

**Central MN Emergency Management Advisory Council**  
**Wilkin County**  
**Wilkin County Environmental Building**  
**505 South 8<sup>th</sup> Street – Breckenridge MN 56520**  
Immediately following the HSEM Region IV Meeting (begins at 9:30am)

**AGENDA**

1. Call to Order
2. Roll Call and Introductions
3. Revisions, Additions and Approval of Agenda
4. Approval of Minutes
5. Training – Function of the Emergency Services Board (Tom Hannon)
6. Reports
  - a. Emergency Services Board/Executive Committee (EMAC Chair)
  - b. Users & Owners and Operators (Al Fjerstad)
  - c. Regional Advisory Committee (EMAC Chair)
  - d. Interoperability Committee (Mike Wisniewski)
  - e. Interoperable Data Committee (Mike Wisniewski)
  - f. IPAWS (Patrick Waletzko)
  - g. AMEM (Kim Lindahl)
7. Staff Updates
  - a. Regional Planner (Tom Justin)
  - b. Fiscal Agent (Mark McCabe)
    - i. Year end 2015
    - ii. First Quarter 2016
8. Workgroup Reports
  - a. Grants
  - b. THIRA
  - c. Strategic Plan/Work Plan
  - d. Training and Exercise
  - e. IPAWS (attachment)
  - f. Pet Supplies (attachment)
9. Old Business
  - a. Regional Mutual Aid Agreement
  - b. CASM/DLAN
  - c. EM/PH Best Practice Guide (attachment)
10. New Business
  - a. Training opportunities for Planner
  - b. SECB Strategic Plan (Rick Juth)
  - c. Bylaw Discussion (attachment)
11. General Discussion
  - a. Regional Public Health Meeting (Patrick Waletzko)
  - b. Regional Hospital Meeting (Lynn Siegel, Dona Greiner)
12. Upcoming Events & Announcements
13. Adjournment

**Central MN Emergency Management Advisory Committee**  
**Draft Meeting Minutes**  
**January 20, 2016 Wadena County**

**Members/Alternates Present:**

1. Jim McDermott- Delegate Benton County
2. Jim Hasslen- Delegate Big Stone County - Dawn Koch Alternate Big Stone County
3. Troy Wolbersen- Delegate Douglas County - Mark McCabe- Alternate Douglas County
4. Tina Lindquist- Delegate Grant County - Greg Lillemon- Alternate Grant County
5. Don Ericson- Delegate Kandiyohi County
6. Stephanie Johnson- Alternate Meeker County
7. Victoria Ingram- Delegate Morrison County
8. Patrick Waletzko- Delegate Ottertail County
9. Tim Riley- Delegate Pope County
10. Erin Hausauer- Delegate Stearns County - Kristen Tschida- Alternate Stearns County
11. Dona Greiner- Delegate Stevens County
12. Bill McGear- Delegate Swift County
13. Mike Wisniewski- Delegate Todd County
14. Lynn Siegel- Delegate Traverse County
15. Luke Manderschied- Delegate Wadena County
16. Breanna Koval- Delegate Wilkin County
17. Steve Berg- Delegate Wright County
18. Steve Wunderlich- Delegate City of St Cloud

**Members/Alternates Absent:**

1. Monty Headley- Alternate Benton County
2. Kim Lindahl- Alternate Kandiyohi County
3. Brian Cruze- Delegate Meeker County
4. Al Fjerstad- Delegate Mille Lacs County - Janelle Schroeder- Alternate Mille Lacs County
5. Shawn Larsen- Alternate Morrison County
6. Stacy Paulseth- Alternate Ottertail County
7. Nathan Brecht- Alternate Pope County
8. Jason Dingman- Alternate Stevens County
9. John Holtz- Alternate Swift County
10. Trevor Wright- Alternate Traverse County
11. Bryan Savaloja- Alternate Wadena County
12. Rick Fiedler- Alternate Wilkin County
13. Jon Young- Alternate Wright County
14. Jim Mortenson- Alternate City of St. Cloud

**Guests:**

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Tom Justin, Regional Planner      | 4. Jeanna Sommers, HSEM  |
| 2. Scott Galeazzi, MN National Guard | 5. Rick Juth, ECN        |
| 3. Shirley Keeton, Red Cross         | 6. Kim Joos, Pope County |

1. The meeting was called to order by Chair Erin Hausauer at 12:09 PM.
2. **Roll Call:** Roll call was taken with a quorum of members present.
3. **Revisions & Approval of the Agenda:** Stephanie Johnson made a motion to accept the agenda as written. Mike Wisniewski seconded the motion. Motion Carried.

4. **Approval of Minutes:** Tina Lindquist made a motion to accept the previous CM EMAC meeting minutes. Steve Wunderlich seconded the motion. Motion Carried.
5. **Roberts Rule of Order:** Tom Justin went over the Roberts Rule of Order hand out that was given, CM EMAC bylaws apply Roberts Rule of Order to the meetings-
6. **Reports**
  - a. **ESB/Executive Committee:** Patrick Waletzko attended the ESB meeting in December the discussion there was the ongoing structure and staffing of the ESB and if they should hire staff and what the plans are to make sure ESB continues on the right path with strong leadership like Micah Meyers. Patrick also sought approval from the ESB for the contract to hire Tom Justin as the Regional Planner which was approved.
  - b. **Users & Owners and Operators:** Mike Wisniewski gave updates on (Operations and Technical Committee) OTC, EMS request for license to the Central Minnesota Talk Group was presented to ESB, working on updating Severe Weather Awareness for state patrol. A request made to name an alternate to the O&O meeting. Tina Lindquist state she would be alternate to O&O, Mike Wisniewski made a motion, Steve Wunderlich seconded, motion carried.
  - c. **RAC:** Erin Hausauer stated Micah Meyers was elected Chair, and Troy Langlie was elected Vice-Chair.
  - d. **Interoperable Communications:** Mike Wisniewski reported MNFOG is being looked at and updated, COML/COMT is pulling a workgroup together, Steven's County SOA for repeater is being utilized for region, ECN website is being rebuilt, CASM approved standard 3.40.0 and is now being presented to ESB for approval.
  - e. **IPAWS:** Patrick Waletzko stated IPAWS state wide committee meetings changed from every month to every other month, Committee has gap open as Julie Anderson left. In 2016 the regions received IPAWS funding including Region 4.
  - f. **AMEM:** Patrick Waletzko reported the board of directors met, Jim Halstrom retired and was replaced by John Strongitharm. There are several committees for AMEM, if you would like to be on one, our association would like people to be on the committees for their input.
7. **Staff Updates**
  - a. **Tom Justin, Regional Planner:** He stated that he has been busy in January as he received and reviewed past exercises, our gap analysis and the mass casualty exercise. He handed out business cards for all of us. He would also like to know why not all of us participate in monthly tests and the meetings.
  - b. **Fiscal Agent:** Mark McCabe stated that the last bills have been paid to WCEC. When Tom Justin submits his billing he should submit it to Erin Hausauer who will get it to Mark McCabe. Mark McCabe will get quarterly reports from Tom Justin to submit to state. Grant was officially accepted 1/19/16.
8. **Workgroup Report**
  - a. A workgroup sign-up sheet was sent around to sign up on, workgroups were asked to stay after the meeting to decide who the point of contact is so that Tom and Erin know who they are.  
**Committees are as follows: With Tom Justin being on all of them**

Grants:

Luke Manderschied – Lead  
Tina Lindquist  
Mark McCabe

Tim Riley  
Erin Hausauer  
Breanna Koval

THIRA:

Dona Greiner – Lead  
Mike Wisniewski

Lynn Siegel  
Troy Wolberson

Strategic Plan/Work Plan:

Breanna Koval – Lead  
Patrick Woletzko

Stephanie Johnson

Training and Exercise:

Kristen Tschida – Lead  
Jim McDermott  
Steve Wunderlich

Steve Berg  
Lynn Siegel

- i. Grant- approved
- ii. Kathy Wevley sent out THIRA update to be done 14 of 18 counties participated Kathy was asked to reach out not sure if that happened, THIRA committee will reach out to counties that did not respond to see if that will help. The new committee was asked to continue on to get approval of regional THIRA.
- iii. Strategic Plan is updated and needs to be worked on.
- iv. Exercise group will decide what training and exercise will be based on work plan.

