



# Michigan's Public Safety Communications Interoperability Board

## Minutes

December 8, 2020, 2:00 PM – 4:00 PM

Virtual Meeting

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	Notes
I. Call to Order	<b>Chair Brad Stoddard called the meeting to order at 2:01.</b>
II. Roll Call	<p>The following Board members were present: Lt. Jen Wolf for Chief Gary Hagler, Brad Stoddard, Captain Kevin Sweeney, Eileen Phifer, General Larry Schloegl, Jerry Ellsworth, Fire Marshal Kevin Sehlmeier, Bryce Tracy, Jon Unruh, Matthew Sahr, Chief John Allen, Sean McCarthy, Ken Morris.</p> <p>Absent: Chief Edward Viverette, Assistant Chief Edwin Miller, Chief Brad Kersten</p> <p>Also present: Matt Groesser, Tim Jones, Jim Jarvis, Max Schneider, Al Mellon, Monica Jenkins, Brianna Briggs, Pete Langenfeld, Kate Jannereth, Chris Kuhl, Karl Arriola, many others signed in virtually.</p>
III. Welcome	
IV. Approval of Meeting Minutes	<p><b>Motion to approve September 2020 minutes by Bryce Tracy, seconded by John Unruh.</b></p> <p><b>No Discussion.</b></p>
V. Approval of Meeting Agenda	<p><b>Motion to approve Agenda by John Allen, seconded by General Schloegl.</b></p>
VI. Communications	None
VII. Public Comment	None
VIII. Workgroup Reports <ul style="list-style-type: none"> <li>A. Communications Unit Workgroup Co-chairs: Bryce Tracy and Ray Hasil</li> <li>B. Public Safety Broadband Workgroup Co-chairs: Pam Matelski and Brad Stoddard               <ul style="list-style-type: none"> <li>1. Regional/National Activities/News</li> </ul> </li> <li>C. Auxcomm Workgroup Co-chairs: Jaclyn Barcroft and Max Schneider</li> <li>D. Public Alerting Workgroup Co-chairs: Jaclyn Barcroft and Ron Bush</li> </ul>	<p><b>A. See work group report.</b></p> <p><b>Motion to approve COML/COMT 3 applicants by Brad Stoddard, seconded by John Allen. No discussion. No opposed.</b></p> <p>Last update to the Communications Unit documents was 2017. New documents drafted to replace. Comms definitions for COML, COMT, AUXC updated to match current standards with state and federal programs.</p>

<p>E. Fire Paging Workgroup Co-chairs: Al Mellon and Greg Janik</p> <p>F. Encryption Workgroup Co-chairs: Tim Jones and Matt Groesser</p>	<p>Minimum training standards updated. Adding AUXC with application and vetting process.</p> <p><b>Motion to approve Comms Unit documentation by Brad Stoddard, seconded by Ken Morris. No opposed.</b></p> <p>Asking board to knock back deadline for renewals to comms positions. Brad to discuss with Jim and STO to see what other states are doing.</p> <p><b>B.</b> No work group report for today. ATT has new sites that have gone live and several more to come before end of the year. ATT committed to 23 auxiliary sites. 22 completed.</p> <p><b>C.</b> See work group report. Setup guidelines for Auxcomm coordinator established. Max Schneider selected as work group co-chair.</p> <p><b>Motion to approve Max as co-chair by Bryce Tracy, seconded by Kevin Sweeny. No opposed.</b></p> <p><b>D.</b> See work group report.</p> <p><b>E.</b> See work group report. Long term goal being discussed around coordination and key sharing.</p>
<p>IX. Old Business</p>	<p>None.</p>
<p>X. New Business</p> <p>A. 9-1-1 Legislation – Bryce Tracy</p>	<p>12/31/2021 Act 32 of 1986 MI 911 legislation law is due to expire. Need to extend sunset and/or draft enhanced and further extend legislation. 911 integrates with many systems and processes with radio, telephone, data, NG911, etc. Urge you to be engaged. Joni Harvey may present in the next meeting.</p>
<p>XI. Federal Update –</p> <p>A. CISA – Jim Jarvis</p> <p>B. FEMA RECCWG – Karl Arriola</p>	<p>Alpha version EFOG draft will be done at end of the month. Fire Paging and Critical Connect projects (MOU, exercise, and cyber) all moving forward. Also initiated support for encryption and RECWIG exercise to develop scenario. Providing observers and evaluators. 5G webinar coming up (NECP webinar). Reviewing NIFOG to 2.0 version by end of the year. GETS and WPS review. 5% GETS and 6% WPS adoption rate.</p> <p>Reach out to Karl to be member of RECCWG. Region V has repository of docs. COMMEX portal to share docs, calendars, presentations. Operation Frost Bite to test</p>

	<p>current procedures and plans. Have to review assets and resources. Present lessons learned after AAR. Feb 24-25 tabletop hosted by CISA. Karl cell 202-679-2772 <a href="mailto:Karl.Arriola@fema.dhs.gov">Karl.Arriola@fema.dhs.gov</a></p>
<p>XII. Technology Update – Brad Stoddard</p> <p>A. MPSCS System</p> <ol style="list-style-type: none"> <li>1. Critical Connect</li> <li>2. County discussions: County Adoptions Map</li> <li>3. Agencies – 2,070; Radios – 116,514; Dispatch Centers – 86; Dispatch Consoles – 476; Computer Aided Dispatch (CAD) consoles – 59; Fire Pagers – 6,866</li> <li>4. FY 21 Budget</li> <li>5. FY 22 budget</li> <li>6. MPSCS staffing</li> </ol> <p>B. Statewide Interoperability Coordinator (SWIC)</p>	<p>1. MSI cloud base to link LMR and LTE PTT solution. IPSC and MPSCS as well as public safety. Testing was successful and identified some issues. Looking for ICTAP evaluation. CISA cyber audit to look at connection to link to Critical Connect. Ohio interested.</p> <p>2. Kent County now active. CCE close behind. Consumers Energy is looking at interoperability as they leverage the MPSCS. DTE interested as well.</p> <p>OTHER: Interop conference moved to April. State workers are home until 3/1/2021.</p> <p>B. Kate Jannereth formally identified her with DHS as alternate SWIC. 2021- Work groups and partners on 911 space are reviewing the SCIP. Next year is time to review and finalize that plan. Will need board to review edits. Late summer 2021. Goal is to vote in the September board meeting. Review markers on annual basis. Review internally at MPSCS and reach out to WG leaders to facilitate any review.</p>
<p>XIII. MPSCIB Guidance</p>	<p>4.9 GHz Decisions by the FCC Left on here for update. Public safety spectrum allocated for last 20 years. State of Michigan license held by MPSCS and we utilize it across MI. FCC has taken spectrum and handed it to the states to best decide how to use that spectrum. Some terms around state lessor and spectrum manager. Provided guidance on approach to make it fluid and efficient across all states. Proposed SWIC and frequency coordination committees would be lead on those and work with state contracts. Governor’s Office will make ultimate decision. Not sure what industry intentions are for this spectrum. FCC identified potential capability for rural areas and revenue for State of Michigan. Any revenue should be invested in public safety. Pam and Brad provided briefing to state CIO and updated briefing for Governor’s Office</p>

<p>XIV. Good of the Order</p> <p>A. Comments by Board Members</p>	<p>None from board.</p> <p>Asked if any public comment (in case they logged in late):</p> <p>Kyle Richardson - government arm of First Net. Michigan was recently added to his portfolio. He has been with FirstNet since 2014. National Guard background out of North Carolina. If FirstNet subscriber, look at toolsets available to you. Happy to help get people logged in and constantly looking at feedback. Everything is virtual right now but happy to deliver info. December 10<sup>th</sup> webinar he is happy to send info on.</p>
<p>XV. Adjournment</p>	<p><b>Motion to adjourn by Edwin Miller, seconded by General Schloegl</b></p>
<p>2021 Meeting Dates</p>	<ul style="list-style-type: none"> <li>• March 9<sup>th</sup> – Virtual</li> <li>• <del>April 19<sup>th</sup> – Special Board Meeting (Tentative)</del></li> <li>• June 8<sup>th</sup> – MSP HQ</li> <li>• September 14<sup>th</sup> – MSP HQ</li> <li>• December 14<sup>th</sup> – MSP HQ</li> </ul>



# Michigan's Public Safety Communications Interoperability Board

## Agenda

December 8, 2020, 2:00 PM – 4:00 PM

Virtual Meeting

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**Or call in (audio only)**

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	Notes
I. Call to Order	
II. Roll Call	
III. Welcome	
IV. Approval of Meeting Minutes	September 2020
V. Approval of Meeting Agenda	
VI. Communications	None
VII. Public Comment	
VIII. Workgroup Reports <ul style="list-style-type: none"> <li>A. Communications Unit Workgroup Co-chairs: Bryce Tracy and Ray Hasil</li> <li>B. Public Safety Broadband Workgroup Co-chairs: Pam Matelski and Brad Stoddard               <ul style="list-style-type: none"> <li>1. Regional/National Activities/News</li> </ul> </li> <li>C. Auxcomm Workgroup Co-chairs: Jaclyn Barcroft and Max Schneider</li> <li>D. Public Alerting Workgroup Co-chairs: Jaclyn Barcroft and Ron Bush</li> <li>E. Fire Paging Workgroup Co-chairs: Al Mellon and Greg Janik</li> <li>F. Encryption Workgroup Co-chairs: Tim Jones and Matt Groesser</li> </ul>	
IX. Old Business - None	
X. New Business <ul style="list-style-type: none"> <li>A. 9-1-1 Legislation – Bryce Tracy</li> </ul>	
XI. Federal Update – <ul style="list-style-type: none"> <li>A. CISA – Jim Jarvis</li> <li>B. FEMA RECCWG – Karl Arriola</li> </ul>	

<p>XII. Technology Update – Brad Stoddard</p> <p>A. MPSCS System</p> <ol style="list-style-type: none"> <li>1. Critical Connect</li> <li>2. County discussions: County Adoptions Map</li> <li>3. Agencies – 2,070; Radios – 116,514; Dispatch Centers – 86; Dispatch Consoles – 476; Computer Aided Dispatch (CAD) consoles – 59; Fire Pagers – 6,913</li> <li>4. FY 21 Budget</li> <li>5. FY 22 budget</li> <li>6. MPSCS staffing</li> </ol> <p>B. Statewide Interoperability Coordinator (SWIC)</p>	<p>Kent County now active.</p>
<p>XIII. MPSCIB Guidance</p>	<p>4.9 GHz Decisions by the FCC</p>
<p>XIV. Good of the Order</p> <p>A. Comments by Board Members</p>	
<p>XV. Adjournment</p>	
<p>2021 Meeting Dates</p>	<ul style="list-style-type: none"> <li>• March 9<sup>th</sup> – Virtual</li> <li>• April 19<sup>th</sup> – Special Board Meeting (Tentative)</li> <li>• June 8<sup>th</sup> – MSP HQ</li> <li>• September 14<sup>th</sup> – MSP HQ</li> <li>• December 14<sup>th</sup> – MSP HQ</li> </ul>



