

**Central MN Emergency Services Board
STR Radio Cache and
STR Transportable Tower/Repeater
Standard Operating Procedure**

1. Maintenance and Storage – STR Radio Cache:

- A. The STR radio cache must be maintained in a temperature controlled secured inside area to prevent loss or disturbance to equipment.

Designated Location:

Douglas County
Alexandria Technical College
Alexandria, MN

- B. Battery chargers must have uninterrupted access to an electrical power supply to provide for proper battery maintenance.
- C. STR radio batteries should be rotated through Impres charges at least once per month. Any deficiencies or issues should be reported to the primary point of contact for the resource immediately. In addition to rotation through Impres chargers provided for here, batteries should be operationally tested at least once every 18 months.

Weekly Rotation Procedure:

- Week 1 - Radios CM-STR-01 thru CM-STR-15 (GROUP A)
- Week 2 - Radios CM-STR-16 thru CM-STR-30 (GROUP B)
- Week 3 - Battery Group C
- Week 4 - Battery Group D

Documentation:

Appendix E: Battery Maintenance Log

- D. STR radio cache radios should be bench tested and tuned at least every 18 months or at any other time a specific problem is noted.

Documentation: Appendix D: Radio Maintenance Log

2. Maintenance and Storage – STR Transportable Tower/Repeater

- A. STR transportable tower/repeater must be maintained in a secured area to prevent intentional and unintentional damage to equipment.

Designated Location:

Douglas County PSAP
Alexandria, MN

B. Transportable towers may be stored outside in a secured or protected area that is covered to protect coaxial cables and connectors from corrosion.

C. Cased repeaters must be stored inside with access to an electrical power supply to keep on-board batteries fully charged at all times.

Safety Note: Repeaters weigh approximately 70 pounds and should be carried by two people when loading or transporting.

D. Quarterly Maintenance procedure:

- a. Check air pressure in trailer tires
- b. Visually inspect fuses
- c. Load test both 12 volt, deep cycle batteries
- d. Check portable 12 volt power supply and charge if needed
- e. Test repeater functionality – install, power up, transmit
- f. Check all mechanical functions
- g. Generator: check oil, run generator for 5 minutes
- h. Generator gas can: filled. Replace gas every 6 months

3. Operational Training:

A. All trained Communication Unit Leaders (COM-L) in the CM Region should be familiar with the STR radio cache capability and configuration and with basic operational characteristics of STR radio cache radios.

B. Prior to the assignment of individual STR radio cache radios, users who have not been trained in the use of similar ARMER radios shall be provided with a short explanation of the basic elements of operation and of the radio fleetmap.

C. All trained Communication Unit Leaders (COM-L) in the CM Region should participate in deployment familiarization training for the STR transportable tower/repeater. This training will be conducted annually at the May CM Owners & Operators meeting.

D. The CM STR resources shall be made available for local disaster exercises, local events (fairs or celebrations) or other activities through which operation personnel will become familiar with the deployment procedures and operational characteristics of the equipment.

4. Resource Activation

A. The CM Region's designated and alternate point of contact shall be listed in the CM TICP and have access to the STR equipment at all times.

Designated Point of Contact:

Douglas County PSAP

Phone: 320-762-8151

Alternate Point of Contact:

State Duty Officer

B. Resource Request Procedure:

- a. CM Regional STR Deployment Request Form (**Appendix A**) must be completed by either the requesting agency or Designated Point of Contact prior to the deployment of any CM STR equipment.
- b. Requested resource will be listed as "In Use" to requesting agency for date range on ARMER Status Board.

C. Resource Deployment Procedure:

- a. A completed copy of the Deployment Request Form (**Appendix A**) must be provided to the deployment agency at the time of equipment pick-up.
- b. Deployment Checklist (**Appendix B**) must be completed at the time of pick-up.
- c. Requesting Agency Point of Contact must initial the "Checked Out" column of the Deployment Request Form (**Appendix A**) as receipt of requested STR equipment.
- d. A completed copy of the Deployment Request Form (**Appendix A**) will be held with Deployment Checklist (**Appendix B**) as a permanent record in STR Deployment Binder.

