

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

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1. Purpose or Objective

To clarify terms used throughout the standards, protocols and procedures manual. All definitions will be found in this section and will also be footnoted on the first page in which they appear within the section in which they are used.

2. Management

Should there be additions, deletions, or changes to these procedures the Metropolitan Radio Board staff are responsible for revising this section.

3. DEFINITIONS (in alphabetical order)

Audit

An audit is defined as a one time, infrequent or occasional in depth analysis of comprehensive elements. An audit may be annual or upon demand. An audit may be stimulated by an event or complaint or monitoring outcome.

“Common” or “Pool” Talk Groups

Common/ pooled talk groups (TG) are those that are set-aside for communicating across multiple agencies. Agency radio users in appropriate service areas who need to talk to one another for day to day business or for mutual aid will all put the appropriate common or pool talk group in their radios to be available in time of need. Example: Fire Departments will all have the common Statewide Fire Mutual Aid TG in their radios. “Pool” is distinguished from “common” in that pool implies more than one, such as RTAC 1- 4 is a *pool of common* regional tactical TGs for law enforcement.

Backbone System

A region-wide public safety radio communication system that consists of a shared region- wide infrastructure, the elements of which are identified in the REGION WIDE PUBLIC SAFETY RADIO COMMUNICATIONS PLAN, and Subsystem integrated into or interconnected by the share region-wide network.

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Control Station	An Operational Fixed Station, the transmissions of which are used to control automatically the emissions or operation of another radio station at a specified location.
Critical Operations -Agency Critical Operations	<p>Those governmental, quasi-governmental and non-governmental operations by authorized users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact or impair the successful operation of the Agency.</p> <ul style="list-style-type: none">• Does not meet the definition of Mission Critical criteria above.• Significantly impacts or impairs the Department / Agencies ability to operate in an effective and efficient manner to provide continuous, accurate and reliable services to its clients.• Significant internal disruption to the agency.• Public convenience.• Significant disruption to ongoing operational budget.
-Mission Critical Operations	<p>Those governmental, quasi-governmental and non-governmental operations carried out by Authorized Users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact and/or impair the successful delivery of a vital service or mission. Operations would include, but are not limited to the categories below:</p> <p>Public Safety Those functions of government that exist to protect the physical well being of the public as a whole from physical danger - continuous delivery of essential public services.</p> <p>Public Health Those functions of the government that exist to protect longevity of life and quality of life for the public as a whole - continuous delivery of essential public health services.</p> <p>Law & Justice Those functions of government that exist to prevent violations of the laws and rules of society by individuals</p>

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and groups.

Transportation

Those functions of the government that exist to provide safe, effective and efficient multi-modal movement of the public and commodities including public roads, highways, waterways, railways, airways and public transportation systems.

Environmental Protection

Those functions of the government that exist to protect the environment from changes that are detrimental to the existence and continuance of that environment.

Human Services

Those functions of the government that exist to provide for individuals that are physically, emotionally, financially, academically, intellectually disadvantaged when compared to established social norms. Loss of these services would significantly impair individual's ability to function or operate in society.

When such operational impairments have the effect of:

- Posing significant risk to health and safety, loss of a vital service provided by an agency.
- Causing negative perceptions that have high Public Relations (P/R) impact or Media and Press impact, that would cause significant embarrassment to the agency.
- Directly affecting its command, control, dispatch and information systems and their effective and efficient functionality.
- Inflicting secondary effects upon a service's critical resources (financial, supply-chain, and response capability).
- Impeding the delivery or availability of an otherwise functioning vital system or service.

-Non-Critical Operations

All other governmental, quasi-governmental and non-governmental operations, which are reliant upon a functioning two-way, radio communications that do not meet the above mission critical or department critical definitions.