**9. Old Business**

- a. Moving forward with regional mutual aid agreement there were some issues but are resolved. There was a recommendation to form a sub-committee to look at Minnesota Homeland Security Emergency Management Region 4 Mutual Aid Agreement Dona Greiner made a motion Mike Wisniewski seconded motion carried. Sub-committee is (Lead) Dona Greiner, Mike Wisniewski, Steve Berg, Kristen Tschida, and Kim Lindahl.
- b. EM/ PH best practices was gone through by Tina Lindquist, Al Fjerstad, and Patrick Waletzko and took out all things related to PH to make it more EM specific. Rick Juth stated this is a state wide document some are being reviewed and updated now, they can be turned into Cathy Anderson Tina Lindquist, and Patrick Waletzko will contact Cathy Anderson for recommendations give update at next meeting.

**10. New Business**

- a. CASM/DLAN: Tina Lindquist stated that she was at CASM training and was wondering if emergency managers could use that for tracking resources instead of DLAN because CASM can track any resources as well as communication resources. Tom Justin was asked to get info on both so we can compare. Breanna Koval reminded us that there is training in the work plan for DLAN but could amend for CASM to be added. Breanna Koval made a motion to amend work plan to include CASM Tina Lindquist seconded motion, motion approved.
- b. Communication test date hand out was given, if you have problems with VTC and you are hosting Kristen Tschida stated she would help if needed.
- c. Tina Lindquist had a hand out of public safety training road map and ask for input on what to add to training. EM training could be included in road map that way it is put on list and has registration. Putting training on will allow for other regions to register for our training with priority of our region first. Tom Justin will be checking with other regions to see what they will be doing and if we can attend their trainings as well as allowing other regions to attend ours.

- d. IPAWS and Pet Supply Cache grants period started Jan. 1 2016, now we need to decide how to move forward, we will be having training for IPAWS coming in February 24th in Ottertail County and March 1<sup>st</sup> in Stearns County. Every jurisdiction will get up to 2500.00 from grant for IPAWS but need to decide how and what to submit for reimbursement. Breanna Koval suggested to separate IPAWS and Pet Supply grants to for 2 committees for these two things but still have original grants group. Tina Lindquist made a motion to form 2 committees for the IPAWS and the Pet Supply Breanna Koval seconded, motion carried. The groups are as follows: **Pet Supply group**- Breanna Koval (POC), Kristen Tschida, Patrick Waletzko, and Kim Lindahl, **IPAWS group**- Patrick Waletzko. (POC), and Mike Wisniewski.
- e. New meeting in December was added date of meeting is December 7<sup>th</sup>, 2016 at 9:30 am in Meeker Co.

11. **General Discussion** none

12. **Upcoming Events**

Video Conference exercise is when our December meeting is held so the VTC exercise will be moved to a different date.

IPAWS workshop will be held in Ottertail County February 24, 2016 and in Stearns County March 9, 2016 more information will be emailed out.

13. **Next Meeting**

The next meeting will follow the HSEM Region IV meeting is April 20, 2016 Wilkin County Jenna Sommers will send out date reminders when it gets closer.

14. **Adjournment**

Tina Lindquist moved to adjourn the meeting Mike Wisniewski seconded the motion. Motion carried.

Minutes submitted by Lynn Siegel

## Grant Update

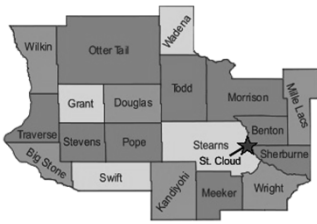
The grant committee met twice. The regional grants were written and approved by the grants committee and also approved by the region. All grants have been submitted to the state. The region applied for 3 grants along with 2 grants from Pope and Wadena Counties. The grants are for Regional Planner, Continuation of IPAWS, EOC Go kits. The grant for Pope County was for security upgrade and the grant for Wadena County was for SWAT equipment.



**Central Minnesota**  
**Emergency Management Advisory Committee**  
**IPAWS Reimbursement Request Process**

**The following guidelines shall be observed when seeking reimbursement from the Central Minnesota Emergency Management Advisory Committee (CM EMAC) 2015 State Homeland Security Program (SHSP) Grant for the Integrated Public Alert & Warning System (IPAWS) Notification System Add-On Component.**

- 1. Complete Steps to Acquire IPAWS.**
- 2. Contact Your System Provider; Request IPAWS Component be Added to Your System.**
- 3. Pay Invoice Upon Receipt.**
- 4. Complete the Attached Expense Reimbursement Request Form**
  - Utilize the “Other Expenses” Category to Report Your Expenses. Please Note that the Grant Number Description has Already Been Filled in.**
  - The 2015 SHSP Grant Award Limits Reimbursement Expenses to \$2500 Per Jurisdiction.**
  - Be Sure to Include Name, Department/Agency, Title, Date of Request**
  - Be Sure to Sign, Date, and Print the Claimant Name at the Bottom of the Form**
- 5. Include Detailed/Itemized Invoices & Proof of Payment (Cancelled Check/Warrant, Credit Receipt, etc.)**
- 6. Submit All Supporting Documentation to:**  
**CM EMAC Fiscal Agent, West Central EMS**  
**[wcmnems@gctel.com](mailto:wcmnems@gctel.com)**



# CENTRAL MINNESOTA EMAC EXPENSE REIMBURSEMENT REQUEST

NAME: \_\_\_\_\_

DEPARTMENT/AGENCY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

**TRAVEL EXPENSES:**

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Personal Vehicle Reimbursement:

Rate per Mile (\$): 0.540 Miles Driven: 0 \$ 0.00

**OTHER EXPENSES:** (Hotel/Motel, Registration, Parking, etc. - Please list):

A-SHSP-2015-HSEM4WC-0010-IPAWS

\_\_\_\_\_ \$ 0.00

**MEALS:**

Individual Meal Per Diem (list dates):

Dinner: \_\_\_\_\_ Dates: \_\_\_\_\_ \$ 0.00

Name(s) of other employees included in meal reimbursement request:

\_\_\_\_\_

**TOTAL AMOUNT OF THIS CLAIM**

\$ 0.00

Less Advance: \_\_\_\_\_

Date

PO No.

Check No.

\$ 0.00

**TOTAL AMOUNT TO BE PAID**

\$ 0.00

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Signature of Claimant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Claimant Name: \_\_\_\_\_

Account Code: \_\_\_\_\_

**NOTE:** Detailed/itemized invoices or receipts for lodging and purchases must be attached.  
Proof of payment (i.e. cancelled check/warrant, credit receipt, etc) must be attached.

Fiscal Agent can and will deny reimbursement requests that do not meet all the documentation/form requirements. It is not the responsibility of the Fiscal Agent to track down appropriate required paperwork, it is the sole responsibility of each local jurisdiction.