# Michigan's Public Safety Communications Interoperability Board

## Minutes

September 15, 2020, 2:00 PM – 4:00 PM  
Virtual Meeting

	Notes
I. Call to Order	Call to order 2:05 – Due to technical difficulties, many members had trouble logging into the meeting. Insp Wolf retired end of August
II. Roll Call	The following Board members were present: Jen Wolf for Chief Gary Hagler, Brad Stoddard, Brad Kersten, Eileen Phifer, General Larry Schloegl, Fire Marshal Kevin Sehlmeier, Jon Unruh, Matthew Sahr, Sean McCarthy, Edwin Miller, Ken Morris, Captain Kevin Sweeney, Chief Edward Viverette Absent: Chief John Allen, Jerry Ellsworth, Bryce Tracy,
III. Welcome	Welcome Sean McCarthy and Edward Viverette. Ken Morris reappointed.
IV. Approval of Meeting Minutes	March 2020 <b>Motion to approve March 2020 minutes: Jon Unruh, seconded by Eileen Phifer</b>
V. Approval of Meeting Agenda	<b>Motion to approve September 2020 Agenda: Matt Sahr, seconded by Eileen Phifer</b>
VI. Communications	None
VII. Public Comment	None
VIII. Workgroup Reports <ul style="list-style-type: none"> <li>A. Communications Unit Workgroup Co-chairs: Bryce Tracy and Ray Hasil</li> <li>B. Public Safety Broadband Workgroup Co-chairs: Pam Matelski and Brad Stoddard <ul style="list-style-type: none"> <li>1. Regional/National Activities/News</li> </ul> </li> <li>C. Auxcomm Workgroup Co-chairs: Jaclyn Barcroft and Max Schneider</li> <li>D. Public Alerting Workgroup Co-chairs: Jaclyn Barcroft and Ron Bush</li> <li>E. Fire Paging Workgroup Co-chairs: Al Mellon and Greg Janik</li> <li>F. Encryption Workgroup Co-chairs: Tim Jones and Matt Groesser</li> </ul>	<ul style="list-style-type: none"> <li>A. See work group report handout</li> <li>B. See work group report handout</li> <li>C. See work group report handout, updating position guidelines to include Auxcomm. Supported comms and MiCIMS during pandemic. Volunteer during Midland flood. SW exercise in October. Isle Royal exercise in June.</li> <li>D. Pausing on RFP. Sent out iPaws alert through pandemic.</li> <li>E. See work group report handout</li> <li>F. <ul style="list-style-type: none"> <li>1. Federal key loading with feds.</li> <li>2. Fire pager with ADP encryption.</li> <li>3. Working on where the pain points around the state are.</li> </ul> </li> </ul>

<p>IX. Old Business</p> <p>A. FCC open comments around 6 GHz spectrum Brad Stoddard</p>	<p>Information that has been shared about the 6GHz spectrum and the impact on the MPSCS was not correct as it was shared by an external to the MPSCS. Little concern by the MPSCS and the FCC changes to 6GHz.</p>
<p>X. New Business</p> <p>A. State of Michigan Update, State Emergency Communications Markers Review – Brad Stoddard</p>	<p>On an annual basis the state markers will be required to be reviewed and reported to CISA Emergency Communications Division. The SWIC will lead this effort and it is the intention the Board will provide comments on the marker submittals</p>
<p>XI. Federal Update –</p> <p>A. CISA – Jim Jarvis</p> <p>B. FEMA RECCWG – Karl Arriola</p>	<p>Update to AuxFOG and NIFOG. Might print AuxFOG. Thursday webinar on exercises. P25 user guide. September is insider threat awareness month. 5G infrastructure workshops. RECCWG – Karl is new FEMA resource to region V.</p>
<p>XII. Technology Update – Brad Stoddard</p> <p>A. MPSCS System</p> <ol style="list-style-type: none"> <li>1. MCM – radio programming and tracking package</li> <li>2. NICE Recording Solution</li> <li>3. Critical Connect</li> <li>4. County discussions: County Adoptions Map</li> <li>5. Agencies – 2,039; Radios – 110,272; Dispatch Centers – 86; Dispatch Consoles – 473; Computer Aided Dispatch (CAD) consoles – 59; Fire Pagers – 6,866</li> <li>6. FY 20 Budget</li> <li>7. FY 21 Budget</li> <li>8. MPSCS staffing</li> </ol> <p>B. Statewide Interoperability Coordinator (SWIC)</p>	<p>MCM will hopefully give more insight from the members into where work orders are in the process. Nice will be removed for next meeting. Critical Connect will allow interop between communications systems. Started discussions last December. Connected IPSC to MPSCS in August and completed some testing. Verizon is providing the backhaul for Motorola between the Cloud and hosting centers. Functional exercise with CISA at end of September. Branch elected to build a standalone system. Will need to watch interoperability very closely. MPSCS has passed their 25 year anniversary. Brad thanked Board members for their support. FY2020 – spending freeze led to a surplus this year. FY2021 – Hope to have update in December meeting. Thanked General Schloegl for support regarding MPSCS hiring. Currently working on 15 vacancies today and looking to add more. MPSCS still stretched very thin in several areas. Have not been successful in pleading our case to DTMB. Larry Schloegl- glad to hear we got 15 positions. Hopefully with realization the budgets are not going to be as bad and there will be some improvements. SWIC – Prioritizations around comms ecosystem. Governors need awareness of who is championing their emergency communications.</p>



XIII. MPSCIB Guidance	Member to Member Co-location draft policy <b>Motion to approve policy: Edwin Miller, seconded by Larry Schloegl</b>
XIV. Good of the Order A. Comments by Board Members	
XV. Adjournment	<b>Motion to adjourn: Edwin Miller, seconded by Larry Schloegl</b>
2020 Meeting Dates	<ul style="list-style-type: none"> <li>• March 10<sup>th</sup> – MSP HQ</li> <li>• June 9<sup>th</sup> – MSP HQ Canceled</li> <li>• September 15<sup>th</sup> – Virtual</li> <li>• December 8<sup>th</sup> – Virtual</li> </ul>



STATE OF MICHIGAN

MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD  
LANSING

**CURRENT ACTIONS/STATUS REPORT TO THE MPSCIB – DECEMBER 2020 – COMU WG**

**Interop Board Action Items**

COML / COMT Recognition Applications – Approved by COMU WG, submitted to MPSCIB for Final Approval - Attached

**Update of the Communications Unit Position Guidelines** – Reformatting of the entire document. Formal inclusion of the AUXCOMM position and Recognition process. Draft document from the COMU WG is attached...

**Current Tasks & Projects**

**COMU-WG Conference Call Meetings Held:**

October 28, 2020 / November 20, 2020 / December 3, 2020 NEXT MEETING = December 15, 2020

**Michigan Communications Field Operations Guide (MIFOG)** – Updates to the MIFOG have been noted, a final review is in process. Once completed, the MIFOG will be sent into CISA for assistance into the development of an electronic application version called the E-MIFOG.

**ESF #2 Communications Personnel Database Audit** – Adding AUXCOMM personnel into the Database = Collaborate with AUXCOMM WG regarding tracking of verified personnel, similar to the existing vetting and tracking process in place for COML's/COMT's database in CASM. Start tracking of the COML/COMT Renewal Process

**NEW Communications Unit Positions?** - Incident Tactical Dispatcher (INTD), Information & Technology Service Unit Leader (ITSL), Radio Operator (RADO) – These positions will be considered for future inclusion to the existing Michigan Communications Unit Position Guidelines

**What's on the Horizon?**

**COMM-X Training & Exercise Portal for Emergency Communications** - Beta project in collaboration with CISA EC & Region 5 RECCWG. The online portal is hosted on the Homeland Security Information Network (HSIN). It is designed as a Joint Training and Exercise Portal for Emergency Communications – A One-Stop-Shop for Emergency Communications Training and Exercise resources. It features a "Document Repository" with Regional and State level content. Secured access with Regional and State level access control. A presentation will be scheduled for a future MPSCIB meeting...

**Training and Exercises**

**Completed:** Nothing to report...

**Future:** Looking at all effective new instructional training options for conducting virtual classes. More research is being done to adjust and better facilitate alternate education and training options in a remote work environment. More information and recommendations to come...



STATE OF MICHIGAN  
MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD  
LANSING

COML/COMT VETTING – DECEMBER 2020

Jeffrey Weber	COML and COMT	Osceola County
Dominique Clemente	COML and COMT	MDNR
Randy Williams	COML	MPSCS



# Communications Unit Position Guidance

## State of Michigan

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	Title/Subject	<b>Communications Unit Position-Specific Recognition Guidelines</b>	Effective Date	Revision Date	
			<b>June 18, 2014</b>	April 11, 2017	

[illegible]



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## 1. Scope

This Standard Operating Guideline (SOG) applies to those individuals who meet the recommended Department of Homeland Security (DHS) guidelines for eligibility, training and experience for All-Hazards Communications Unit positions, and are requesting recognition within the State of Michigan.

This document references positions within the Communications Unit (e.g., Communications Unit Leader (COML), Communications Unit Technician (COMT)) as they pertain to All-Hazards emergency response classifications; such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) or other existing organizational guidelines.

## 2. Purpose

The purpose of this SOG is to describe the process for requesting recognition for position-specific roles within the Incident Command System (ICS) organization, specifically in the Communications Unit. The process described is specific to Communications Unit personnel within the State of Michigan.

The SOG defines the minimum standards for Communications Unit positions in the Michigan Communications Unit Recognition Program.

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

The intent of this guidance is to define and develop human resources deemed by the state as qualified to fill a Communications Unit position.



## 2.1. Objectives

1. Establish minimum training and recognition standards for Communications Unit personnel working as part of a Local/Tribal Incident Management Team or as a single resource assignment within the State of Michigan.
2. Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Communications Unit position-specific trainees to obtain recognition within the State of Michigan.
3. Define criteria to obtain and maintain recognition status for position-specific roles within the Communication Unit.
4. Retain the foundation of the performance-based qualification system established and implemented in the NWCG qualification system, and expand the performance-based evaluation process to include State recognition requirements.

## 3. Background

The National Incident Management System (NIMS) is a comprehensive, nationwide approach to incident management that provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the ICS, is a standardized, on-scene, all-hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for: developing plans for the use of incident communications personnel, equipment and facilities; coordinating, installing and testing communications equipment; supervision and operation of an Incident Communications Center (ICC) and; the distribution, maintenance, repair and recovery of incident communications equipment.

