Plan Changes	
Date Established		SECB Approval: 4/28/2011
Replaces Document Dated		
Date Revised	02/01/2011	

1. Purpose or Objective

The purpose of this standard is to establish the procedure for an eligible entity to apply for participation in the ARMER system and for a participant to request changes to their participation plan.

2. Technical Background

The following definitions apply to this standard:

- “Requesting entity” means an entity that wishes to gain access to the ARMER system for voice communication purposes. Entities that are not eligible ARMER participants may not apply for access.
- “Contracting entity” means the entity with which the requesting entity will contract, as defined in State Standard 1.9.0.
- “Full participant” means an entity whose primary voice communications are fully integrated into the ARMER backbone.
- “Limited participant” means an entity whose primary voice communications are integrated with the ARMER system via patches, audio gateways, or other means.
- “Interoperability participant” means an entity who desires access to the ARMER system, via subscriber equipment, for purposes of interoperability and not as the entity’s primary voice communication system. Interoperability participants may be authorized to maintain and operate subscriber equipment programmed to talkgroups, in accordance with State Standards adopted by the Statewide Emergency Communications Board (SECB).
- “Regional and statewide plans” means any plans adopted by the contracting entity, the contracting entity’s Regional Radio Board (RRB), or the SECB.

- Site additions
- Channel additions
- Equipment additions
- Frequency plan
- Subscriber radios
- Talkgroups
- Preliminary Fleetmap
- PSAP consoles
- PSAP logging
- ATIA data requirements
- Contingency plans
- Backup equipment
- Connectivity
- System administration
- Alarm and monitoring
- Training plan
- Cutover plan
- Schedule
- Interoperability plan
- Maintenance
- Other local elements

Interoperability Participation

When an entity elects to become an interoperability participant Interoperability plans should contain the following information:

- The type and quantity of equipment
- Whether the agency has Public Safety Answering Point (PSAP) equipment capable of accessing the ARMER system
- A narrative description of the entity's intended use
- A list of public safety agencies that the entity would anticipate communicating with over the ARMER system

The requesting entity may be granted access to these talkgroups:

- I-CALL and I-TAC channels from the National Public Safety Planning Advisory Committee (NPSPAC) plan
- Statewide interoperability talkgroups
- Statewide system patches to Legacy communication systems
- Other talkgroups whose owners have granted permission to the requesting entity

B. Plan Review

The contracting entity shall determine whether the requesting entity's plan is consistent with regional and statewide plans. The contracting entity may resolve inconsistencies by amending its plan, suggesting changes to regional or statewide plans, or seeking adjustments to the requesting entity's proposal. The contracting entity shall not approve plans where there is an inconsistency between regional and statewide plans and the requesting entity's plan. Once the requesting entity's plan is found to be consistent with regional and statewide plans, the contracting entity shall approve it and submit it to MnDOT for review.

MnDOT will review the requesting entity's plan to ensure these requirements are met:

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.





Blue Earth County Sheriff's Office

Brad Peterson
Sheriff

Michael J Maurer
Chief Deputy

Kevin Sorensen
Jail Administrator

December 31, 2014

Cathy Anderson
Standards and Training Coordinator
Minnesota Department of Public Safety
Division of Emergency Communications Networks
445 Minnesota Street, Suite 137
St. Paul, MN 55101-5137

Re: Armer radio sponsorship.

Dear Ms. Anderson

Blue Earth County's participation plan includes the following non-public safety entities as ARMER participants and are sponsored Blue Earth County:

Gold Cross Ambulance Service
Lake Crystal Ambulance Service
MAYO Clinic Health System Mankato
American Red Cross Mankato
City of Mankato Public Works
Blue Earth County Public Works
Blue Earth County Public Health
Mankato Public School
Maple River Public School
All Saints Public School
Lake Crystal Welcom Memorial Public School
Blue Earth County Probation

As the sponsor for the above listed agencies, I verify all participants will be properly trained to appropriate state and local standards. Blue Earth County assumes responsibility for on-going monitoring, training, and coordination of sponsored non-public safety participants.

Sincerley,

Sheriff Brad Peterson
Blue Erath County Sheriff's Office

SECB Steering Committee 2015 Attendance

	Steering Committee Members and Alternates	Jan 14	Apr 8	May 13	Jun 10	Jul 8	Sep 9	Oct 14	Nov 9
7	Sheriff's Assn: Dan Hartog (Chair)		X	X	X	X	X	X	X
	Alternate: VACANT								
8	Ambulance Assn: Joe Glaccum (Vice Chair)	X	X	X	X	X	X	X	X
	Alternate: VACANT								
2	MESB: Mike Slavik/Tom Wolf		X				X		
8	Alternate: Jill Rohret	X	X	X	X	X	X	X	X
6	MnDot: Muhktar Thakur		X	X	X	X	X		X
1	Alternate: Tim Lee / Jim Mohn	X							
	State Patrol: vacant								
	Alternate: vacant								
3	MnIT: Dave Van Thiel/vacant	X		X	X				
	Alternate: VACANT								
	Sheriff's Assoc: Rich Stanek/vacant								
1	Alternate: Kathy Hughes (in May)/vacant			x					
7	CM Region: Al Fjerstad	X	X	X	X	X	X		X
4	Alternate: Kristen Lahr	X			X	X			X

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

Steering Committee

MEMBER	REPRESENTING	ALTERNATE
Sheriff Dan Hartog, CHAIR Kandiyohi County Sheriffs 2201 23rd Street NE, Suite 101 Willmar, MN 56201-9566 3301@co.kandiyohi.mn.us Phone: 320-214-6700	Minnesota Sheriff's Association – Greater MN 1951 Woodlane Drive Suite 200 Woodbury, MN 55125	vacant
Commissioner Mike Slavik Dakota County 1590 Highway 55 Hastings, MN 55033-2343 mike.slavik@co.dakota.mn.us 651-438-4427	Metropolitan Emergency Services Board	Tom Wolf – Scott County 19225 Foxfield Drive Prior lake, MN 55372 twolf@co.scott.mn.us Troy Tretter 2099 University Avenue West St. Paul, MN 55104 ttretter@mn-mesb.org
Vice Chair Joe Glaccum North Memorial Ambulance 4501 68th Avenue North Brooklyn Center, MN 55429 Phone: 763 581-9905 joe.glaccum@northmemorial.com	Minnesota Ambulance Association Metro Area	vacant
Mukhtar Thakur Water's Edge - Office of Statewide Radio Communications 1500 W. County Road B-2 Roseville, MN 55113 Phone: 651 234-7962 mukhtar.thakur@state.mn.us	Minnesota Department of Transportation	Tim Lee Water's Edge - Office of Statewide Communications 1500 W. County Road B-2 Roseville, MN 55113 Phone: 651 234-7963 tim.lee@state.mn.us
		Jim Mohn Water's Edge - Office of Statewide Radio Communications 1500 W. County Road B-2 Roseville, MN 55113 Phone: 651 234-7969 jim.mohn@state.mn.us
vacant	Minnesota State Patrol	vacant

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

Steering Committee

MEMBER	REPRESENTING	ALTERNATE
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vacant	MnIT	vacant
Al Fierstad Phone: 320-983-8288 al.fierstad@co.mille-lacs.mn.us	Central ESB	Kristen Lahr 807 Courthouse Square PO Box 217 St Cloud, MN 56302 Phone: 320-290-9151 Kristen.lahr@co.stearns.mn.us
vacant	MN Chiefs of Police Assn	vacant
vacant	MN Fire Chiefs Assn	vacant

January 2016