# Minnesota Homeland Security and Emergency Management Region IV

## Deployment and Use of Regional Assets

### Purpose or Objective:

To establish a policy and procedures for the deployment and use of the HSEM Region IV Assets

### Operational Context:

Assets provided through grant funding from the U.S. Department of Homeland Security and allocated by MN Division of Homeland Security and Emergency Management (HSEM) for the utilization of any member in the HSEM Region IV service area. The intent of the assets is to allow agencies to have available those resources necessary for the effective management of response and recovery efforts during such times as natural, technological, and human-caused disasters.

### Storage:

1. Regional assets will be stored by Hosting Agencies throughout HSEM Region IV. Hosting Agencies shall be responsible for the maintenance of the assets and their operational readiness. See Appendices A and B for details on Hosting Agencies.
2. At minimum, the assets must be maintained in a cold storage facility with controlled access to prevent loss or damage to equipment.
3. A pre-deployment checklist including an itemized list of the equipment will be maintained with the equipment. Each item should be labeled with an identification tag.
4. Additionally, a laminated user deployment set up guide shall be maintained with each piece of equipment requiring such set up.
5. Copies of the pre-deployment checklist and deployment set up guide shall be maintained with each Hosting Agency.

## Deployment:

1. Assets may be utilized by any member of HSEM Region IV at the request of that member's designated emergency management personnel. The Requesting Agency will be responsible for arranging deployment of the requested assets to a designated location. Any fees for deployment will be the responsibility of the Requesting Party.
2. To request the assets for deployment, the Requesting Party shall contact the Hosting Party, as detailed in supporting appendices (See Appendices).
3. A copy of the pre-deployment checklist will be deployed with the assets indicating the amount and type of resource deployed.
4. Upon acceptance of the assets, the Requesting Party shall be responsible for the care and maintenance of the assets. Any costs or fees associated with the care and maintenance of the assets are the responsibility of the Requesting Agency.
5. Deployment outside the region to an event or natural disaster shall XXXXXXXX.

## Resource Deactivation:

1. Unless other terms have been approved by both parties, the Requesting Agency shall return all assets within 14 days of the closing of the event for which the request was made.
2. Once demobilization of the assets occurs, the Receiving Agency will be responsible for inspection of the equipment prior to returning them to the Hosting Agency.
3. The Hosting Agency will conduct an inspection upon return and acceptance of the assets for storage. If damage to any assets is documented, the requesting agency will be liable to replace said assets.
4. The Requesting Agency assumes full risk for assets equipment lost, stolen, damaged, or destroyed until the assets are returned and accepted by the Hosting Agency.

Management:

1. The members of HSEM Region IV are responsible for assuring compliance with this policy, and shall conduct an annual review and make adjustments as necessary.

DRAFT

## Appendix A

### MN Homeland Security & Emergency Management Region IV Regional Cot & Blanket Caches

Source: American Red Cross

	<u>Regular Cots</u>	<u>Special Needs Cots</u>	<u>Blankets</u>	<u>Point of Contact</u>	<u>Email</u>
Douglas County	15	10	25	Sara Seibel	<a href="mailto:sara.siebel@mail.co.douglas.mn.us">sara.siebel@mail.co.douglas.mn.us</a>
Otter Tail County		50	50	Patrick Waletzko	<a href="mailto:pwaletzk@co.ottertail.mn.us">pwaletzk@co.ottertail.mn.us</a>
Stevens County	40	10	50	Dona Greiner	<a href="mailto:donagreiner@co.stevens.mn.us">donagreiner@co.stevens.mn.us</a>
Swift County	30	20	50	Bill McGeary	<a href="mailto:bill.mcgeary@co.swift.mn.us">bill.mcgeary@co.swift.mn.us</a>
Traverse County			80	Lynn Seigel	<a href="mailto:lynn.seigle@co.traverse.mn.us">lynn.seigle@co.traverse.mn.us</a>
Wright County	15	10	25	Steve Berg	<a href="mailto:stephen.berg@co.wright.mn.us">stephen.berg@co.wright.mn.us</a>

Source: MN Homeland Security and Emergency Management

	<u>Regular Cots</u>	<u>Special Needs Cots</u>	<u>Blankets</u>	<u>Point of Contact</u>	<u>Email</u>
Kandiyohi County	100	107	402	Kim Lindahl	<a href="mailto:kim_l@co.kandiyohi.mn.us">kim_l@co.kandiyohi.mn.us</a>

**Appendix B**

**MN Homeland Security & Emergency Management Region IV  
Regional Pet Sheltering Supply Caches**

**DRAFT**

# REQUEST FOR REGIONAL CACHE-PET SHELTERING SUPPLIES

Date: \_\_\_\_\_

\_\_\_\_\_ (County & Person) requesting Pet Sheltering Supplies.

\_\_\_\_\_, Kennels

\_\_\_\_\_, Bowls

\_\_\_\_\_, leashes.

Equipment has been inspected at pick up time by both parties:

All equipment will be returned in the same condition when released. If equipment is damaged/lost/destroyed the requesting County accepts and agrees to be responsible to replace any/all equipment with the same quality or greater than the original cache.

Kandiyohi County, (name) \_\_\_\_\_

Requesting County (name) \_\_\_\_\_

## **RETURNING REGIONAL PET SHELTERING SUPPLIES**

Equipment has been inspected and counted by both parties: \_\_\_\_\_ (date)

\_\_\_\_\_, Kennels

\_\_\_\_\_, Bowls

\_\_\_\_\_, leashes.

All equipment is returned/cleaned/counted in same condition

Equipment is damaged/missing \_\_\_\_\_

Comments: \_\_\_\_\_

Kandiyohi County, (name) \_\_\_\_\_

Requesting County (name) \_\_\_\_\_



# Minnesota

## Emergency Management/~~Public Health~~

### Communications Best Practice Guide

Statewide Radio Board, Operations & Technical Committee, Interoperability Committee, Minnesota Emergency Management/~~Public Health~~ Best Practice Workgroup

Approved by the Statewide Radio Board

November 29, 2012

This document describes the recommended best practice, standards, and contact information for Minnesota Emergency Management/~~Public Health~~ and radio regions to assist in planning for interoperability with Emergency Management/~~Public Health~~ and other public safety disciplines.



## Table of Contents

### Section I: Introduction

- Emergency Management/~~Public Health~~ Best Practice Workgroup

### Section II: Participation in ARMER

- State Standard 1.10.0, Requesting and Configuring Participation
- Agency's Participation Plan

### Section III: ARMER Basics for Emergency Management/~~Public Health~~

- State Standard 1.11.4, Training 800 MHz Users
- Alexandria Technical & Community College Training Modules
  - Radio 101
  - History of ARMER
  - Interoperability 101
  - Interoperability: How to Communicate Outside Your Agency
  - Other relevant modules as developed
- FEMA NIMS Courses:
  - ICS-100b – Introduction to the Incident Command System, ICS-100
  - ICS-700A – National Incident Management System (NIMS), An Introduction
- Attending Field User ARMER Training

### Section IV: Emergency Management/~~Public Health~~ related Statewide Standards

- State Standard 3.28.0, Use of Statewide Emergency Management Talkgroup SEMTAC
- State Standard 5.2.0, Disaster Relief Organization Access
- Regional Standard 3.28.0, Use of Regional Emergency Management Talkgroups
- State Standard 3.28.2, Use of State Duty Officer Talkgroup
- Use of the Minnesota State Patrol Call Talkgroup