### 3.1. Communications Unit Positions

Positions within the Communications Unit may include:

- COML
- Incident Communications Center Manager (INCM)
- Radio Operator (RADO)
- COMT
- Technical Specialist (THSP)
- Auxiliary Communications (AUXCOMM)
- Communications Coordinator (COMC)
- Message Runner



The following duties are a sample listing of duties and are not all inclusive:

**COML**

1. Plans and manages the technical and operational functions of the Communications Unit during an incident or event
2. Supervises the Communications Unit. Manages Communications Unit personnel (INCM, RADO, COMT, THSP)
3. Participates in incident action planning.
4. Prepares the Incident Radio Communications Plan (ICS Form 205)

**INCM**

1. Establishes and manages an ICC
2. Supervises RADO positions
3. Assists the COML

**RADO**

1. Staffs positions in the ICC
2. Also referred to as "Incident Dispatchers" or "Tactical Dispatchers"
3. Receive specialized training to operate in an incident-based environment
4. Includes Telecommunicator Emergency Response Taskforce (TERT) resources

**COMT**

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

**THSP**

1. Possesses expertise in specific types of communications technology Gateways, radio caches, telephone, data, mobile communications assets, Geographic Information System

**AUXCOMM**

1. Serve as a Technical Specialist in the Communications Unit
2. Provide communications support to public safety, emergency management, and other government/non-government agencies
3. Provides emergency, backup, or supplemental communications support during unexpected emergencies, planned events, or training exercises

**COMC**

1. Provides support to the Communications Unit and COML. Not technically a part of the Communications Unit



2. Responsibilities frequently performed by Emergency Support function (ESF) #2 representative or Public Safety Communications Center supervisor. May operate at the local, regional, state, or federal levels
3. Performs frequency coordination responsibilities within a region or a state during an incident or event
4. Reviews Incident Radio Communications Plans to ensure communications channels/talkgroups are allocated and used effectively. Works with the COML to assign channel/talkgroup resources in support of the Incident Radio Communications Plan
5. Coordinates among multiple incident sites, dispatch centers, incident command personnel, etc., to prevent or resolve interference issues

At smaller scale incidents or events (e.g., Type III, IV or V), the COML may be the only person within the Communications Unit; therefore, an individual serving as a COML must also have a working knowledge of the roles and responsibilities of the subordinate positions. During all-hazards emergency response operations, effective communications among multiple jurisdictions, disciplines, and agencies is critical. Ineffective or poorly coordinated on-scene communications can potentially compromise any and all essential operations.

The DHS has established all-hazards training curriculum for the following positions:

- COML
- COMT
- AUXCOMM

Following completion of the DHS-approved all-hazards training curriculum, it is the responsibility of each state to establish a process for recognition of qualified Communications Unit personnel.

#### **4. Guidance**

With the publication of this initial version of guidelines, the standards established are the minimum to be met by participating agencies, organizations, and individuals that choose to participate in the Michigan Communications Unit Recognitions Program. The Michigan Communications Unit Recognitions Program is a voluntary program implemented to provide guidance and minimum standards for the development of Communications Unit Positions.

Candidates applying for qualification under these guidelines must have a public safety agency sponsor. Candidates must be approved to participate by their primary or home public safety organization. Candidates who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards in parallel to the qualifications in this SOG.



#### 4.1. Document Terminology

The terms “shall,” “must,” “will,” and “required” are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words “should,” “may,” “desirably,” and “preferably.”

The Emergency Management Assistant Compact (EMAC): EMAC is a state-to-state mutual aid compact that allows states to share resources (personnel, equipment, commodities) with another state during Gubernatorial declared disasters.

### 5. Categories for Response

In an effort to provide effective communications support during emergency incidents, planned events, or exercises, Michigan established five categories for response:

1. **Agency:** Deployment in support of home agency only
2. **County:** Deployment in support of any agency within county of home agency
3. **Regional:** Deployment in support of any agency within the home or adjacent EMHSD Region
4. **Statewide:** Deployment in support of any agency within the state (must have documented agency authorization to deploy statewide)
5. **Out-of-State/EMAC:** Deployment in support of out of state incidents following an EMAC or mutual aid request (must have documented agency authorization to deploy out-of-state)

### 6. Steps Required to Obtain Recognition

The steps listed below are required to obtain recognition within the State of Michigan for position-specific roles within the Communications Unit.

1. Candidates must meet the prerequisites to attend all-hazards position-specific Communications Unit training.
2. Candidates must successfully complete all-hazards position-specific Communications Unit training.
3. Following training, candidates must complete the applicable Position Task Book (PTB) and other requirements listed in this SOG.
4. Candidates must submit request along with all required documentation described in this SOG to the Michigan Communications Unit Working Group (COMU WG) for review.
5. The COMU WG will review the candidate’s documentation to determine eligibility for recognition in accordance with this SOG. The candidate may be asked to provide additional information or documentation if necessary.
6. If eligibility is confirmed by the office or designee, the candidate’s application packet will be submitted to the Michigan Public Safety Communications Interoperability Board for consideration and recognition.
7. Once recognition is obtained, the candidate must comply with the provisions contained in this SOG to maintain and renew the recognition status for the desired Communications Unit positions (every five years).

Each step listed above is described in further detail in the following sections of this SOG.



## 7. Position-Specific Communications Unit Training Prerequisites

Candidates wishing to complete all-hazards position-specific training must meet the prerequisites listed below prior to attending the desired course(s).

R = REQUIRED O = OPTIONAL, RECOMMENDED	COML	INCM	RADO	COMT	THSP	AUXCOMM	COMC
<b>PREREQUISITE COURSES:</b>							
IS-100(b)*	R	R	R	R	O	R	R
IS-200(b)*	R	R		R		R	
ICS-300*	R			O		O	
ICS-400*	O			O		O	
IS-700(a)*	R	R	R	R	O	R	R
IS-800(b)*	R			R		R	
OEC/EMI Communications Unit Leader Course*	R						
OEC Communications Technician Course*				R			
<b>PREREQUISITE DOCUMENTATION, EXPERIENCE:</b>							
Public safety background with experience in field operations	R						
Awareness of public safety communications technology	R			R			
Basic knowledge of local communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts	R			R			
Public safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.)				R			
General Class (or higher) Amateur Radio License						R	
Documented experience in Auxiliary Emergency Communications						R	

\*Applicants are required to submit course completion certificates with the application\*



### 7.1. Additional Michigan Training Prerequisites

In addition to the prerequisites listed in the table above, the following training, experience, and documentation requirements specific to Michigan also apply:

R = REQUIRED O = OPTIONAL, RECOMMENDED	COML	INCM	RADO	COMT	THSP	AUXCOMM	COMC
PRE-REQUISITE COURSES:							
PRE-REQUISITE DOCUMENTATION, EXPERIENCE:							

## 8. Successful Completion of Training

Candidates who successfully complete all-hazards position-specific training will receive a certificate of completion from the following agency(ies):

**COML:** DHS Federal Emergency Management Agency

**COMT:** DHS Office of Emergency Communications

**AUXCOMM:** DHS Office of Emergency Communications

Candidates successfully completing the above-listed courses within Michigan will also receive a certificate of completion from Michigan State Police- Emergency Management and Homeland Security Division.



## 9. Following Completion of Training

### 9.1. Introduction

The Michigan Communications Unit Recognition Program is a performance based credentialing system. In this system, the primary criterion for qualification and recognition is individual performance as verified by a qualified evaluator using approved standards. In a performance-based system, qualification is based upon demonstrated performance as measured on incidents, events, normal job activities, or during training/exercises.

As such, the criteria for Michigan specific qualification for regional or Communications Unit positions is based on successful completion of required training followed by observation and evaluation to confirm skill level and proficiency. The PTB serves as the instrument used to demonstrate the ability to perform the duties and responsibilities of the desired Communications Unit position.

### 9.2. PTB

- a. **Training:** Candidates must first successfully complete the required training course(s) prior to obtaining and initiating their PTB. The two positions that currently require the completion of a PTB are COML and COMT.
- b. **PTB Completion:** The candidate must initiate their PTB in accordance with the instructions in the PTB for the desired Communications Unit position. The PTB contains tasks designed to demonstrate proficiency and the ability to perform the roles and responsibilities required of the position PTB Tasks are completed and observed under the following circumstances:
  - i. **O:** Can be completed in any situation (simulation, classroom, daily job)
  - ii. **I:** Must be performed on an incident, planned event\*, or full scale exercise \*  
\*Must be preapproved by the Communications Unit Working Group (COMU WG).

Candidates may not initiate their PTB until they have successfully completed training. Once the PTB is initiated, the candidate has a time frame of 3 years to complete and submit their PTB and supporting documentation. All task must have occurred on or after the date the PTB is initiated.

Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for the candidate's application. Qualified evaluators include:

- The applicant's supervisor or sponsoring agency head may observe, evaluate and sign for PTB tasks for COML and COMT trainees.
- A recognized COML may observe, evaluate and sign for PTB tasks for COML or COMT trainees.





- In lieu of a COML a Recognized COMT may observe, evaluate and sign for PTB tasks for COMT trainees.

The PTB contains space to list four (4) qualified evaluators. If more than four evaluators observe tasks completed by the candidate, additional evaluator pages may be added to the PTB. Each qualified evaluator listed in the candidate's PTB must fully complete their Evaluator section, to include their recommendations.

The PTB is considered complete when:

- All tasks have been observed and signed off by a qualified evaluator.
- The person responsible for administratively reviewing the PTB has completed the final evaluator section
- The Applicants agency head signs the "Agency Head Recommendation for Certification" section confirming the candidate is recommended by the agency for recognition.

## 10. Request for Recognition

- a. **Application Process:** Prior to requesting recognition, candidates are responsible for ensuring they have completed the necessary requirements and have all appropriate documentation. Eligible candidates desiring recognition must submit the following documents to the Statewide Interoperability Coordinator Office, c/o Michigan Public Safety Communications System (MPSCS) Administration, 4000 Collins Road, Lansing, MI 48910. A separate application package is required for each Communications Unit position.
  - i. Certificate(s) which confirms completion of all-hazards position-specific training
  - ii. Fully completed PTB with all required signatures, and recommendations that the candidate has successfully performed all tasks for the position and should be considered for recognition
  - iii. Written letter of acknowledgement/endorsement from their agency head or agency command-level representative (COML/COMT applicants)
- b. **Candidate Application Review:** The application package will be forwarded to the COMU WG. The COMU WG provides administrative support to the Michigan Public Safety Communications Interoperability Board (MPSCIB) in performing a Quality Assurance review of the candidate's documentation, training records, PTB, qualifications, and other information to ensure the application package is complete and in compliance with this SOG, and to confirm the candidate is eligible for recognition before forwarding to the MPSCIB. The COMU WG may ask the candidate to provide additional information or documentation if necessary.



Following confirmation that the candidate's application package is complete, and the candidate meets the eligibility requirements, the COMU will forward it to the MPSCIB.

