

## 8.01.0 - Central Minnesota Emergency Services Board Standards, Protocols, Procedures

Document Section:	<b>8 – Miscellaneous Standards</b>	Status: Approved – CM Logger Committee 6/9/2017
Sub-Section:	<b>CM 8.01.0</b>	
Procedure Title:	<b>CM Logger General Administration</b>	
Date Established:	<b>06/09/2017</b>	CMESB Approval: Approved – 7/26/2017
Replaces document dated:	<b>n/a</b>	
Date Revised:	<b>n/a</b>	

### 1. Purpose or Objective:

The purpose of this standard is to establish the procedure for the provisioning of regional emergency communications recording and logging services focusing on redundant centralized recording, management, administration and operation for network communications across the ARMER network that is integrated with the network technology and meets the regional requirements of the parties to the Agreement forming the Regional Logger Committee. The Plan is not required to provide for the local recording requirements of the parties to the Agreement. Each party shall be responsible for the provision of those recording services identified as local in nature.

### 2. Technical Background

#### ▪ Capabilities

The central logger allows talkgroups to be recorded, regardless of the site with which the subscriber unit is affiliated. The talkgroup does not need to be active at a console position to be recorded.

#### Firewall

Motorola has included a Firewall for the interface between the governing body SSG320 Firewall to the AIS, VPM and the Regional Logging recorder. This firewall will be set up in accordance to the requirements set forth by the logging vendor selected by the Logger Committee. The number of open ports is subject to approval by Operations Technical Committee (OTC) and the State Emergency Communications Board (SECB).

#### Point-to-Point Network Connectivity

A point-to-point connection or dedicated communication link between two systems is required for secure upload and download of agency private data.

#### Ports and Protocol

Select components require various secure ports and related protocol. See additional documentation (Ports and Protocols Documentation) for specific requirements.

## VPN Access

SSL VPN connection on the hosting agency firewall.

## Other Security Concerns

Agencies accessing the CJDN (Criminal Justice Data Communication Network) must follow BCA security standards.

### ▪ **Constraints**

Due to AIS limitations, there is a 256 talkgroup limit per AIS.

Due to system limitations there is a maximum number of AIS per console site as specified by Motorola.

Due to system limitations there are a maximum number of operator positions per system as specified by Motorola.

### 3. **Operational Context**

N/A

### 4. **Recommended Protocol / Standard**

Logger audio shall be delivered via the AIS located in a centralized location with network access to the ARMER backbone.

Adhere to the following standards

- Inter Agency Agreement 8.01.1
- Network Connection & Design 8.01.2
- Retention/Data Practices 8.01.3

Each agency shall be responsible for:

- Determining which talkgroups they record.
- Supplying and managing their premise recorder.
- Providing a local system admin responsible for setting up local resources on their premise logger.
- Making arrangements with the regional System Administrator for routing the talkgroup audio to their recording facilities.
- Reporting, adoption of the "General Schedule" for records retention and disposal from the Minnesota State Archives of the Minnesota Historical Society.
- Assuring that authorized users have training to utilize the system

## 5. Recommended Procedure

Regional logger agreements shall be approved by the appropriate agencies i.e BCA, SECB, Regional Communication Boards, County Boards, Councils...etc.

Reporting any historical data to the Minnesota Historical Society must be completed. Freedom of Information Act submissions will follow in accordance with Minnesota Statutes Chapter 13.82.

Local System Administrator

The fleetmap matrix sheet shall contain a column indicating if the talkgroup is recorded.

The local System Administrators shall coordinate talkgroup recording requests to prevent duplicate talkgroup logger output assignments. Logger audio for shared talkgroups shall be from a single TLR and shared agencies shall be given access to the shared talkgroup, e.g., mutual aid talkgroups, Emergency Medical Services (EMS) common talkgroups, etc.

Any non-ARMER resources shall be recorded/logged locally via premise recorder and transferred to a central repository. The logging equipment connected to the ARMER network will only record authorized ARMER talkgroups. Premise loggers will record the other data and deposit to the CAS.

## 6. Management

The regional logger committee(s) will determine the resources logged and the cost.

### System Administrator(s)

The Regional Logger governance shall identify the minimum standards for equipment intended to share and access the regional logger equipment. There shall be multiple levels of access and control with the regional logger.