### Section V: Interoperability

- Minnesota Public Safety Mobile VHF Interoperable Frequency Plan
- Regional Tactical Interoperable Communications Plan (TICP)
- State Standard 2.7.0, Use of Shared Talkgroups
- State Standard 3.5.0, National/Statewide VHF Interoperability Resources (VLAW31, VMED28, VFIR23, MIMS)
- State Standard 3.15.0, Use of Scene of Action Channels
- State Standard 3.16.0, 800 MHz Statewide Incident Response Talkgroups: STACs, ETACs, FTACs, & LTACs
- State Standard 3.16.2, Use of Statewide 800MHz STAC 1-4 Talkgroups
- State Standard 3.16.3, Cross Spectrum Interoperability system 800 MHz National Mutual Aid Resources
- State Standard 3.16.4, Cross Spectrum Interoperability System VLAW31 Resources
- State Standard 3.16.5, Cross Spectrum Interoperability System VHF Variable Frequency Station (VFS) Resources
- State Standard 3.31.0, ARMER System StatusBoard
- State Standard 3.32.0, Statewide Interoperable Plain Language Policy





- Use of Minnesota State Patrol Call Talkgroup
- State Standard 3.43.0, Use of National Weather Service Standard
- All Branch IC Zone
- Talkgroups for Emergency Management ~~and Public Health~~
- Tribal Government Interoperability
- Wildfire and Interface Fires

#### **Section VI: Strategic Technology Reserve**

- State Standard 3.33.0, Establishment of Strategic Technology Reserve
- State Standard 3.33.1, STR Radio Cache
  - Accompanying Regional Standard
- State Standard 3.33.2, STR – Transportable Tower/Repeater
  - Accompanying Regional Standard

#### **Section VII: COML and COMT**

- State Standard 3.17.0, Criteria for State Certification as a Communications Unit Leader Type III.
- State Standard 3.17.1, Criteria for State Certification as a Communications Unit Leader Type III Instructor.
- State Standard 3.17.3, Criteria for State Certification as a Communications Unit Technician
- How and when to use a COML and/or COMT

#### **Section VIII: Compliance & Conflict Resolution:**

- State Standard 7.1.0, Audit/Monitoring Process
- State Standard 7.2.0, Response to Non-Compliance
- State Standard 7.3.0, The Appeal Process

#### **Section IX: Refresher Training Plan**

#### **Section X: Other Best Practice Guides**

#### **Section XI: Minnesota Emergency Communication Networks Contacts**

#### **Section XII: Assistance from the Minnesota National Guard**

#### **Section XIII: Regional Radio and Advisory Committee Contacts**

#### **Section XIV: Emergency Management/~~Public Health~~ Best Practice Workgroup**

#### **Section XV: Radio Affiliated Acronyms**



## DOCUMENT REVISION HISTORY

Date	Revision	Notes	Name
5-17-2013	Removed Tom Johnson Added NWS standard info	Replaced with Brandon Abley	Cathy Anderson



## Section I: Introduction

The Emergency Management/~~Public Health~~ Best Practice Workgroup was created in 2012 to develop a Best Practice Guide for those who serve in the Emergency Management/~~Public Health~~ field. This guide is designed to serve as both a training plan and a resource document to assist and coordinate radio use for Emergency Management/~~Public Health~~ entities across the State of Minnesota during and after migration to the Allied Radio Matrix for Emergency Response (ARMER) radio system. ARMER has grown throughout the state, and Emergency Management/~~Public Health~~ entities need assistance, clarification, coordination, and best practice guidance.

This document is meant to specifically address Emergency Management/~~Public Health~~ related issues and assist with planning for Emergency Management/~~Public Health~~ entities. Common Emergency Management/~~Public Health~~ entities (EM/~~PH~~) communications paths include the following:

- EM/~~PH~~ to local, county, or state Emergency Operations Center (EOC)
- EM/~~PH~~ to dispatch
- EM/~~PH~~ to fire units
- EM/~~PH~~ to law enforcement
- EM/~~PH~~ to air ambulance
- EM/~~PH~~ to EMS
- EM/~~PH~~ to hospital
- EM/~~PH~~ to public works
- EM/~~PH~~ to Voluntary Organizations Active in Disasters (VOAD)
- EM/~~PH~~ to federal agencies
- EM/~~PH~~ to Minnesota Duty Officer
- EM/~~PH~~ to Regional Multi Agency Coordination Center (MAC) group

The highest and most effective level of interoperability is achieved when users share the same radio system and have shared talkgroups directly accessible to them in their radios. A best practice recommendation would be for all users to operate on and share the same radio system. Realizing the difficulty in achieving this goal Statewide, this guide will set forth best practices for using current systems for the optimal interoperability solutions to address daily operations and extraordinary occurrences. The Minnesota Emergency Management/~~Public Health~~ Communications Best Practice Guide is a living document, and suggested changes may be submitted to the Statewide Interoperability Committee for consideration through the Statewide Interoperability Program Manager, [Brandon.Abley@state.mn.us](mailto:Brandon.Abley@state.mn.us), or by calling 651-201-7554.

NOTE: Questions regarding State Standards or clarification of these standards should be directed to your County System Administrator or the Statewide Interoperability Program Manager.

## Section II: Participation in ARMER

Should jurisdictions choose to participate, State Standard 1.10.0, Requesting and Configuring Participation, details the necessary requirements. State Standards may be found on the Statewide Radio Board (SRB) website at <https://dps.mn.gov/entity/SRB>

The decision to participate in ARMER must be made in conjunction with county officials and public safety disciplines. This must also include an evaluation of interoperability with other radio systems. For questions, please utilize the points of contact in this document.



It is the workgroup's best practice recommendation that all public safety disciplines migrate to the Minnesota 800 MHz ARMER system. The highest and most effective level of interoperability is achieved when users share the same radio system and have shared talkgroups directly accessible to them in their radios.

The workgroup recommends that each agency either link to or attach their limited or full ARMER Participation Plan to this document.

Copies of County Participation Plans may be obtained from the Director or Supervisor of the County Dispatch Center, Public Safety Answering Point (PSAP), or from the Regional Advisory Committee (RAC).

### **Section III: ARMER Basics for Emergency Management/~~Public Health~~**

#### **Suggested supplemental training beyond the required training listed in State Standard 1.11.4**

Alexandria Technical & Community College online training may be obtained through their website, <http://www.alextech.edu/static/d2l.html?logout=1>, or by contacting the Statewide Interoperability Program Manager at [Brandon.Abley@state.mn.us](mailto:Brandon.Abley@state.mn.us). To obtain user name and password information for the Alexandria Technical & Community College online training, please contact Linda Muchow at 320-762-4539, 1-888-234-1313, or via email at [lindac@alextech.edu](mailto:lindac@alextech.edu).

Alexandria Technical & Community College Training Modules

- Radio 101
- History of ARMER
- Interoperability 101
- Other relevant modules as developed

Attending Field User ARMER Training: Information on local Field User training may be obtained through your local System Administrator or Regional Advisory Committee.

Each agency should customize their training plan to fit their own unique situation. It is recommended that all training be completed by a qualified ARMER trainer.

FEMA NIMS: The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. Each agency should design ongoing NIMS training, which should complement other training initiatives. NIMS should not be considered a stand-alone training curriculum.

NIMS training courses can be found at:

<http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm>



## Section IV: Emergency Management/~~Public Health~~ related Statewide Standards

The following State Standards and additional information should be part of the initial training received by all ARMER users and reviewed and trained on annually by all Emergency Managers and ~~Public Health~~ personnel.