## 11. Review and Approval Process

- a. **Candidate Review:** The COMU WG will review the candidate's application package to consider approval for recognition in the desired Communications Unit position. They may also request an in-person interview with the candidate to obtain additional details. The COMU WG will forward the application package with their recommendation to the MPSCIB. The candidate will be given one of the following dispositions from the MPSCIB:
  - i. **Approved:** Candidate is approved for recognition for the requested Communications Unit position.
  - ii. **Disapproved:** The candidate's application package requesting recognition is not approved. The candidate will be informed of the reason for disapproval, and if applicable, a list of actions necessary if the candidate wishes to be reconsidered at a future date.
  - iii. **Additional Information Required:** The candidate must provide the MPSCIB with additional documentation or information as specified in correspondence. The candidate will be given a timeframe within which the requested information or documentation must be provided. If the candidate fails to provide the requested information, the application package will be disapproved.
- b. **Documentation/Credentials:** The MPSCIB will complete the following actions for approved candidates:
  - i. Issue a certificate reflecting recognition status for the applicable Communications Unit position.
  - ii. Notify the candidate's home agency of the recognition status in the applicable Communications Unit position.
  - iii. Add the candidate to the Communications Unit resource database.
  - iv. Notify the COMU WG.

## 12. Recognition Renewal Process

### 12.1. Expiration:

Recognition status will expire three (3) years from the date of issue. In order to maintain recognition, the candidate must complete 15 CEUs of continuing education in six categories to meet the necessary renewal requirements to demonstrate a continued degree of proficiency and skill level in the applicable Communications Unit position.

### 12.2. Qualification Process:



Individuals must apply to renew recognition before the expiration of their current recognition by submitting:

- Completed Michigan COMU Position Recognition-Renewal Form (**Appendix D**).
- Written letter of acknowledgement/endorsement from their agency head or agency command-level representative.
- Failure to reapply within two years or less following the expiration of current recognition will require the candidate to complete a new PTB and submit a new application package for the desired Communications Unit position as described in Section 10 of this SOG.

**12.3. Recognition Renewal Requirements:** (complete one of the following)

- Participate (in desired Communications Unit position) in at least one incident or event which lasted at least one operational period and required a written ICS Form 201 or an Incident Action Plan (IAP) and ICS Form 205 Communications Plan.
- Participate (in desired Communications Unit position) in at least one full-scale exercise which required the development of an ICS Form 201 or IAP and ICS Form 205 Communications Plan for an operational period lasting longer than 6 hours.
- Complete a new PTB over the period of three (3) years.

**12.4. Recognition Renewal Process**

- Complete and submit the application contained in Appendix D to the COMU WG for approval by the Michigan SWIC.
- If you participated in an exercise or incident to meet the requirements, the candidate must complete the Renewal Form and also send any supporting documents.
- If completing a new PTB to meet the renewal requirements, the completed PTB must be submitted with the application.
- All documentation listed above must be submitted to the COMU WG which will review for completeness and accuracy and forward to the Michigan SWIC and MPSCIB respectively for consideration.

## **13. Change in Status or Withdrawal of Recognition**

- a. **Change in status:** If an individual moves to a different agency, he/she must submit a revised recognition application with approval from the new agency head or designee within 90 days. The change of affiliation will not affect the recognition renewal date.
- b. **Withdrawal:** Recognition status may be withdrawn by the individual, the individual's agency, or by the COMU WG.
  - i. If withdrawn by the individual, or the individual's agency, written notice of the withdrawal will be provided to the MPSCIB, MPSCS and the COMU WG.
  - ii. If recognition is withdrawn by the MPSCIB the individual will receive written notice copied to the individual's agency, Michigan Public Safety Communications System (MPSCS), and the COMU WG. The individual will be provided with the reason for withdrawal, and may be required to return any



issued credentials if applicable. If they are considered eligible to reapply for recognition on a future date, details will be provided.

- iii. In all cases where an individual's recognition status is withdrawn, The COMU WG and MPSCS will remove the individual from the Communications Unit resource database.

**c. Reinstatement:**

- i. Following a voluntary withdrawal, an individual requesting reinstatement within the Three (3) year recognition period must submit a letter of explanation accompanied by the application to MPSCIB the ICSG via the COMU WG.



## **14. Administration and Record Keeping**

Centralized record keeping for personnel with recognition for Communications Unit positions in Michigan is provided by the MPSCS at the direction of the MPSCIB.



## 15. *Appendix A: Recognition Application*

Initial Application ☐ Renewal / Change in Status ☐ Reinstatement ☐

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

EMHSD REGION \_\_\_\_\_ COUNTY \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ 24 / 7 PHONE \_\_\_\_\_

CONTACT E-MAIL ADDRESS \_\_\_\_\_

APPLICANT'S RANK/TITLE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

=====

I approve the applicant's participation in the Michigan Communications Unit Program in the following response areas.

AGENCY ☐ COUNTY ☐ REGION ☐ STATEWIDE ☐ EMAC/OUT-OF-STATE ☐

AGENCY HEAD OR DESIGNEE SIGNATURE AND TITLE \_\_\_\_\_

DATE \_\_\_\_\_

AGENCY HEAD OR DESIGNEE NAME (printed) \_\_\_\_\_

AGENCY \_\_\_\_\_



### Experience Record (LAST 3 YEARS)

### Attach the following:

- |   |   |
|---|---|
| ○ | Copy of ICS 201 Briefing Form or IAP            |
| ○ | Copy ICS 205 Incident Radio Communications Plan |



## 17. *Appendix C: Glossary of Terms and Acronyms*

Definition	
AUXCOMM	Auxiliary Communications
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU WG	Communications Unit Working Group
DEM	Division of Emergency Management
EMHSD	Emergency Management and Homeland Security Division
EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
IAP	Incident Action Plan
ICC	Incident Communications Center
ICS	Incident Command System
INCM	Incident Communications Center Manager
L/T IMT	Local / Tribal Incident Management Team
MPSCIB	Michigan Public Safety Communications Interpretability Board
MPSCS	Michigan Public Safety Communications System
NIMS	National Incident Management System
NWCG	National Wildfire Coordinating Group
OEC	Office of Emergency Communications
PS Tools	Public Safety Tools
PTB	Position Task Book
QA	Quality Assurance
RADO	Radio Operator
SATCOM	Satellite Communications
SOG	Standard Operating Guidelines
SWIC	Statewide Interoperability Coordinator
TERT	Telecommunicator Emergency Response Taskforce
THSP	Technical Specialist
MI	Michigan





# Michigan Communications Unit COML - COMT

## Renewal Process & Form

COML ☐      COMT ☐      BOTH ☐

Applicant Name: \_\_\_\_\_

Applicant e-mail address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Sponsoring Agency Name: \_\_\_\_\_

Sponsoring Agency Supervisors Name: \_\_\_\_\_

Sponsoring Agency Supervisors Telephone Number: \_\_\_\_\_

Sponsoring Agency Supervisors e-mail: \_\_\_\_\_

---

All recognized Michigan-COML/COMT's will maintain a continuing education program, within a three (3) year period based on the requirements noted below;

The Michigan SWIC may renew MI-COML/COMT credentials every three years if all requirements are met.

If said requirements are not met, the MI-COML/COMT's credentials will expire, and the individual recognized as a COML/COMT will be removed from the Michigan Database.

Re-issuing of MI- COML/COMT requires approval of the MI-SWIC and MI-COMU Working Group.

The Michigan COML/COMT Database will be audited/scrubbed every three years.

### **CONTINUING EDUCATION REQUIREMENTS**

In order to maintain a current and consistent skill-set for a MI-COML/COMT, there is a continuing education requirement for the maintenance of MI-COML/COMT;

- Every three (3) years, 15 continuing education points will be required for MI-COML/COMT's.
- Points can be awarded in six categories defined below. No duplications and or accrual multiple points of same events.



# Michigan Communications Unit COML - COMT

## Renewal Process & Form

Categories	Date	Point/s
<b><u>Attend MI Interop Conference or Communications Related Course:</u></b>		
MI Interop Conference = (1) Point		
Communications Course = (1) Point		
ICS Course = (1) Point		
<b>COMU Related Presentation or Outreach Program = (3) Points</b>		
<b>Complete ICS 205 from an actual event or exercise = (1) Point</b>		
<b>Instruct a Communications Course: COML/COMT/Auxcomm/800 MPSCS = (5) Points</b>		
<b><u>Exercise:</u></b>		
Assist or Plan a Communications Exercise = (3) Points		
Serve as a COML/COMT/ Locally in an actual event or exercise = (3) Points		
Lead a Communications exercise = (5) Points		
<b>Participate successfully in a Commex Exercise = (5) Points</b>		

A MI-COML/COMT may participate in an approved classroom or online training, communications exercise (functional or full-scale), planned event, or actual incident to receive continuing education points. Participation in an exercise, planned event or actual incident must be in the role of a Communications Unit Leader / Communications Unit Technician to qualify for this renewal. Completion of verified continuing education in 3 of the 4 quarters, within each year, will serve as adequate for renewal of COML/COMT for an additional three years.



# Michigan Communications Unit COML - COMT

## Renewal Process & Form

- Additional renewal documentation shall include = required sign-in sheets, accompanying ICS205 forms from exercises or classes. It shall be the individual COML/COMT's responsibility to communicate this information to the Michigan COMU Work Group in a timely fashion. The Michigan SWIC may approve the renewal of a COML/COMT for three years, and will confirm via reporting to the Michigan's Public Safety Communications Interoperability Board.

A recognized MI-COML/COMT will be responsible to submit their continuing education renewal information to the MI-COMU Workgroup before December 31<sup>st</sup> of their third (last year) continuing education period. Any individual COML/COMT renewal information submitted and or received after the December 31<sup>st</sup> date deadline as defined previously, shall be considered late, and not meeting the time requirements as noted within the COML/COMT renewal process.

### Expiration and Re-Application for MI-COML/COMT

If the Michigan SWIC has not received adequate continuing education renewal information from a COML/COMT via the MI-COMU Workgroup, the COML/COMT will be properly notified at least one month prior to the expiration of his or her recognition expiration date. If the Michigan SWIC Office has not received adequate information prior to the expiration date of a COML/COMT, the previously noted recognition/status will thus expire and the COML/COMT will be removed from the active Michigan COML/COMT list.

After expiration, an applicant must re-apply via the methods provided within the Michigan Communications Unit Position Specific Recognition Guidelines for re-accreditation. If the expiration has been two years or less, (consistent with COML/COMT Task Book time requirements), completion of the reevaluation exercise, along with approvals by the Michigan SWIC and COMU Working Group will be required. If the expiration has exceeded three years, completion of the entire COML/COMT training and application program is required for renewal.

