

Central MN ESB Region
Allied Radio Matrix for Emergency Response (ARMER)
Standards, Protocols, Procedures

Document Section:	1. Management of System	CM O&O Approved
Sub-Section:	CM 1.10.1	Date: 11/15/2018
Procedure Title:	Requesting Full Participation	
Date Established:	April 22, 2009	
Replaces Document Dated:	April 22, 2009	ESB Approval:
Date Revised:	October 18, 2018	Date: 12/19/2018

1. Purpose or Objective

To establish a procedure for an eligible entity, such as a county, a city, an EMS provider, or a special purpose governmental agency to apply for full participation in the Central region of the ARMER (Allied Radio Matrix for Emergency Response) system.

2. Technical Background:

• **The following definitions apply to this standard:**

Public Safety Agency: is defined as a functional division of a public agency which provides firefighting, law enforcement, medical, or emergency management services, or a private entity which provides emergency medical or ambulance services

Public Service Organization: is defined as a public facility, department, agency, board, or commission; owned, operated, or managed by on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state.

EMS Provider: is defined as one licensed by the Minnesota Emergency Service Regulatory Board (EMSRB) to provide services with a designated emergency primary services area (PSA) where they are responsible to respond to medical 911 calls for service; or ambulance, also licensed by the EMSRB that provides emergency response.

• **Capabilities**

The entity requesting participation must be prepared to migrate to the ARMER system. This will require a technical design document approved by the CM Owners and Operators Committee (CMO&O) and the Central Minnesota Emergency Services Board (CMESB). In addition it will require the purchase and installation of new equipment compatible with the ARMER system within the CM Region.

• **Constraints**

The technical design plan must be consistent with the capacity constraints and operating constraints of the system. Operational plans must be consistent with established regional and statewide operational standards.

• **Eligibility**

Eligibility for full ARMER participation is limited to public safety agencies and public service organizations as defined in Section 2 of this standard.

3. Operational Context:

Generally there are three ways to participate in the central region of the ARMER system: full participation, limited participation, and interoperability participation. Limited participation is through patches via a gateway device from a full participant. Interoperability participations is owning ARMER subscriber equipment for the purpose of communicating on ARMER for interoperability in an emergent event with a full participant. This procedure deals only with those entities seeking full participation

4. Recommended Protocol/ Standard:

Requests for full participation shall be submitted by in writing by the governing board of the requesting entity to the CMESB via the CM Regional Coordinator. The requesting agency shall submit a design document to the CMESB, providing complete details on its plan for participation in the CM regional area of the ARMER system. The plan shall be subject to a review process, including but not limited to review by the CM O&O, by a qualified consulting professional engineer, by the Minnesota Department of Transportation, and by the CMESB.

5. Recommended Procedure:

The request shall indicate any actions taken by the local governing board, including but not limited to detail on the extent to which the requesting entity has developed designs and plans for full participation. The written request shall indicate the name and contact information for the person designated to lead the project.

The Regional Coordinator of the CMESB shall forward copies of the request to the Chair of the Owners and Operators Committee and to the Director of Electronic Communication for the Minnesota Department of Transportation.

If a technical design plan is already in place, the entity shall submit the plan to the Central Minnesota Owners and Operators Committee (CMO&O) after which the CMO&O shall review the plan for compliance and compatibility with the CMESB's plan. The requesting entity should, as part of its planning process, retain the services of a qualified consulting engineer. Ideally the individual retained should be familiar with the ARMER system. Costs associated with the development of a technical design shall be borne by the requesting agency. When the design plan is complete, it shall be submitted to the CMO&O, which shall review the plan for compliance and compatibility with the CMESB's plan. The CMO&O shall report its findings to the CMESB.

The CMESB shall act on the request within a reasonable time period. The CMESB may accept the request as submitted, accept the request with conditions or deny the request. If the request is initially denied, the CMESB shall provide details on changes or additions to the design plan that will bring the plan into compliance with the Board's plan.

Following making design changes that bring the local entity's plan into compliance with the Board's plan, the requesting entity may resubmit its request. The CMESB may not deny the request if the design plan is compatible with the CMESB's region-wide plan.

6. Management

The CM Owners & Operators Committee and the Central Minnesota Emergency Services Board are responsible for management of this procedure.