- State Standard 3.28.0, Use of Statewide Emergency Management Talkgroup SEMTAC
- State Standard 5.2.0, Disaster Relief Organization Access
- Regional Standard 3.28.0, Use of Regional Emergency Management Talkgroups
- State Standard 3.28.2, Use of State Duty Officer Talkgroup
- The Minnesota Duty Officer Talkgroup is available to be programmed into any field user radio where contact with the Minnesota duty Officer may be needed. Consideration should be given to planning for situations where phone service may be lost or when operations are in areas with incomplete/inadequate cell phone coverage or capacity.
- Use of the Minnesota State Patrol Call Talkgroup – Minnesota State Patrol General Order 12-40-015, MSP Hailing talkgroup: MSP –CALL General Order may be found on the SRB website at <https://dps.mn.gov/entity/SRB> . Once at the website click on ARMER, then click on Guide Books and Best Practices.

## Section V: Interoperability

### Minnesota Public Safety Mobile VHF Interoperable Frequency Plan

This plan may be found on the Statewide Radio Board website: [dps.mn.gov/entity/SRB](https://dps.mn.gov/entity/SRB)

#### Excerpt from the SRB MN VHF Interoperable Frequency Plan – Dated 12-2-2010

The Statewide VHF Interoperable Frequency Steering Committee established the final revision of the VHF plan on 12-2-2010. This plan describes the primary channel for interagency law enforcement communications in the state as 155.4750 MHz, commonly referred to as MINSEF. The national naming convention for this channel is VLAW 31. Use of this channel is widespread in Minnesota, and permission from the SRB and previous authorities to utilize VLAW 31 outside of law enforcement disciplines has been limited. The current standard operational mode for this channel is wideband analog, but this channel is subject to the FCC mandated narrowbanding deadline.

Emergency Management/~~Public Health~~ personnel should be familiar with VHF channels that are integrated with the ARMER Radio system and are available to be patched to local, regional, or statewide talkgroups as needed. This is necessary when radio interoperability must be established with responders on legacy VHF systems.

#### Regional Tactical Interoperable Communications Plan (TICP)

Tactical Interoperable Communications Plans are used by jurisdictions to document interoperable communications governance structures, technology resources, and usage policies/procedures. The TICP describes what interoperable communications assets are available in an area, how those assets are shared and prioritized, and the steps that individual agencies should use to request, activate, and deactivate them.

Emergency Management/~~Public Health~~ personnel should be familiar with the regional communications resources that are available to their jurisdiction, as well as the process they must follow to request them. Copies of Regional TICP's are available through your Regional Advisory Committee.

#### State Standard 2.7.0, Use of Shared Talkgroups

This standard provides options to users of the Allied Radio Matrix for Emergency Response System (ARMER), which will allow talkgroup owners to predefine sharing authorizations for other agencies.



### **State Standard 3.5.0, National/Statewide VHF Interoperability Resources MNSEF (VLAW31), National EMS (VMED28), Statewide Fire (VFIR23), MIMS (MNCOMM)**

This standard establishes procedures for use and patching of MINSEF (VLAW31, 155.475), National EMS (VMED28, 155.340), Statewide Fire (VFIR23, 154.295) and Minnesota Incident Management System (MIMS, 155.370) Very High Frequency (VHF) interoperability radio frequencies for interagency communications.

The most common VHF channels that are available are:

- VLAW31 (previously MINSEF)
- VFIR23 (previously Statewide Fire Mutual Aid)
- VMED28 (previously statewide EMS)
- MNCOMM (previously Minnesota Incident Management System -MIMS, or Point-to-Point)

Others may be available as well, such as the National Interoperability Channels VCALL10 and VTAC11-14. Local procedures should be developed that list the specific scenarios in which VHF channels would be needed.

Note: These channels should only be used at the direction of a dispatcher, Incident Commander, COML, or a COMT.

### **State Standard 3.15.0, Use of Scene of Action Channels**

Scene of Action (SOA) channels allow the ability to communicate radio-to-radio without utilizing system resources. There are six shared, statewide SOA channels that are licensed by the state.

### **State Standard 3.16.0, 800 MHz Statewide Incident Response Talkgroups: STACs, ETACs, FTACs, & LTACs**

This standard establishes policy and procedures for use of standardized statewide 800 MHz major incident response interoperability talkgroups and standardized incident command zones in user radios.

### **State Standard 3.16.2, Use of Statewide 800 MHz STAC 1-4 Talkgroups**

This standard specifies the use of the statewide 800 MHz STAC talkgroups for establishing and maintaining air ambulance emergency landing zones.

Emergency Management/~~Public Health~~ personnel should be familiar with these statewide talkgroup resources and understand the circumstances when they would be used.

Important points that should be emphasized are:

- Use in order (1,2,3,4) for emergent events.
- Use in reverse order (4, 3, 2, 1) for preplanned and non-emergent events.
- Clear speech only - no "10" codes on statewide talkgroups.
- Priority of use should be for incidents with responders from multiple regions.

### **State Standard 3.16.3, Cross Spectrum Interoperability System (CSIS) 800 MHz National Mutual Aid Resources**

The purpose of this standard is to establish procedures for use and patching of 800 MHz national mutual aid resources included in the ARMER Cross Spectrum Interoperability System for interagency communications.

### **State Standard 3.16.4, Cross Spectrum Interoperability System VLAW31 Resources**

The purpose of this standard is to establish procedures for use and patching of VLAW31 resources included in the ARMER Cross Spectrum Interoperability System for interagency communications.



### State Standard 3.16.5, Cross Spectrum Interoperability System VHF Variable Frequency Station (VFS) Resources

The purpose of this standard is to establish procedures for use and patching of VHF Variable Frequency Station (VFS) resources included in the ARMER Cross Spectrum Interoperability System for interagency communications.

### State Standard 3.31.0, ARMER System StatusBoard

The StatusBoard Application, maintained by MnDOT Electronic Communications, is a statewide dispatch console tool installed on all ARMER System consoles and is intended to help facilitate and advise what interoperable talkgroup or channel may be in use for an urgent, emergent, or preplanned event.

### 3.32.0, Statewide Interoperable Plain Language Policy

The use of plain language (clear text) in emergency management and incident response is a matter of public safety, especially the safety of emergency management/response personnel and those affected by the incident. It is critical that everyone involved with an incident know and utilize commonly established operational structures, terminology, policies, and procedures. This will facilitate the achievement of interoperability across agencies/organizations, jurisdictions, and disciplines, which is exactly what National Incident Management System (NIMS) and the Incident Command System (ICS) is seeking to achieve.

It is recommended that Emergency Management/~~Public Health~~ personnel be required to use clear speech for day-to-day activities. A limited list of permitted codes should be published for users and be strictly adhered to. This will make it easier to use clear speech only on major events, as well.

### Use of Minnesota State Patrol Call Talkgroup

Minnesota State Patrol General Order 12-40-015, MSP Hailing talkgroup: MSP –CALL General Order, may be found on the SRB website at <https://dps.mn.gov/entity/SRB> . Once at the website, click on ARMER, then click on Guide Books and Best Practices.

### State Standard 3.35.0, National Weather Service Standard

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.

### Emergency Incidents

Emergency response communications also require pre-planning. Talkgroup progression should also be used and must be assigned by the controlling dispatcher based on availability. It is important to work closely with the dispatch center to ensure a shared resource is not already in use. Regional and state talkgroups need to be reserved by a dispatcher on the shared talkgroup resource StatusBoard, which is currently available on ARMER dispatch consoles.

The highest and most effective level of interoperability is achieved when users share the same radio system and have shared talkgroups directly accessible to them in their radios. Shared, interoperable talkgroup resources exist in a variety of forms and may be called common, pool, or tactical. It is imperative that Emergency Management ~~and Public Health~~ agencies plan effectively with (including, but not limited to) mutual aid, law enforcement, EMS, and hospital partners. Emergency Management ~~and Public Health~~ agencies must be aware of local, regional, and statewide interoperable radio resources and procedures.