Once retraining is complete, the MI-SWIC will submit the COML/COMT-candidate to the Michigan's Public Safety Communications Interoperability Board for approval. Upon approval of the Michigan's Public Safety Communications Interoperability Board the COML/COMT will be recertified for three years in good standing, and is required to maintain normal continuing education requirements as defined within the Michigan Communications Unit Position Specific Recognition Guidelines.

I hereby affirm that the information contained in this renewal package is correct and acknowledge that if a violation is discovered, my application may be rejected or Credentialing/Recognition revoked.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ authorize the individual named above as an active member of this agency and meets all outline requirements for renewal as a Mi.-COML/COMT.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## Michigan's Public Safety Communications Interoperability Board

### Michigan Communications Unit Work Group

## OEC - Michigan COMU Program Instructor Certification Policy / 9-2018

### INSTRUCTOR QUALIFICATIONS

The following are the general qualifications required of **ALL** instructors in the Michigan COMU Program. Applicants will be vetted by Michigan COMU Work Group to ensure qualifications are satisfactory.

1. Successful completion of the course(s) for which application is being submitted to instruct. This is documented by training certificates and there are no substitutes for classes.
2. Successful completion of a formal instructor training or instructional skills course, possession of a instructing certificate or degree from an accredited college or university, or documented experience successfully instructing adult learners, this would also include MFFTC Michigan Firefighters Training Council Qualification for Instructors, and EMS IC Instructor Certification. This is validated and documented by training certificates, diplomas, or a brief resume providing an explanation of experience in delivering adult education.
3. Successful completion of a course train-the-trainer if applicable; Michigan COMU may waive this requirement for courses that do not have a train-the-trainer course available.
4. Operational experience in the subject matter of the course taught; the instructor's resume or curricula vitae that can document this experience.
5. Successfully completed NIMS IS-100, 200, 300, 400, 700 and 800 Courses as a minimum. (*Use current NIMS versions*) For classes requiring completion of FEMA online Independent Study (IS) courses they may be found at: <http://training.fema.gov/IS/crslist.aspx?all=true>
6. Instructors should be extremely proficient in use of course materials and curriculums, and capable of using audio visual equipment or other class presentation delivery media.

In addition to the general instructor qualifications listed above, instructors desiring to teach Michigan COMU Program courses may also have meet the specific instructional requirements as defined by the course developer if applicable.

The OEC - Michigan COMU Program Instructor Certification Policy will be updated as instructional requirements for classes change. Please check the Michigan COMU Work Group website for updates at: <http://www.michigan.gov/comuwg> Instructors will be notified of changes when they are made.

# Michigan COMU Positions

## A Guide to State Recognition

Communications Unit (COMU) Work Group

Michigan Public Safety Communications  
Interoperability Board

# DRAFT 11/30/2020

## Revision Record

This document replaces the "Communications Unit Position Guidance" Adopted June 18, 2014 and Revised April 11, 2017

Version	Revision Date	Effective Date	Summary

DRAFT

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## **Scope**

This guideline applies to those individuals who desire state-level recognition in All-Hazard NIMS/ICS Communications Unit Positions.

## **Purpose**

The purpose of this guideline is to identify and recognize human resources deemed by the state as qualified to fill a particular Communications Unit position. Minimum qualifications for each position are listed and can also serve as a roadmap for individuals to develop their knowledge base and skills in preparation to become state-recognized.

## **Objectives**

- 1) Establish minimum training and recognition standards for Communications Unit personnel working as part of a Local/Tribal Incident Management Team or as a single resource assignment within the State of Michigan.
- 2) Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Communications Unit position-specific trainees to obtain recognition within the State of Michigan.
- 3) Define criteria to obtain and maintain State recognition status for position-specific roles within the Communications Unit.
- 4) Retain the foundation of the performance-based qualification system established and implemented in the NWCG qualification system, and expand the performance-based evaluation process to include State recognition requirements.

## **Background**

The National Incident Management System (NIMS) is a comprehensive, nationwide approach to incident management that provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the Incident Command System (ICS), is a standardized on-scene all-hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for developing plans for the use of incident communications personnel, equipment, and facilities; coordination, installing and testing communications equipment; supervision and operation of an Incident Communications Center (ICC) and; the distribution, maintenance, repair, and recovery of incident communications equipment.

## **Communications Unit Positions**

The following positions include those which are presently subject to state-level recognition and other NIMS communications-related positions which may be subject to state-level recognition in the future. Additional positions may be added also. To determine which of the following are presently subject to state-level recognition see the sections on "Position-Specific Recognition Process".

### **COML - Communications Unit Leader**

- Plans and manages the technical and operational functions of the communications Unit during an incident or event
- Supervises the Communications Unit. Manages Communication Unit personnel (e.g. COMT, AUXC, INCM, RADO, THSP)
- Participates in incident action planning
- Prepares the Incident Radio communications Plan (ICS Form 205)

### **COMT - Communications Unit Technician**

- Responsible for supporting the technical functions of the Communications Unit
- Install, test, trouble shoot communications systems
- Identify requirements for radio system coverage
- Support battery needs
- Resolve interference issues
- Program radios
- Maintain/repair equipment

#### AUXC - Auxiliary Communications

- Provides communications support to public safety, emergency Management, and other government/non-government agencies
- Provides emergency backup, or supplemental communications support during unexpected emergencies, planned events, or training exercises

#### COMC - Communications Coordinator

- Provides support to the Communications Unit and COML. Not technically a part of the Communications Unit
- Responsibilities frequently performed by Emergency Support Function (ESF) #2 representative or Public Safety Communications Center supervisor. May operate at the local, regional, state, or federal levels.
- Performs frequency coordination responsibilities within a region or state during an incident or event.
- Reviews Incident Radio Communications Plans to ensure communications channels/talkgroups are allocated and used effectively. Works with the COML to assign channel/talkgroup resources in support of the Incident Radio Communications Plan.
- Coordinates among multiple incident sites, dispatch centers, incident command personnel, etc., to prevent or resolve interference issues.

#### INCM - Incident Communications Center Manager

- Establishes and manages an ICC
- Supervises RADO positions
- Assists the COML

#### INTD - Incident Tactical Dispatcher

- Staffs positions at command posts and specific tactical operations scenes
- Leverage multi-tasking, communications, accountability and documentations skills

#### RADO - Radio Operator

- Staffs positions in the ICC
- Operate base stations for EOCs, hospitals, dispatch centers, etc.

#### THSP - Technical Specialist

- Possess expertise in specific types of communications technology such as gateways, radio caches, telephone, data, mobile communications assets, or geographic information systems.

## **Terminology**

The terms "shall", "must", "will", and "required" are used throughout this document to indicate mandatory parameters and to differentiate from recommended parameters.

## **Change in Affiliation or Withdrawal of Recognition**

**Change in Affiliation:** If an individual moves to a different agency he/she must submit a revised recognition application with approval from the new agency head or designee within 90 days. The change of affiliation will not affect the recognition renewal date.

**Withdrawal:** Recognition status may be withdrawn by the individual, the individual's agency, or the COMU Work Group

- If withdrawn by the individual, or the individual's agency, written notice of the withdrawal shall be sent to the COMU Work Group for processing. Notice shall then be made by the COMU Work Group to MPSCIB and MPSCS.
- If Recognition is withdrawn by the MPSCIB the individual will receive written notice copied to the individual's agency, MPSCS, and the COMU Work Group. The individual will be provided with the reason for the withdrawal and may be required to return any issued credentials if applicable. If the individual is eligible to re-apply for recognition on a future date, details will be provided.
- In all cases where recognition is withdrawn the COMU Work Group and MPSCS will remove the individual from applicable Communications Unit resources database(s).

**Reinstatement:** Following a voluntary withdrawal, an individual requesting reinstatement within the Three year recognition period must submit a letter of explanation, accompanied by the application, to the COMU Work Group for processing. If the Three year recognition period has expired the individual must submit a new application with current information.

## **Reciprocity**

If a previously trained and or recognized individual moves to Michigan from a different State, and wants to be recognized in a defined COMU Position, he/she must submit a Michigan COMU recognition application with approval from their new agency head or designee.

## **Credentials**

Credentials and Certificates may be issued for each position for which an individual meets the requirements of this guide.

## **Administration and Record-Keeping**

Centralized record-keeping for personnel with recognition for Communications Unit positions is provided by the MPSCS at the direction of the MPSCIB.

## **How to Use This Guide**

Each section opens with general and background information. In the "Levels of Recognition/Recognition Procedure" section each step that must be completed to become "Recognized" at that level is indicated by a small circle. This can be checked off as each step is completed. The steps are generally in the order they must be accomplished so this is intended to be a working document for the user. When all of the circles are checked off you have applied for State Recognition in the particular position.

Applicable forms for each position can be found at the end of each individual section.

# **Position Specific Recognition Process**

## **COML**

### **Scope**

This section applies to personnel who wish to become "State Recognized" as a Communications Unit Leader (COML) in the State of Michigan.

### **Purpose**

The purpose of this section is to identify the requirements and detail the process for qualifying for "Recognition" as a COML in the State of Michigan.

Like other key positions in ICS, persons who may serve in a COML position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in CASM and Mi-CIMS and will be considered as available for state-wide deployment

### **Background - COML**

The COML is the primary position within the Communications Unit and thereby the primary communications-related position within any incident or event. The COML is usually the first communications position established (and sometimes the only position) and is responsible for further development of the Communications Unit. Because of this it is imperative that the COML have a good working knowledge of all functions of the Communications Unit, a well-developed knowledge of Incident Command System authority and responsibility flows, and demonstrated leadership and management skills.

The COML and COMT were the first positions to receive formal recognition in Michigan.

Like all other formally recognized positions in ICS there are entry level requirements, "Position-Specific Training" (the Class), a Task Book, and recognition requirements.

## **Levels of Recognition/Recognition Procedure**

Some individuals may not wish to be "Recognized" by the state, but desire the knowledge base to be better able to provide services when called upon. Examples of this include individuals working in other Communications Unit positions, dispatch supervisors, public safety personnel responsible for setting up tactical operations systems, etc.

There are technically 3 different levels of COML Training/Recognition, the third being "State Recognition". Because the first two are actually steps toward the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve. They are:

- **Take the Class (1st step)**

The class is a 32-hour, four-day course with facilitated lectures and student exercises.

Prerequisites include:

- Completion of IS-100 IS-200, IS-300, IS-700, and IS-800 prior to the class
- Public Safety background with experience in field operations
- Awareness of public safety communications technology
- Basic knowledge of local communications systems, frequencies and spectrum technologies, local topography, system site locations including knowledge of local, regional, and State communications plans and contacts.