5. Resource Deactivation

- A. The requesting agency shall be responsible for the return of any STR equipment to the owner agency.
- B. Unless other terms have been approved, the requesting agency shall return all STR equipment within 72 hours of the closing of the event for which the request was made.
- C. The requesting agency assumes full risk for equipment which is lost, stolen, damaged, consumed, and inoperable or destroyed until equipment is returned to the owner agency.

D. The requesting agency shall reimburse the owner agency for the repair or replacement cost of any radio, accessories, batteries or other equipment which are lost, stolen, damaged, consumed, and inoperable or destroyed.

E. Resource Deactivation Procedure:

- a. Representative of owner agency shall inspect and initial the return or "Check In" of all STR equipment listed as "Checked Out" on Deployment Checklist (Appendix B).
- b. Programming changes, damages, or issues with use of STR Cache radios shall be noted and reported to Technical Contact.
- c. Representative of owner agency shall contact an ARMER PSAP with Status Board access and ask they list the CM STR resource as "AVAILABLE".

Appendix A

CM Regional STR Deployment Request Form

Please complete all information requested to ensure timely fulfillment of the deployment request. Please return this form to Equipment Access Primary Contact. Voice contact via telephone should be made to ensure that the request has been received and understood.

Name of Requesting Agency: _____

Agency Point of Contact: _____

Voice number: _____

Fax number: _____

Event/Incident Name: _____

Event/Incident Location: _____

Event/Incident Date: _____

Expected Duration of Event: _____

Equipment Requested: _____

Party Picking up STR: _____

Voice Number: _____

Date of Birth: _____

Address: _____

Driver's License Number: _____

Contact Phone Number: _____

Signature: _____

Printed Name, Title: _____

Note: Request for deployment of the STR indicates acceptance of fiscal responsibility for the replacement of any lost or damaged equipment.

Please bring this form when picking up and dropping off STR.

Appendix B**STR Radio Cache Deployment Check List**

SN	R ID	R ALIAS	Battery	Clip	Bank Charger	Checked OUT	Checked IN
						Init by requestor	init by owner rep
687CLM1997	610000	CM-STR-01					
687CLM1998	610001	CM-STR-02					
687CLM1999	610002	CM-STR-03					
687CLM2000	610003	CM-STR-04					
687CLM2001	610004	CM-STR-05					
687CLM2002	610005	CM-STR-06					
687CLM2003	610006	CM-STR-07					
687CLM2004	610007	CM-STR-08					
687CLM2005	610008	CM-STR-09					
687CLM2006	610009	CM-STR-10					
687CLM2007	610010	CM-STR-11					
687CLM2008	610011	CM-STR-12					
687CLM2009	610012	CM-STR-13					
687CLM2010	610013	CM-STR-14					
687CLM2011	610014	CM-STR-15					
687CLM2012	610015	CM-STR-16					
687CLM2013	610016	CM-STR-17					
687CLM2014	610017	CM-STR-18					
687CLM2015	610018	CM-STR-19					
687CLM2016	610019	CM-STR-20					
687CLM2017	610020	CM-STR-21					
687CLM2018	610021	CM-STR-22					
687CLM2019	610022	CM-STR-23					
687CLM2020	610023	CM-STR-24					
687CLM2021	610024	CM-STR-25					
687CLM2022	610025	CM-STR-26					
687CLM2023	610026	CM-STR-27					
687CLM2024	610027	CM-STR-28					
687CLM2025	610028	CM-STR-29					
687CLM2026	610029	CM-STR-30					

Appendix C
User Deployment Information



XTS 1500 Model 1.5

Model Number: H66UCD9PWSBN
 Serial Number: 687CLM1997
 FLASHCode: 500008-000488-2