## Planned Events

Planned events require consideration for the jurisdictions that will require communication. If shared, interoperable resources are required; planners should start by considering local/county talkgroups first and progress to use regional and statewide talkgroups as appropriate, given the agencies and the type of communication needed. This planning must be coordinated with the controlling dispatch center. Regional and statewide talkgroups need to be reserved by a dispatcher on the shared talkgroup resource StatusBoard, which is currently available on ARMER dispatch consoles.

Based on the scope of the incident, the controlling dispatcher and the incident command structure must communicate effectively to ensure the most appropriate resource is assigned and matches the radio resource requirements of all responders. Dispatchers and incident commanders may choose to patch local resources or VHF and ARMER resources to manage an incident.

## Plain Language

Emergency responders are strongly encouraged to use 'plain language' while using two-way communications devices operating on conventional VHF resources and are required to use plain language while operating on Statewide and Regional ARMER talkgroups (State Standard 3.32.0, Statewide Interoperable Plain Language Policy).

## Talkgroups for Emergency Management ~~and Public Health~~

When developing radio programming templates, Emergency Management ~~and Public Health~~ agencies should refer to the State and Regional Tactical Interoperable Communications Plans, as well as the Minnesota Field Operations Guide (MNFOG) for guidance. In addition, they should check with their Regional Advisory Committees for regional talkgroups that should be added to their radio plans.

It is recommended that Emergency Management ~~and Public Health~~ templates include the following "All Branch" Standardized Statewide Incident Command Zone as specified in Addendum 1 of ARMER Standard 3.16.0. All 16 Statewide Incident Response talkgroups shall be included, and they shall be programmed exactly in the order specified below in order to maintain consistency and to facilitate a potential future renaming of these talkgroups to STAC 1-16.





### All Branch IC Zone

The following alternate “All Branch” STANDARDIZED INCIDENT COMMAND ZONE may be implemented either in addition to, or in lieu of, the service branch specific STANDARDIZED INCIDENT COMMAND ZONE specified in Section 4 of ARMER Standard 3.16.0. If the All Branch zone is used, all 16 Statewide Incident Response talkgroups shall be included, and they shall be programmed exactly in the order specified below in order to maintain consistency and to facilitate a potential future renaming of these talkgroups to STAC 1-16 as part of ARMER 3.0. The All Branch zone may be implemented in any radio, regardless of service branch.

This All Branch IC Zone is programmed into all Strategic Technology Reserve cache radios positioned throughout the State and is recommended for inclusion in all other cache radios.

Pos	All Branch IC Zone
1	STAC 1
2	STAC 2
3	STAC 3
4	STAC 4
5	LTAC 1
6	LTAC 2
7	LTAC 3
8	LTAC 4
9	FTAC 1
10	FTAC 2
11	FTAC 3
12	FTAC 4
13	ETAC 1
14	ETAC 2
15	ETAC 3
16	ETAC 4



## Emergency Managers

Emergency Managers are encouraged to include in their templates the following talkgroups, along with any local and regional interoperable talkgroups from their local or regional plans. In preparation for deployment, to assist in other regions inclusion of neighboring regions or all regions, interoperability zones should be considered for programming in the Emergency Managers’ radio. In the event that an Emergency Manager is assigned a dual-band radio, the VHF interoperability zone should be programmed as well.

The following ARMER talkgroups should be programmed in each Emergency Manager’s assigned radio:

<u>Talkgroup</u>	<u>Intended Use</u>
MNDO	To call MN Duty Officer
MSP-CALL	Hailing any State Patrol dispatch center
SEMTAC	Statewide EM talkgroup primarily for EM’s and EOC/ SEOC use (MN 3.28.0)
Region-EMTAC	Regional Emergency Management (EM) Tactical (Reg 3.28.0) primarily for regional EM use
DRO 1	Disaster Relief Organization (primarily American Red Cross)
DRO 2	Disaster Relief Organization (primarily Salvation Army)
DRO 3	Disaster Relief Organization ( available for assignment)
DRO 4	Disaster Relief Organization ( available for assignment)

## Public Health

~~At this time, there are limited Public Health (PH) designated interoperability resources. In the Metro area, there are the following regional PH talkgroups:~~

<del>MET-PH1</del>	<del>Metro Public Health</del>	<del>Used in Metro area by Public Health, EMS, EMH</del>
<del>MET-PH2</del>	<del>Metro Public Health</del>	<del>Used in Metro area by Public Health, EMS, EMH</del>
<del>MET-PH3</del>	<del>Metro Public Health</del>	<del>Used in Metro area by Public Health, EMS, EMH</del>
<del>MET-PH4</del>	<del>Metro Public Health</del>	<del>Used in Metro area by Public Health, EMS, EMH</del>

~~If needed for an incident or planned event, Public Health should request assignment of regional or statewide interoperability talkgroup(s) from the local dispatch center.~~



## Limited Cross Service Branch Sharing Permitted

In the event that multiple, simultaneous incidents throughout the state exhaust all available branch specific talkgroups and STACs and additional talkgroup resources are needed, talkgroups from other service branches may be used on a secondary basis. Any such assignment shall only be made by the dispatch center controlling the incident, the Incident Commander, or the Incident Communications Unit Leader (COML).

## Tribal Government Interoperability

The 11 federally recognized Tribal Nations in Minnesota are recognized by the State of Minnesota by either Public Law 280 Reservations, which the state has criminal jurisdiction over, or a “closed” Reservation, which is entirely under federal criminal jurisdiction. The federal governments, through treaties signed with the 11 Tribal governments, maintain a federal responsibility to this day to provide federal resources for emergency and non-emergency situations that occur on tribal lands.

As the ARMER System was developed by the State of Minnesota for emergency response counties, cities of the first class and Tribal Governments could choose to migrate to this new radio system. In doing so, they would no longer use the previous VHF frequencies used for public safety.

Most counties and cities of the first class would no longer need access to VHF frequencies being on the ARMER System, but all federal agencies of the U.S Government would be staying on VHF Narrowband for day-to-day radio communications and during emergencies.

For the 11 Tribal governments in Minnesota who would choose to access the new ARMER radio system, the fact that if they requested assistance, those federal agencies would be coming on their tribal lands with VHF Narrowband radios, which would not allow them to communicate to Tribal responders who may be using ARMER radios. The best practice in this situation is for Tribal response agencies to ensure they have purchased radio equipment that can communicate on both 800 MHz ARMER and VHF narrowband frequencies. This would allow those Tribal responders to have full interoperability for communicating with their local, county, and state response agencies on the ARMER system, as well as the federal agencies who may be called to assist per federal responsibility on VHF narrowband.

The Minnesota State Radio Board created a Tribal “talkgroup” known as TC-OP1 for Tribal Fire, EMS, Emergency Management, and Law Enforcement to allow all 11 Tribal government responders to communicate to each other statewide for day-to-day communications, as well as during emergencies. Minnesota is the first state in the nation to allow this type of interoperability on its radio system.

## Wildfire and Interface Fires

Initial response to wildfire reports may be done by local fire departments, MN DNR, US Forest Service, US Fish and Wildlife Service, BIA/Tribal, or National Park Service crews, and will vary based on jurisdiction, land ownership, fire type, and crew and equipment availability. Reports may come to the local Public Safety Answering Point (PSAP), Department of Natural Resources (DNR), and United States Forest Service (USFS) dispatchers directly. Responding agencies will be operating on ARMER and/or VHF systems from DNR or federal agencies. Due to the highly variable responses possible, it is difficult to describe a typical or model scenario.