**RESULT:** You have information that can be valuable when you are called upon to assist.

More information and applications are available on MI-TRAIN when a course is scheduled:

## **Complete the Task Book (2nd step)**

- Download the COML Position Task Book from [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)
- Complete the "Assigned to:" block. Agency Name will be the Public Safety or Emergency Management agency

- "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the Agency Head
- The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed. The "Evaluation Record Form" is completed by each evaluator. In some cases all skills may be checked off by one evaluator such as at a COMDEX, or in some cases multiple evaluators will be involved.
- Signing off COML Position Task Books in Michigan - Tasks may be signed off by: a State-Recognized COML.**
- Make as many copies of the "Evaluation Record Form" as you think you will need.
- Complete tasks with a qualified evaluator and have the evaluator sign off the specific tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
- The final evaluator also completes the "Final Evaluator Verification" on Page 2.
- Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

RESULT: You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as a COML under the local authority.

Keep your task book in a safe place; perhaps make a copy. It would be very difficult to reconstruct if lost.

**\*\* Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.**

### **Apply for State Recognition (3rd step)**

Print the "Recognition Application" and the "Experience Verification" forms from [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)

- Complete the top portion of the Application
- Have the local Public Safety or Emergency Management agency official complete the bottom portion of the Application and return the form to you.
- Complete the Experience Verification form
- Prepare an application package containing:



Recognition Application  
Copy of IS-100 certificate  
Copy of IS-200 certificate  
Copy of IS-300 certificate  
Copy of IS-700 certificate  
Copy of IS-800 certificate  
Copy of your COML Training Class certificate  
Experience Verification form  
Position Task Book (completed, with all signatures)

- Submit the application package to: *DTMB-MICOMU@michigan.gov*

RESULT: You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have made application for State Recognition as a COML.

### **Application "Vetting" and processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair.

If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM and MiCIMS as a deployable state asset.

### **Renewal/Continuing Education**

State Recognition is issued for up to a 3-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than 3 years.

At the end of the Recognition period an application for "Renewal" of the Recognition must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill-set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires. If the Recognition period has expired but the application is within 2 years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan SWIC and COMU Work Group. If the renewal

application is more than 2 years after expiration the application must be made as a new Recognition.

Renewal applications may be submitted as early as 3 months before the expiration date.

If a Renewal application is submitted before expiration the current Recognition will be valid until the application is processed.

Continuing Education shall consist of the accrual of at least 15 points from the approved list.

The COMU Work Group may allow credit for activities that don't exactly comply with the Continuing Education as listed upon application and description of the activity. One such example could be serving as a state-appointed COMC for a special event or incident.

Continuing Education may be obtained through participation in classroom or on-line/virtual training, communication exercise, planned events, or actual incidents. Participation in an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal. Items such as After Action Reports (AAR) and or completed ICAR Forms is strongly encouraged.

The Renewal process actually begins with the issuance of State Recognition and includes the following steps:

#### **Upon issuance of State Recognition**

- Participate in approved Continuing Education activities during the 3-year Recognition period. Use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

##### **Conferences/Courses**

- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course ( 1 point each, maximum of 2 points)

COMU Related Presentation or Outreach Program

- (3 points each, maximum of 6 points)

Complete ICS 205 for an actual event or exercise

- (1 point each, maximum of 3 points)

Instruct a Communications class - e.g. COML, COMT, AUXC, 800 MHz MPSCS

- (5 points - maximum of 5 points)

Exercises

- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator

- (5 points, maximum of 5 points)

**3 months before your Recognition period ends:**

- Prepare an application package containing:  
Recognition Renewal Application  
Continuing Education Record form  
Documentation for each activity on the Continuing Education Record form
- Submit the application package to: *DTMB-MICOMU@michigan.gov*

Questions regarding this process should be directed to: *DTMB-MICOMU@michigan.gov*

# COML Application

## **APPLICATION TYPE**

☐ Initial Application      ☐ Renewal/Change in Status      ☐ Reinstatement

## **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text.      Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.      Email: Click or tap here to enter text.

## **CANDIDATE AFFIRMATION**

I, Click or tap here to enter text. affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected or recognition revoked.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Below this line to be completed by Public Safety/Emergency Management Agency**

## **AGENCY INFORMATION**

Agency: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

Applicant's Rank/Title: Click or tap here to enter text.

## **AGENCY VERIFICATION**

I verify that Click or tap here to enter text. is affiliated with this agency and upon receiving State Recognition as a COML is available to serve other public safety/emergency management agencies as a COML.

Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official's Printed Name: Click or tap here to enter text.

Official's Title: Click or tap here to enter text.

Agency Name: Click or tap here to enter text.

Official's Phone Number: Click or tap here to enter text.

Official's Email: Click or tap here to enter text.

If this is an "Initial" application attach "Communications Experience Verification" form

If this is a "Renewal" attach the "Continuing Education" form

Submit completed application and attachments to: *DTMB-MICOMU@michigan.gov*

# COML

## Communications Experience

This form is completed by the applicant and attached to an "Initial" application

### **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.  
Address: Click or tap here to enter text.  
Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

### **PUBLIC SAFETY COMMUNICATIONS FIELD EXPERIENCE**

Describe Public Safety Communications field experience (i.e. incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.  
Click or tap here to enter text.

### **AWARENESS OF PUBLIC SAFETY COMMUNICATIONS TECHNOLOGY**

Describe knowledge base and experience related to Public Safety Communications technology.  
Click or tap here to enter text.

### **LOCAL AND STATEWIDE COMMUNICATIONS RESOURCE KNOWLEDGE**

Basic knowledge of local and state communications systems, frequencies and spectrum used, and technologies incorporated.  
Click or tap here to enter text.

### **COMMUNICATIONS ORGANIZATIONAL EXPERIENCE**

Working knowledge of local, regional, and State communications plans.  
Click or tap here to enter text.

# COML

## Recognition Vetting

This form is completed by the COMU designated application review personnel.

### **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **REQUIRED TRAINING**

- ☐ Copy of IS-100 Certificate or FEMA Transcript
  - ☐ Copy of IS-200 Certificate or FEMA Transcript
  - ☐ Copy of IS-700 Certificate or FEMA Transcript
  - ☐ Copy of IS-800 Certificate or FEMA Transcript
  - ☐ Copy of COML Training Class Certificate
- Date Training Completed: Click or tap to enter a date.  
Training Location: Click or tap here to enter text.

### **REQUIRED EXPERIENCE**

- ☐ COML Experience Verification Form
- ☐ COML Position Task Book
  - ☐ PTB Initiated by Authority Having Jurisdiction
  - ☐ All Tasks Signed Off
  - ☐ All Evaluators Documented on Evaluation Record Forms
  - ☐ Final Evaluator Verification Completed
  - ☐ Agency Certification Completed

### **VERIFICATIONS COMPLETED BY**

Reviewer #1: Click or tap here to enter text.

Date: Click or tap to enter a date.

Reviewer #2: Click or tap here to enter text.

Date: Click or tap to enter a date.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ MPSCIB State of Michigan COML Recognition recommended for this Candidate.

# COML

## Continuing Education Record

This form is completed by the applicant and attached to a "Renewal" application

### **CONFERENCES/COURSES**

- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course ( 1 point each, maximum of 2 points)

Activity	Date	Points

### **COMU Related Presentation or Outreach Program**

- (3 points each, maximum of 6 points)


### **Complete ICS 205 for an actual event or exercise**

- (1 point each, maximum of 3 points)


### **Instruct a Communications class - e.g. COML, COMT, AUXC, 800 MHz-MPSCS**

- (5 points- maximum of 5 points)

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### **Exercises**

- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)


### **Participate successfully in a Commex Exercise as a facilitator or evaluator**

- (5 points, maximum of 5 points)

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**TOTAL POINTS**

Attach documentation for each Activity listed

\_\_\_\_\_

# Position Specific Recognition Process COMT

## **Scope**

This section applies to personnel who wish to become "State Recognized" as a COMT in the State of Michigan.

## **Purpose**

The purpose of this section is to identify the requirements and detail the process for qualifying for "Recognition" as a COMT in the State of Michigan.

Like other key positions in ICS, persons who may serve in a COMT position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in CASM and Mi-CIMS and will be considered as available for state-wide deployment

## **Background - COMT**

The COMT is a technical position within the Communications Unit under the COML. The COMT generally provides technical services directly but in some cases may supervise other related functions being provided by Technical Specialists.

The COML and COMT were the first positions to receive formal recognition in Michigan.

Like all other formally recognized positions in ICS there are entry level requirements, "Position-Specific Training" (the Class), a Task Book, and recognition requirements.

## **Levels of Recognition/Recognition Procedure**

Some individuals may not wish to be "Recognized" by the state, but desire the knowledge base to be better able to provide services when called upon. Examples of this include individuals working in other Communications Unit positions, dispatch supervisors, public safety personnel responsible for setting up tactical operations systems, etc.



There are technically 3 different levels of COMT Training/Recognition, the third being "State Recognition". Because the first two are actually steps toward the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve. They are:

- **Take the Class (1st step)**

The class is a 40-hour, five-day course with facilitated lectures and student exercises.

Prerequisites include:

- Completion of IS-100 IS-200, IS-700, and IS-800 prior to the class
- Public Safety background with experience in field operations
- Awareness of public safety communications technology
- Basic knowledge of local communications systems, frequencies and spectrum technologies, local topography, system site locations including knowledge of local, regional, and State communications plans and contacts.
- Public Safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.)

RESULT: You have information that can be valuable when you are called upon to assist.

More information and applications are available on MI-TRAIN when a course is scheduled:

**Complete the Task Book (2nd step)**

- Download the COMT Position Task Book from [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)
- Complete the "Assigned to:" block. Agency Name will be the Public Safety or Emergency Management agency
- "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the Agency Head  
The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed. The "Evaluation Record Form" is completed by each evaluator. In some cases all skills may be checked off by one evaluator such as at a COMMEX, or in some cases multiple evaluators will be involved.

**Signing off COMT Position Task Books in Michigan - Tasks may be signed off by: A State-Recognized COML or a State-Recognized COMT**

- Make as many copies of the "Evaluation Record Form" as you think you will need.
- Complete tasks with a qualified evaluator and have the evaluator sign off the specific tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
- The final evaluator also completes the "Final Evaluator Verification" on Page 2.
- Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

RESULT: You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as a COMT under the local authority.

Keep your task book in a safe place; perhaps make a copy. It would be very difficult to reconstruct if lost.

**\*\* Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.**

**Apply for State Recognition (3rd step)**

Print the "Recognition Application" and the "Experience Verification" forms from [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)

- Complete the top portion of the Application
- Have the local Public Safety or Emergency Management agency official complete the bottom portion of the Application and return the form to you.
- Complete the Experience Verification form
- Prepare an application package containing:
  - Recognition Application
  - Copy of IS-100 certificate
  - Copy of IS-200 certificate
  - Copy of IS-700 certificate
  - Copy of IS-800 certificate
  - Copy of your COML Training Class certificate

Experience Verification form

Position Task Book (completed, with all signatures)

- Submit the application package to: *DTMB-MICOMU@michigan.gov*

RESULT: You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have made application for State Recognition as a COML.

