800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**Requesting Full Participation**	CMNRAC Review – Signature
Sub-Section:	**CM 1.10.1**	
Procedure Title:	**Requesting Participation**	
Date Established:	**April 22, 2009**	
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Date Revised:		4/22/2009

1. **<u>Purpose or Objective</u>**
   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 region-wide 800 MHz digital trunked public safety radio system.

2. **<u>Technical Background:</u>**
   - **Capabilities**
     The entity requesting participation must be prepared to migrate to an APCO Project 25-compliant 800 MHz digital trunked radio system. This will require a technical design document approved by the Regional Advisory Committee and the Central Minnesota Regional Radio Board. In addition it will require the purchase and installation of new equipment compatible with the existing region-wide system.

   - **Constraints**
     Minnesota Statutes 473.905 Subdivision 2. Requirements to Join, states: "Local governments and other entities eligible to join the regional public safety radio system which elect to join the system must do so in accordance with and meet the requirements of the plan adopted by the radio board." The technical design plan must be consistent with the capacity constraints and operating constraints of the first phase system. Operational plans must be consistent with established operational standards.

3. **<u>Operational Context:</u>**
   Generally there are two ways to participate in the region-wide 800 MHz system: These are through full participation and limited participation through interoperability. Limited participation through interoperability is possible by those entities operating on VHF, UHF or 800 MHz analog systems. 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 Central Minnesota Regional Radio Board (CMNRRB).

Items that should be in the plan include:

- Site additions
- Channel additions
- Equipment additions
- Frequency plan
- Subscriber radios
- Talk groups
- Prelim Fleet Map
- PSAP Consoles
- PSAP Logging
- ATIA Data requirement
- Contingency/backup
- Connectivity
- Alarm & monitoring
- Training plan
- Cut over plan
- Schedule
- Interop
- System administration
- Maintenance
- Other local elements

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 Executive Director of the Central Minnesota Regional Radio Board shall forward copies of the request to the Chair of the Regional Advisory 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 Regional Advisory Committee (CMNRAC) after which the CMNRAC shall review the plan for compliance and compatibility with the Radio Board's plan. If a technical design plan is not in place CMNRRB staff will work with the requesting entity to help it develop a plan. 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 CMNRAC, which shall review the plan for compliance and compatibility with the CMNRRB's plan. The CMNRAC shall than report its recommendations to the CMNRRB.

The CMNRRB shall act on the request within a reasonable time period. The CMNRRB may accept the request as submitted, accept the request with conditions or deny the request. If the request is initially denied, the CMNRRB 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 CMNRRB may not deny the request if the design plan is compatible with the CMNRRB's region-wide plan.

6. <u>Management</u>

The Executive Director and staff of the Central Minnesota Regional Radio Board are responsible for management of this procedure.