The best practice is for agencies in wildfire affected areas to do an annual pre- fire planning session involving the local fire department(s), PSAP representative, and affected DNR and Federal wildfire agencies in the area. Review of communications equipment types, fleetmaps and channel lists, system coverage, and patching capability for each of the agencies should occur. Pre-incident development of written incident communication resource lists and incident communications plans is highly recommended and will serve not only in the initial period of wildfire response but also as



a resource for incoming Incident Management Teams (IMTs) if the incident expands to higher Type levels. Pre-incident exercise of those plans is also highly recommended to identify technical or training issues that should be resolved.

## **Section VI: Strategic Technology Reserve**

### **State Standards 3.33.0, Establishment of Strategic Technology Reserve, 3.33.1, STR Radio Cache, 3.33.2, STR Transportable Tower/Repeater**

The purpose of these standards is to establish an organizational structure for the coordination of and access to public safety communication resources incorporated into Minnesota's Strategic Technology Reserve (STR). The concept of an STR was established as a requirement to the Public Safety Interoperable Communication (PSIC) grant program in 2007, where federal grant funds were specifically earmarked for the establishment of a STR capability in each state. The basic purpose of the STR, as articulated in the PSIC grant, was to provide communication resources that can be deployed in situations where there is a catastrophic loss of the existing public safety communication capabilities. In establishing this STR capability, the Statewide Radio Board seeks to coordinate new and existing resources to address the following requirements:

- Provide communication resources that can be deployed in situations where there is a catastrophic loss of existing public safety communication capabilities.
- Provide communication resources that can be used to supplement existing public safety communication resources where an event or natural disaster requires more resources and capability than are currently available locally or regionally.
- Provide a transportable communications resource that can be used to support operations of local public safety officials responding to a serious event or natural disaster to another state.

To accomplish these purposes and objectives, this standard seeks to identify communication resources (existing and new) that will be considered part of Minnesota's STR capability and articulate procedures for the maintenance and deployment of those resources.

The Workgroup suggests that each agency insert or link the applicable Regional STR Standard to this document.

## **Section VII: Communications Unit Leader (COML) and Communications Unit Technician (COMT), State Standards, 3.17.0, Criteria for State Certification as a Communications Unit Leader Type III, 3.17.1 Criteria for State Certification as a Communications Unit Leader Type III Instructor, 3.17.3 Criteria for State Certification as a Communications Unit Technician.**

COMLs are emergency responders trained to facilitate communications during an event. The COMLs develop plans for use of communications equipment, manage communications assets, and coordinate the installation and testing of communications equipment. COMLs are familiar with communications systems and communications plans, such as the Tactical Interoperable Communications Plan (TICP).

The major responsibilities of the COML are:

- Set up communications plan for active incident
- Monitor communications for system inconsistencies
- Provide direct support to Incident Command (IC) and other branches for communications needs
- Provide cache radio support
- Document all communications activities
- Plan, organize, staff, manage and demobilize communications in a safe and effective manner



COMTs are trained communications personnel who are capable of providing on-scene emergency communications. The COMT works under the COML in the Incident Command Structure.

The major responsibilities of the COMT are:

- Support COML in the design of the communications plan
- Stand up equipment in support of the communications plan
- Assign and track radio caches
- Document all communications activities.

COMLs and COMTs may be called out by contacting the State Duty Officer at 651-649-5451 or 1-800-422-0798. COMLs and/or COMTs may be used for actual events or planned exercises at the discretion of the Incident Commander.

## Section VIII: Compliance and Conflict Resolution

The suggested method for reporting conflicts noticed by Emergency Managers ~~and/or Public Health~~ personnel is to attempt a resolution through direct contact with the PSAP or dispatcher involved. If direct contact with the PSAP or dispatcher is not an option, the issue should be documented and forwarded to your supervisor. The supervisor should attempt to obtain a resolution with the PSAP. However, if a conflict is not able to be resolved at this level, the issue should be brought to the regional user/owner and operator committee level.

During the course of operations or audits of ARMER system usage, it may be determined that a subscriber is using the system in a manner that is not in compliance with the standards, policies, and procedures as set forth by the Statewide Radio Board. The following ARMER system standards provide guidance to both governing bodies and the subscribers to assist in resolving compliance issues.

- 7.1.0, Audit, Monitoring Process
- 7.2.0, Response to Non-Compliance
- 7.3.0, Appeals Process

## Section IX: Refresher Training Plan

While it is the responsibility of each agency to establish their own refresher training, it is imperative to keep personnel up-to-date on the latest technological innovations, as well as applicable local, regional, and state guidelines/mandates.

It is the workgroup's best practice recommendation that pertinent ARMER online modules be reviewed annually, at a minimum. In addition, the Best Practice Guide should become part of every agency's new trainee curriculum, and it should also be reviewed periodically in training sessions for current employees.

Online training may be obtained through the Alexandria Technical & Community College website at <http://www.alextech.edu/static/d2l.html?logout=1>, or by contacting the Statewide Interoperability Program Manager at [Brandon.Abley@state.mn.us](mailto:Brandon.Abley@state.mn.us). To obtain user name and password information for the Alexandria Technical & Community College online training, please contact Linda Muchow at 320-762-4539, 1-888-234-1313, or via email at [lindac@alextech.edu](mailto:lindac@alextech.edu).



## Section X: Other Best Practice Guides

EMS  
 Hospital  
 Emergency Management/~~Public Health~~  
 Dispatcher  
 Fire  
 Law Enforcement

These guides have been created as a result of diligent work by the groups involved. These guides provide direction for their respective public safety disciplines. The guides are available online. Access to completed Best Practice Guides is available at: <https://dps.mn.gov/divisions/ecn/programs/armer/Pages/Guide-Books.aspx>

## Section XI: Minnesota Emergency Communication Networks Contacts

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**John Tonding**, DECN Central/Metro Regional Interoperability Coordinator  
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**Steve Borchardt**, DECN South Regional Interoperability Coordinator  
[steven.borchardt@state.mn.us](mailto:steven.borchardt@state.mn.us), 507-398-9687

DECN Grants Project Coordinator 651-201-7555

**Dana Wahlberg**, 911 Program Manager, DECN  
[dana.wahlberg@state.mn.us](mailto:dana.wahlberg@state.mn.us), 651-201-7546

## Section XII: Assistance from the Minnesota National Guard

Assistance from the Minnesota National Guard (including Communications requests) may be obtained via the State Duty Officer for natural or manmade disasters. The assistance must be requested by the County Sheriff or the Mayor in Cities of the First class. For planned events or exercises, communications assistance may be obtained by contacting:

Troy P. Tretter, COML  
 J6 JCP Systems NCOIC / Trainer  
 8076 Babcock Trail  
 Inver Grove Heights, MN 55076



Communications: 651-268-8055  
DSN: 825-8055  
Mobile: 612-242-2847  
G-net: 8055

Additional information and a list of acronyms may be obtained on the SRB website, <https://dps.mn.gov/entity/srb>

## Section XIII: Regional Radio and Advisory Committee Contacts

Contacts for the Regional Radio Boards (RRB) and Regional Advisory Committees (RAC) can be found on the ARMER web site: <https://dps.mn.gov/entity/SRB>

## Section XIV: Emergency Management/~~Public Health~~ Best Practice Workgroup

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Tom Johnson

## Section XV: Radio Affiliated Acronyms

Link to commonly used, radio-affiliated acronyms – <https://dps.mn.gov/entity/SRB> , click on ARMER, and then click on Acronyms.