### **Application "Vetting" and processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair.

If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM and MiCIMS as a deployable state asset.

### **Renewal/Continuing Education**

State Recognition is issued for up to a 3-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than 3 years.

At the end of the Recognition period an application for "Renewal" of the Recognition must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill-set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires. If the Recognition period has expired but the application is within 2 years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan SWIC and COMU Work Group. If the renewal application is more than 2 years after expiration the application must be made as a new Recognition.

Renewal applications may be submitted as early as 3 months before the expiration date.

If a Renewal application is submitted before expiration the current Recognition will be valid until the application is processed.

Continuing Education shall consist of the accrual of at least 15 points from the approved list.

The COMU Work Group may allow credit for activities that don't exactly comply with the Continuing Education as listed upon application and description of the activity. One such example could be serving as a state-appointed COMC for a special event or incident.

Continuing Education may be obtained through participation in classroom or on-line training, communication exercise (functional or full-scale), planned events, or actual incidents. Participation is an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal.

The Renewal process actually begins with the issuance of State Recognition and includes the following steps:

**Upon issuance of State Recognition**

- Participate in approved Continuing Education activities during the 3-year Recognition period. Use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

**Conferences/Courses**

- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course ( 1 point each, maximum of 2 points)

**COMU Related Presentation or Outreach Program**

- (3 points each, maximum of 6 points)

**Complete ICS 205 for an actual event or exercise**

- (1 point each, maximum of 3 points)

**Instruct a Communications class - e.g. COML, COMT, AUXC, 800 MHz MPSCS**

- (5 points - maximum of 5 points)

**Exercises**

- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator

- (5 points, maximum of 5 points)

**3 months before your Recognition period ends:**

- Prepare an application package containing:  
Recognition Renewal Application  
Continuing Education Record form  
Documentation for each activity on the Continuing Education Record form
- Submit the application package to: *DTMB-MICOMU@michigan.gov*

Questions regarding this process should be directed to: *DTMB-MICOMU@michigan.gov*

# COMT Application

## **APPLICATION TYPE**

☐ Initial Application      ☐ Renewal/Change in Status      ☐ Reinstatement

## **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text.      Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.      Email: Click or tap here to enter text.

## **CANDIDATE AFFIRMATION**

I, Click or tap here to enter text. affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected or recognition revoked.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Below this line to be completed by Public Safety/Emergency Management Agency**

## **AGENCY INFORMATION**

Agency: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

Applicant's Rank/Title: Click or tap here to enter text.

## **AGENCY VERIFICATION**

I verify that Click or tap here to enter text. is affiliated with this agency and upon receiving State Recognition as a COMT is available to serve other public safety/emergency management agencies as a COMT.

Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official's Printed Name: Click or tap here to enter text.

Official's Title: Click or tap here to enter text.

Agency Name: Click or tap here to enter text.

Official's Phone Number: Click or tap here to enter text.

Official's Email: Click or tap here to enter text.

If this is an "Initial" application attach "Communications Experience Verification" form  
If this is a "Renewal" attach the "Continuing Education" form

Submit completed application and attachments to: *DTMB-MICOMU@michigan.gov*

# COMT

## Communications Experience

This form is completed by the applicant and attached to an "Initial" application

### **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **PUBLIC SAFETY COMMUNICATIONS FIELD EXPERIENCE**

Describe Public Safety Communications field experience (i.e. incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

Click or tap here to enter text.

### **AWARENESS OF PUBLIC SAFETY COMMUNICATIONS TECHNOLOGY**

Describe knowledge base and experience related to Public Safety Communications technology.

Click or tap here to enter text.

### **LOCAL AND STATEWIDE COMMUNICATIONS RESOURCE KNOWLEDGE**

Basic knowledge of local and state communications systems, frequencies and spectrum used, and technologies incorporated.

Click or tap here to enter text.

### **COMMUNICATIONS TECHNICAL EXPERIENCE**

Public Safety background with technical experience in field communications.

Click or tap here to enter text.

# Recognition Vetting

This form is completed by the COMU designated application review personnel.

## **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

## **REQUIRED TRAINING**

- ☐ Copy of IS-100 Certificate or FEMA Transcript
  - ☐ Copy of IS-200 Certificate or FEMA Transcript
  - ☐ Copy of IS-700 Certificate or FEMA Transcript
  - ☐ Copy of IS-800 Certificate or FEMA Transcript
  - ☐ Copy of COMT Training Class Certificate
- Date Training Completed: Click or tap to enter a date.  
Training Location: Click or tap here to enter text.

## **REQUIRED EXPERIENCE**

- ☐ COMT Experience Verification Form
- ☐ COMT Position Task Book
  - ☐ PTB Initiated by Authority Having Jurisdiction
  - ☐ All Tasks Signed Off
  - ☐ All Evaluators Documented on Evaluation Record Forms
  - ☐ Final Evaluator Verification Completed
  - ☐ Agency Certification Completed

## **VERIFICATIONS COMPLETED BY**

Reviewer #1: Click or tap here to enter text.

Date: Click or tap to enter a date.

Reviewer #2: Click or tap here to enter text.

Date: Click or tap to enter a date.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ MPSCIB State of Michigan COMT Recognition recommended for this Candidate.



# COMT

## Continuing Education Record

This form is completed by the applicant and attached to a "Renewal" application

### **CONFERENCES/COURSES**

- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course ( 1 point each, maximum of 2 points)

Activity	Date	Points

### **COMU Related Presentation or Outreach Program**

- (3 points each, maximum of 6 points)


### **Complete ICS 205 for an actual event or exercise**

- (1 point each, maximum of 3 points)


### **Instruct a Communications class - e.g. COML, COMT, AUXC, and 800 MHz-MPSCS**

- (5 points - Maximum of 5 points)

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### **Exercises**

- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)


### **Participate successfully in a Commex Exercise as a facilitator or evaluator**

- (5 points each, maximum of 5 points)

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**TOTAL POINTS**

Attach documentation for each Activity listed

\_\_\_\_\_

# Position Specific Recognition Process

## AUXC

### **Scope**

This section applies to personnel who wish to become "State Recognized" as an AUXC in the State of Michigan.

### **Purpose**

The purpose of this section is to identify the requirements and detail the process for qualifying for "Recognition" as an AUXC in the State of Michigan.

Like other key positions in ICS, persons who may serve in an AUXC position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in CASM and Mi-CIMS and will be considered as available for state-wide deployment

### **Background - AUXC**

In 2017 the National Incident Management System (NIMS) began the process to formally add the AUXC position (AUXC) to the Incident Command System (ICS), upgrading it from being used as a "Technical Specialist". This process should be completed soon and agencies have generally started to recognize the change and implement it. Working in the Communications Unit (COMU) under the Communications Unit Leader (COML) the AUXC will facilitate management and utilization of a wide range of Auxiliary Communications assets. Other AUXCs and Technical Specialists will work under the AUXC Manager.

On a day-to-day basis the AUXC will work closely with and in support of the Emergency Manager. Likely duties could include cache radio management, operation of public safety radios in the EOC, command post support, etc.

The position was formalized in Michigan in September 2019 by the State Interoperability Board with responsibility for management vested in the Communications Unit Work Group.

Like all other formally recognized positions in ICS there are entry level requirements, "Position-Specific Training" (the Class), a Task Book, and recognition requirements.

## **Unique Characteristics - Emergency Management Involvement**

Recognition as an AUXC requires a demonstrated, active, involvement with Emergency Management. The Position Task Book must be "Initiated" by an Emergency Management official and must have the "Documentation of Agency Certification" signed by an Emergency Management official when all tasks are completed. Generally this will be a local (county, city) Emergency Manager.

## **Levels of Recognition/Recognition Procedure**

Some individuals may not wish to be "Recognized" by the state, but desire the knowledge base to be better able to provide services when called upon. It is a recognized fact that the AUXC coordinates the utilization of auxiliary communications resources but does not necessarily provide them. Very often the services will be provided by operators who have training and operational qualifications but are not state-recognized AUXCs. They will work as Technical Specialists and having completed the AUXC training class would be beneficial for this group.

There are technically 3 different levels of AUXC Training/Recognition, the third being "State Recognition". Because the first two are actually steps toward the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve. They are:

### **○ Take the Class (1st step)**

The class is a 20-hour, two-day course with facilitated lectures and student exercises.

Prerequisites include:

- Completion of IS-100 IS-200, IS-700, and IS-800 prior to the class
- An active FCC amateur radio license (Technician is required for the class, Michigan requires at least General for State Recognition)
- Past experience in auxiliary emergency communications
- A desire to work with COMLs and COMTs in a NIMS/ICS environment
- An affiliation with an Emergency Management agency

**RESULT:** You have information that can be valuable when you are called upon to assist.

More information and applications are available on MI-TRAIN under "TRG-AUXCOMM: Auxiliary Communications Class" when a course is scheduled:

### **Complete the Task Book (2nd step)**

- Download the AUXCOMM Position Task Book from [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)
  - Complete the "Assigned to:" block. Agency Name will generally be, or at least include, the Emergency Management agency under which you are working.
  - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the Emergency Management official under whom you are working.
- Pages 3, 4, and 5 contain information about how the Task Book works and how to complete the "Evaluation Record Form". The "Evaluation Record Form" is completed by each evaluator. In some cases all skills may be checked off by one evaluator such as at a COMMEX, or in some cases multiple evaluators will be involved.

#### **Signing off AUXC Position Task Books in Michigan - Tasks may be signed off by: A State-Recognized COML or a "State Recognized" AUXC**

- Make as many copies of the "Evaluation Record Form" as you think you will need.
- Complete tasks with a qualified evaluator and have the evaluator sign off the specific tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
- The final evaluator also completes the "Final Evaluator Verification" on Page 2.
- Take the completed Task Book back to the Emergency Management official who completes the "Documentation of Agency Certification" on Page 2.

**RESULT:** You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as an AUXCOMM under and subject to the local Emergency Management authority.

Keep your task book in a safe place; perhaps make a copy. It would be very difficult to reconstruct if lost.

**\*\* Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.**

### **Apply for State Recognition (3rd step)**

Print the "Recognition Application" and the "Experience Verification" forms from: [www.michigan.gov/comuwg](http://www.michigan.gov/comuwg)

- Complete the top portion of the Application
- Have the Emergency Manager complete the bottom portion of the Application and return the form to you
- Complete the Experience Verification form
- Prepare an application package containing:
  - Recognition Application
  - Copy of IS-100 certificate
  - Copy of IS-200 certificate
  - Copy of IS-700 certificate
  - Copy of IS-800 certificate
  - Copy of your AUXCOMM Training Class certificate
  - Copy of your Amateur Radio License, General Class or higher
  - Experience Verification form
  - Position Task Book (completed, with all signatures)
- Submit the application package to: [DTMB-MICOMU@michigan.gov](mailto:DTMB-MICOMU@michigan.gov)

**RESULT:** You have information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have made application for State Recognition as an AUXC.