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Logging	Audio recording of a radio communication
Mobile Radio	A station in the mobile service, generally installed in a vehicle, intended to be used while in motion or during halts at unspecified points.
Mobile Service	A service of radio communication between mobile and base stations, or between mobile stations.
Monitor	Monitoring is defined as the scheduled and routine inspection of operational practices and facilities and/or the review of system reports and documents. Monitoring frequency would generally be on a predetermined, scheduled basis.
Operational Fixed Station	A fixed station, not open to public correspondence, operated by, and for the sole use of those agencies operating their own radio communication facilities in the Public Safety, Industrial, Land Transportation, Marine, or Aviation Radio Services.
Patch	<p><u>Permanent (hard) Patch:</u> A patch between two or more audio resources on the system, which is fixed and cannot be controlled or edited by the dispatcher.</p> <p><u>Manual (soft) Patch:</u> A patch between two or more audio resources on the system, which is setup and controlled by the dispatcher. The dispatcher owning the patch can add & delete resources as needed.</p>
Pool Talk Groups	See: Common or Pool Talk Groups
Portable Radio	A radio that is completely freestanding and may be hand-carried or worn by the radio user.
PSAPS	<ul style="list-style-type: none">▪ Primary▪ Secondary
Public Safety	All Law Enforcement/Sheriff, Fire, Emergency Medical and related service areas. These include badged and/or sworn ancillary personnel such as Park Rangers, Court Security Officers, Community Corrections, and those who support public safety

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operations under special circumstances.

Public Service Public Service in this context refers to general government personnel such as Public Works, Transportation, and other similar public service operations.

Regional System In the context of this manual this term is intended to represent the entire Region-wide 800 MHz Public Safety Communication System.

Simulcast Cluster A group of radio frequency (RF) sites that function as a single site in transmit and receive.

Site A group of individual radio tower stations in a simulcast cluster.

**System Management/
Administrative Positions**

- System Manger - individual in charge of the radio system of a participating agency
- System Administrators – individual who is responsible for the day to day radio system operations of a participating agency
- Sub-System Administrators - individual who is responsible for the day to day radio sub-system operations of a participating agency
- Contract Manager – Same as the System manager

Variance An allowed divergence from full adherence of an adopted standard, protocol or procedure

Waiver A complete release from an adopted standard, protocol or procedure

4. ACRONYMS (in alphabetical order)

ALS Advanced Life Support

ATAC All (user) Tactical talk group for 800 radios

AVL Automatic Vehicle Locator

APCO Associated Public Safety Communications Officials

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BLS	Basic Life Support
CEB	Central Electronics Bank
CMED	Central Medical Emergency Dispatch Center
CTCSS	Continuous Tone Coded Squelch System
DIU	Digital Interface Unit
DTMF	Dual Tone Multiple frequency
EMS	Emergency Medical Services
EMRS	Emergency Medical Radio Service
FCC	Federal Communications Commission
ICALL	International 800 MHz Calling Channel
ITAC	International 800 MHz Tactical Channels
MACs	Moves, additions and changes
MCI	Multiple Casualty Incident
MDH	MN Department of Health
METTAC-A	Metropolitan Tactical – All. A series of VHS to 800 Tactical talk groups/ channels that can be used by all users.
METTAC-P	Metropolitan Tactical – Public Safety. A series of VHS to 800 Tactical talk groups/ channels that can be used only by public safety radio users.
MIMS	Major Incident Management System
MINSEF	Minnesota State Emergency Frequency
MRB	Metropolitan Radio Board
MRCC	Medical Resource Control Center

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MHz	Megahertz
NAEMSD	National Assn. of State EMS Directors
NPSPAC	National Public Safety Planning Advisory Committee
PSAP	Public Safety Answering Point
PSWN	Public Safety Wireless Network (National)
PTAC	Public Safety Tactical talk group for 800 radios
PTT	Push to talk, i.e., talk button
RF	Radio Frequency
SMG	System Managers Group, the owners of the Regional Public Safety Radio System and Sub-systems
RSS	Radio Service Software
SOA	Scene of Action - channels that are isolated from the central system
TOC	Technical Operations Committee, an official sub-group of the Metropolitan Radio Board
UHF	Ultra High Frequency
VHF	Very High Frequency