**BY-LAWS**  
**Central Minnesota Emergency Services Board**  
**Emergency Management Advisory Committee**

ARTICLE I: Name

As provided in the Joint Powers Agreement (hereinafter "JPA") creating the Central Minnesota Emergency Services Board (hereinafter "Board") this committee shall be known as the **Central Minnesota Emergency Services Board Emergency Management Advisory Committee**. The committee may be referred to as the "Emergency Management Committee" or the "Committee".

ARTICLE II: Purpose

The purpose of the Emergency Management Committee is to:

- A. Coordinate planning, training, and the purchase and use of equipment to ensure the most effective response to emergencies, both natural and other, within HSEM Region IV, as directed by the Board.
- B. Promote and ensure distribution of grant funds consistent with the membership of HSEM Region IV, the purpose and program of the grants and the direction of the Board.
- C. Advise the Central Minnesota Emergency Services Board on matters of protocol, procedures and operations as it relates to Emergency Management.
- D. Recommend and support legislation for improving and increasing the effectiveness of emergency preparedness.

ARTICLE III: Membership

A. Membership.

Appointed Members - Appointed Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located wholly or partially within the defined boundaries of HSEM Region 4, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party's existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Appointed Members, or



alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee. All Appointed Members shall be eligible to serve as Representative or alternate of the Committee on the Board.

Affiliated Members –Affiliated Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located within the defined boundaries of the Central Minnesota Emergency Services Board but not included in the definition of HSEM Region IV, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party’s existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Affiliated Members, or alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee except for those matters affecting grant planning, distribution, allocation or management. Affiliated Members shall not be eligible to serve as Representative or alternate of the Committee on the Board.

Associate Members – Associate members shall consist of those persons whose business, profession, or interest brings them into close relationship with the Committee. Associate members may participate in scheduled and special meetings of the Committee. Associate members shall be Non-Voting members of the Committee. Associate members are authorized to engage in debate or discussion of any issue before the Committee, when properly recognized in accordance with the rules of the Committee, but may not propose any action or amend any motion. Associate members are not eligible to hold any office or position representing the Committee. They shall not be counted in determining the presence of a quorum for the conduct of business. Any person desiring Associate Member status shall apply in writing to the Chair of the Committee setting forth in detail those circumstances qualifying the party for membership. The Chair shall submit the application to the Committee at the next scheduled meeting for decision under New Business.

B. Term. The term of appointment shall be determined by the appointing authority. Members, once appointed by their respective parties, shall remain the appointee of the Members agency until notified in writing of a change. There shall be no limit on the number of times a member may be reappointed by their respective party.

#### ARTICLE IV: Executive Committee

The Central Minnesota Emergency Services Board Emergency Management Committee may establish an Executive Committee and establish rules for its conduct.

#### ARTICLE V: Delegate/Alternate for CM Emergency Services Board

The Chairperson and the Vice Chairperson shall serve as the committee's appointments to the Central MN Emergency Services Board (CMNESB). The Chair will serve as the delegate and the Vice Chair will serve as the alternate.

#### ARTICLE VI: Officers

- A. Elected Officers. The elected officers shall be Chairperson, Vice Chairperson and Secretary.
- B. Term of Office, Vacancies. In December of every year, the Committee shall elect officers from its Appointed and Affiliated Members. The term of office shall be for one calendar year and until a successor is elected beginning in January of the year following election. Any vacancies occurring in the officer position shall be filled by the following succession: Chairperson, Vice Chairperson, and Secretary in that order. Subsequent vacancies shall be filled by appointment by the Chair, subject to a majority vote of the Committee. Membership shall fill all vacancies at the next regular scheduled meeting of the Emergency Management Committee.
- C. Duties.
  1. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Emergency Services Board Emergency Management Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership. He/She may appoint sub-committees and may be an Ex-Officio member of all work groups.
  2. Vice Chairperson – The Vice Chairperson shall act in the place of the Chairperson in his or her absence and shall hold responsibilities as directed by the membership.
  3. Secretary – The Secretary shall keep minutes of each meeting and perform other functions usually associated with such office. Additionally, the secretary is responsible for the archival of all minutes of meetings and retention of Committee records in accordance with the requirements of statute and the policies of the Board.

## ARTICLE VII: Voting, Nominations and Elections

- A. Voting. Each member appointed by a party to the Agreement (JPA) shall be entitled to a vote on all matters considered by the Emergency Management Committee as provided in these By-Laws. Under no circumstances will any jurisdiction be entitled to more than one (1) vote per member actually present. In the absence of a Member and alternate, no vote shall be cast on their behalf (proxy vote). The following exceptions apply as noted in Article III Affiliated Members and Article V Delegate/Alternate to Serve on the Board:
- a. Affiliated members may not vote on those matters affecting grant planning, distribution, allocation or management.
  - b. Affiliated members may not vote for the selection of a representative or alternate to serve on the Board representing the Committee.
  - c. Associate members may not vote under any circumstances.
- B. Candidates. Any Appointed or Affiliated Member in good standing appointed by a member jurisdiction to a term fully inclusive of the proposed term of office may be nominated for office.
- C. Quorum and Voting. For the purpose of conducting business at any meeting, a quorum shall consist of at least 50% of the Appointed members or alternates. Approval by a majority of the members in attendance authorized to vote shall be valid.

## ARTICLE VIII: Sub-Committees

Sub-Committees. The Committee may create Sub-Committees as needed. The Committee Chair shall appoint all work group chairs & members, subject to a majority approval of the full Committee. It shall be the function of the Sub-Committees to conduct studies and to make recommendations to the full Committee and to carry on such further activities as may be delegated by the Chair or Committee. All Sub-Committees shall meet at the call of the group leader and/or request of the Chair.

## ARTICLE IX: Meetings and Fiscal Year

- A. Meetings.
1. Regular meetings shall be held at a time and place determined in accordance with a schedule adopted by the Emergency Management Committee. The schedule may be modified by the membership at any time in a manner to be determined by the Emergency Management Committee.
  2. The agenda and supporting materials will be distributed electronically at a minimum of ten (10) days prior to the meeting date.
  3. Special meetings may be called by the Chairperson after polling, by phone or e-mail, and obtaining the consent of members representing at least fifty percent (50%) of the Appointed Members of the Emergency Management Committee.

4. The recording Secretary will deliver draft meeting minutes to all members via email, to review, at a minimum of ten (10) days prior to the meeting.
- B. Fiscal Year. The fiscal year shall run from January 1 through December 31.

#### ARTICLE X: Rules of Order

All business shall be guided and governed by Robert's Rules of Order when not in conflict with the Joint Powers Agreement or the Bylaws. These rules are a reference for the conduct of the meetings. The Authorized Version shall be the most recent version available.

#### ARTICLE XI: Amendments to By-Laws

These By-Laws may be amended at any meeting by a minimum of two-thirds (2/3) vote of those Appointed and Affiliated members present, providing a quorum has been established (see Article VI, Section C, Nominations and Elections, Quorum/Voting). A minimum thirty (30) day written notice of the intent to change the By-Laws must be submitted to the entire Committee. Amendments may be initiated by any Member or Officer of the Committee. All modifications and addendums to the Emergency Management Committee By-Laws must be approved by the Central Minnesota Emergency Services Board before taking effect.

#### ARTICLE XII: Limitations

Membership Expenses. The Emergency Management Committee shall not be responsible for any expenses of members. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

#### ARTICLE XIII: Dissolution

Dissolution. The Emergency Management Committee may only be dissolved as provided by the parties to the agreement forming the Central Minnesota Emergency Services Board.