### **Application "Vetting" and processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair, with consultation from the AUXC Work Group chair.

If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM and MiCIMS as a deployable state asset.

**Renewal/Continuing Education - Under Development**

Questions regarding this process should be directed to: *DTMB-MICOMU@michigan.gov*

DRAFT

# AUXC Application

## **APPLICATION TYPE**

☐ Initial Application      ☐ Renewal/Change in Status      ☐ Reinstatement

## **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text.      Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.      Email: Click or tap here to enter text.

## **CANDIDATE AFFIRMATION**

I, Click or tap here to enter text. affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected or recognition revoked.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Below this line to be completed by Emergency Management Agency**

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## **AGENCY INFORMATION**

Agency: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

Applicant's Rank/Title: Click or tap here to enter text.

## **AGENCY VERIFICATION**

I verify that Click or tap here to enter text. is affiliated with this agency as an Auxiliary Communicator (AUXCOMM) and upon receiving State Recognition as an AUXCOMM is available to serve other public safety/emergency management agencies as an AUXCOMM.

Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official's Printed Name: Click or tap here to enter text.

Official's Title: Click or tap here to enter text.

Agency Name: Click or tap here to enter text.

Official's Phone Number: Click or tap here to enter text.

Official's Email: Click or tap here to enter text.

If this is an "Initial" application attach "Communications Experience Verification" form  
If this is a "Renewal" attach the "Continuing Education" form

Submit completed application and attachments to: *DTMB-MICOMU@michigan.gov*

# AUXC

## Communications Experience

This form is completed by the applicant and attached to an "Initial" application

### **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **PUBLIC SAFETY AUXILIARY COMMUNICATIONS FIELD EXPERIENCE**

Describe Auxiliary Communications field experience (i.e. incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

Click or tap here to enter text.

### **PUBLIC SAFETY AUXILIARY COMMUNICATIONS EOC EXPERIENCE**

Describe Auxiliary Communications Emergency Operations Center (EOC) experience (i.e. incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

Click or tap here to enter text.

### **LOCAL AND STATEWIDE AUXILIARY COMMUNICATIONS RESOURCE KNOWLEDGE**

Describe knowledge of local and statewide Auxiliary Communications available for use while serving public safety/emergency management agencies.

Click or tap here to enter text.

### **AUXILIARY COMMUNICATIONS TECHNICAL EXPERIENCE**

Describe technical experience utilizing auxiliary communications resources that may be useful in serving public safety/emergency management agencies during incident responses, planned events, or full-scale exercises.

Click or tap here to enter text.



# AUXC

## Recognition Vetting

This form is completed by the COMU designated application review personnel.

### **CANDIDATE INFORMATION**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **REQUIRED TRAINING**

- ☐ Copy of IS-100 Certificate or FEMA Transcript
  - ☐ Copy of IS-200 Certificate or FEMA Transcript
  - ☐ Copy of IS-700 Certificate or FEMA Transcript
  - ☐ Copy of IS-800 Certificate or FEMA Transcript
  - ☐ Copy of AUXCOMM Training Class Certificate
- Date Training Completed: Click or tap to enter a date.  
Training Location: Click or tap here to enter text.

### **REQUIRED LICENSURE**

- ☐ Copy of Current FCC Amateur Radio License, General Class or higher
  - ☐ FCC ULS Database Verification Completed: Click or tap to enter a date.
- FCC Amateur Radio Call Sign: Click or tap here to enter text.  
FCC License Class:
- ☐ Amateur Extra
  - ☐ Advanced
  - ☐ General

### **REQUIRED EXPERIENCE**

- ☐ AUXCOMM Experience Verification Form
- ☐ AUXCOMM Position Task Book
  - ☐ PTB Initiated by Authority Having Jurisdiction
  - ☐ All Tasks Signed Off
  - ☐ All Evaluators Documented on Evaluation Record Forms
  - ☐ Final Evaluator Verification Completed
  - ☐ Agency Certification Completed

### **VERIFICATIONS COMPLETED BY**

Reviewer #1: Click or tap here to enter text.

Date: Click or tap to enter a date.

Reviewer #2: Click or tap here to enter text.

Date: Click or tap to enter a date.

Notes: \_\_\_\_\_

- 
- ☐ MPSCIB State of Michigan AUXCOMM Recognition recommended for this Candidate.



STATE OF MICHIGAN

MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD  
LANSING

STATUS OF CURRENT ACTIONS REPORT TO THE MPSCIB  
DECEMBER 2020 – AUXCOMM WORK GROUP

Interop Board Action Items

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New Items

2020 Statewide AuxComm Exercise was held October 10, 2020. There were over 170 participants statewide representing nearly 30 counties and all districts of the state. There were also five participants in the State Emergency Operations Center (SEOC) receiving messages and answering questions from the field. The concept of earning points for completing different tasks during the exercise proved to be a fun challenge. Congratulations to the following counties with the top scores:

- 1st Place: Kent - 60 points
- 2nd Place: Saginaw - 50 points
- 3rd Place (tie): Calhoun and Shiawassee - 40 points

During the hot wash immediately following the exercise several learning moments were identified about challenges with simplex, which frequencies are currently available (and not), how to use Winlink, and just how many different versions of ICS-213 forms there are. An After Action Report (AAR) has been developed which has identified several opportunities to increase knowledge and capabilities of the Auxcomm community statewide.

Continue to work on AuxComm Communicator position. Next step is for the position task book (PTB) guidelines to be consolidated with other guidelines for COMU positions to create a single comprehensive guide.

What's on the Horizon

Continue to work with other communications/ESF2 stakeholders to update the Michigan Emergency Management Plan (MEMP) and State Emergency Operations Center (SEOC) communications operational procedures.

Training and Exercises

Begun planning for the Statewide Exercise to be held March 2021.

Begun planning for a FEMA Region V tabletop communications exercise to be held January 2021. This will be the first in a series of region-wide exercises.

District 8 AuxComm is continuing to work on planning for an Isle Royale exercise in June 2021 with the US Coast Guard and other partners. They are coordinating with Auxcomm groups in WI and MN.



STATE OF MICHIGAN

MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD  
LANSING

STATUS/UPDATE OF CURRENT ACTIONS REPORT TO THE MPSCIB – DECEMBER 2020  
PUBLIC ALERTING WORKGROUP

Interop Board Action Items

*Identify actions or decisions the workgroup is requiring of the board*

New Items

*List items for update and awareness for the boards knowledge since the last quarterly report*

Statewide Emergency Alert and Mass Notification System Request for Proposal (RFP) is still on hold due to budget and spending restrictions. Trying to determine an opportunity to identify funding and move this forward.

The updated IPAWS Independent Study Courses IS-247b (Alert Originators) and IS-251a (Alerting Administrators) are now live.

Berrien, Van Buren and Allegan Counties have signed a 3-county cross border IPAWS alerting MOU. They have also shared the MOU template with the other regions. Region 8 is still working on getting a cross-border MOU completed.

IPAWS MOU Status Report – As of November 12, 2020, there are 65 Michigan agencies (increase of 4 from May, 2020) with completed MOUs and 4 agencies with MOUs in progress with FEMA.

What's on the Horizon

*Identify any work efforts, meetings, or information for upcoming activities the board should be aware of*

The meeting occurs on the 3<sup>rd</sup> Tuesday of February, May, August and November. The next scheduled meeting is February 18, 2021 at 10:00.

Plan to begin to update the State and Regional EAS Plans in 2021.

Training and Exercises

*Identify any training or exercises the workgroup has or will be participating in*

Plan to incorporate public alerting objective tasks in the 2021 Statewide Exercise.



STATE OF MICHIGAN

## MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD

LANSING

### STATUS OF CURRENT ACTIONS REPORT TO THE MPSCIB

December 2020 – FIRE PAGING

#### Interop Board Action Items

- None

#### New Items

Micro Site Technology Update – Field testing in Grand Traverse County delayed by COVID border closure. In MPSCS lab testing 3 channel system 130 Watt capability per channel

- New software version v1.30 being tested – supports ADP and AES encryption
- Currently reviewing the [State of Michigan Transitioning to MPSCS P25 Guidance](#) draft documents provided by Matt McMahon, CISA. Initial review shows a well drafted, easy to follow single page guideline for agencies that are considering migrating to MPSCS paging. The second document is more comprehensive, however, easily understood. This 10 page documents essentially provides the interested agencies the benefits of the MPSCS cost shared system and how counties can reduce operating and maintenance costs by eliminating legacy analog (VHF/UHF) paging
- HB 5992 Emergency Responder Radio Coverage – HB 5992 was introduced by Representative Mary Whiteford on July 23, 2020 and read for the first time. Several amendments have taken place since it first introduction and the bill will be presented again in early 2021

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New counties implementing

- Iosco
- Gogebic
- Alpena

#### What's on the Horizon

Unication Encryption Support including KVL (Key Variable Loaders) for ADP, DES-OFB, AES 256

CISA creating 800 Paging Implementation White Paper for National Reference

Unication new portable radio – On Hold (RPU workload)

Unication CAD text paging – On Hold (RPU workload)

#### Training and Exercises

Discussing a brief test for firefighters to pass before getting a pager

Dealers should be required to provide the training

## LANSING

## December 2020 – FIRE PAGING





STATE OF MICHIGAN

## MICHIGAN PUBLIC SAFETY COMMUNICATIONS INTEROPERABILITY BOARD

LANSING

### STATUS OF CURRENT ACTIONS REPORT TO THE MPSCIB 12/8/2020 ENCRYPTION WORKGROUP UPDATE

#### Interop Board Action Items

None at this time

#### New Items

Encryption Workgroup is meeting monthly and has met twice since the last MPSCIB meeting (10-19-2020 and 11-16-2020). The group has been focusing on issues that urgently concern encryption in Michigan. The first issue is the Unication pager now being capable of handling ADP "encryption." Question raised was who should have access to MPSCS ADP key. Discussion ongoing, but suggestions to use spare keyloader with sharing disabled and password protected devices to avoid wide dissemination of the key. Second issue is sharing of MPSCS encryption keys with federal partners. MPSCS engaging legal team and reviewing boilerplate MOUs for potential use to bridge this gap. The third issue currently being discussed is the proposed addition of new zones of event talkgroups and potential for one of the zones to be used for encryption (if so, what algorithm and key). This issue spawned discussion on potentially adopting AES as the algorithm to use to incentivize standardization.

#### What's on the Horizon

In the future, work will commence on a plan for migrating all encryption users to the recognized standard, AES, by a specified date after considering impact to user agencies (financial, logistical, administrative, operations, etc.) but also interoperability concerns and responder safety gaps.

#### Training and Exercises

Next meeting will be held via Teams on December 14<sup>th</sup> at 1PM