Buttons and Controls

Index	Description	Conventional	Trunking
1		Power/Volume	Power/Volume
2	Three Position Concentric		
	Position A	Zone Select	Zone Select
	Position B	Zone Select	Zone Select
	Position C	Zone Select	Zone Select
3	Rotary Control	Channel Select	Channel Select
4	Top Button	Light	Light
5	Side Button - Top	Monitor	Call Response
6	Side Button - Middle	Light	Light
7	Side Button - Bottom	TalkAround/Direct	Site Displ/Srch

Zones and Channels

Channels	Zone1	Zone2	Zone3
1	S-TAC 1	8CALL90	CM-CALL
2	S-TAC 2	8TAC91	CM2
3	S-TAC 3	8TAC92	CM3
4	S-TAC 4	8TAC93	CM4
5	L-TAC 1	8TAC94	CM5
6	L-TAC 2	8CALL90 D	CM6
7	L-TAC 3	8TAC91 D	CM7
8	L-TAC 4	8TAC92 D	CM8
9	E-TAC 1	8TAC93 D	CM9
10	E-TAC 2	8TAC94 D	CM10
11	E-TAC 3	ASOA-1	CM11
12	E-TAC 4	ASOA-2	CM12
13	F-TAC 1	PSOA-1	DRO-1
14	F-TAC 2	PSOA-2	DRO-2
15	F-TAC 3	FSOA-1	DRO-3
16	F-TAC 4	FSOA-2	DRO-4

Appendix D

STR Transportable Tower/Repeater

Tow Vehicle/Trailer (STR) Specifications/Information

Tow Vehicle

- The STR can easily be towed by a full sized pickup truck or full sized SUV.
- It is highly recommended that the STR be towed by a pickup truck or SUV, simply to allow adequate clearance to keep the hitch and tongue portion of the STR from contacting the road/ground. This will also keep the Tow Vehicle and STR level.
- The Tow Vehicle for the STR requires a standard 2"x 2" tube type receiver hitch.
- The Tow Vehicle must be able to receive a standard round 7 pin trailer light connector.
- The Tow Vehicle must be able to receive trailer safety chains.
- Recommended speed limit, not to exceed 60 MPH.
- A Tow/Haul check list is located in a 3 ring binder, located in the tool box on the STR

Hitch (Tow Vehicle and STR)

- A 2"x2" receiver with a 2-5/16" ball is provided for the Tow Vehicle (This item is to remain with the STR).

Trailer (STR) specifications

- Tire pressure – **50 lbs.**
- Trailer weight – **1380 lbs. (with empty tool box)**
- GVWR – **3000 lbs.**
- Axle weight – **3000 lbs.**

Contact information (questions)

- Questions regarding STR tow, set up or operation can be directed to
 - Tom Egan, Douglas County Sheriff's Office
 - Mike Henrion, Douglas County Sheriff's Office

STR equipment to be hauled in Tow Vehicle or other vehicle (not in or on trailer)

- STR Repeater (in gator box)
- Radio Cache, if requested
- 5500 watt generator
- 6 gallon gas can for Generator
- STR cover

Appendix E**Radio Maintenance Log**

SN	R ID	R ALIAS	Date	Aligned	Initial by:
687CLM1997	610000	CM-STR-01			
687CLM1998	610001	CM-STR-02			
687CLM1999	610002	CM-STR-03			
687CLM2000	610003	CM-STR-04			
687CLM2001	610004	CM-STR-05			
687CLM2002	610005	CM-STR-06			
687CLM2003	610006	CM-STR-07			
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687CLM2022	610025	CM-STR-26			
687CLM2023	610026	CM-STR-27			
687CLM2024	610027	CM-STR-28			
687CLM2025	610028	CM-STR-29			
687CLM2026	610029	CM-STR-30			

