December 9, 2015

***10:00 AM***

1. **Call to Order** (Comm. Sivarajah)

2. **Approval of Agenda** (Comm. Sivarajah)

3. **Approval of Minutes** (Comm. Sivarajah)  
   - August 12, 2015

4. **Issues and Action Requests**
   
   A. **Radio TOC** (Tretter)
      1. 2016 Radio TOC Chair/Vice Chair
      2. Approval of HCMC Console Addition
      3. Approval of Amendments to FY15 & FY16 Regional Funding Priorities
      4. Approval of Amendments to Metro Standard 3.14.0
      5. Discussion: Eligible Users of ARMER

   B. **EMS TOC** (Robinson) - None

   C. **9-1-1 TOC** (Eggimann) - None

   D. **2016 Legislative Agenda** (Rohret)

   E. **Amendments to MESB Bylaws** (Rohret)

   F. **Amended MESB Policies** (Rohret)
      1. Policy 005 – Financial Policies
      2. Policy 006 – Invested Funds
      3. Policy 013 – Use of Board Issued Credit Card
      4. Policy 014 – Flexible Time Off
      5. Policy 018 – Payment Processing
      6. Policy 022 – Billing of User Fees
      7. Policy 023 – Interest Charging

   G. **Executive Director Six Month Probationary Review** (Comm. Sivarajah)

5. **Old Business**

6. **New Business**
   
   A. 2016 Meeting Dates (Rohret)

7. **Adjourn**
Commissioners Present:

<table>
<thead>
<tr>
<th>ANoka</th>
<th>Rhonda Sivarajah</th>
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<th>Greg Anderson - Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carver</td>
<td>Jim Ische</td>
<td>Ramsey</td>
<td>Blake Huffman - Absent</td>
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<tr>
<td>Chisago</td>
<td>George McMahon - Absent</td>
<td>Scott</td>
<td>Barbara Marschall</td>
</tr>
<tr>
<td>Dakota</td>
<td>Tom Egan</td>
<td>Washington</td>
<td>Ted Bearth</td>
</tr>
<tr>
<td>Hennepin</td>
<td>Randy Johnson - By Phone</td>
<td>City of Minneapolis</td>
<td>Andrew Johnson - Absent</td>
</tr>
</tbody>
</table>

Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; and Martha Ziese
Others Present: Troy Tretter; and Dave Eischens, Motorola

1. Call to Order
   Meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Rhonda Sivarajah.

2. Approval of Agenda for August 12, 2015
   Motion made by Commissioner Marschall, seconded by Commissioner Bearth to approve the August 12, 2015 agenda. Roll call. Motion Carried.

3. Approval of Minutes from June 10, 2015
   Motion made by Commissioner Marschall, seconded by Commissioner Egan to approve the June 10, 2015 minutes. Roll call. Motion Carried.

4. MESB TOC Issues and Action Requests
   A. Radio TOC
      1. Approval of Anoka County Console Upgrade/Addition
         Rohret stated the Radio TOC recommends the Executive Committee recommend approval of Anoka County’s request to upgrade its current consoles and add two consoles.
         Motion made by Commissioner Randy Johnson, seconded by Commissioner Ische to recommend the MESB approve the Anoka County Console upgrades and addition. Roll call. Motion Carried.

   B. EMS TOC – None

   C. 9-1-1 TOC – None

   D. 2015 Audit Engagement Letter
      Rohret stated that she has received an engagement letter from Redpath and Company for the 2015 audit. The prices included in the letter fit within the 2016 MESB budget.
      Motion made by Commissioner Bearth, seconded by Commissioner Egan to approve audit Engagement Letter. Roll call. Motion Carried.

   E. Changing Board Credit Card Vendor
      Rohret stated that she would like to change Board credit card vendors. The current card is based on the Executive Director’s credit; it makes more sense for it to be based on the MESB’s finances. Due to the current limit of the MESB credit card, she is not authorized to make changes to the account; and the former Executive Director is still listed on the account. Through Minnesota’s Cooperative Purchasing Venture, US Bank offers a purchasing card; this is her recommendation for the new card. With Executive Committee’s permission, she would like to get MESB Counsel, Jay Arneson, to sign
some of the documents, which will then limit the amount of paperwork which must accompany the
application.

The Executive Committee agreed there is a necessary and immediate need to remove the previous
Executive Director from the Board credit card issued by Elan Credit Services and to apply for a new
card. Commissioner Sivarajah asked that our attorney send something in writing to our payees to
cover ourselves during the credit card transition time period to cover ourselves for late payment
possibilities.

Motion made by Commissioner Egan, seconded by Commissioner Bearth to approve MESB credit card
vendor. Roll call. Motion Carried.

F. PERA Phased Retirement

Rohret stated that Dakota County Employee Relations has recommended that the Board determine
whether or not it will offer the PERA Phased Retirement option to qualifying MESB employees.
Discussion points:
Concerns that part time employment may affect work ethic.
Opinion that experience and flexibility to work fewer hours would have positive effects.
Concern that the part time position would be a different position than the full time position and it
might not work out for the employee or the organization.
Opinion that phased retirement would be more beneficial to smaller organizations.

Motion made by Commissioner Egan, seconded by Commissioner Marschall that the option to offer the
PERA Phased Retirement Option be kept open and offered at the discretion of the Executive Director.
Roll call. Motion Carried.

G. New MESB Policy 024 – Wireless Devices

Rohret has gathered policies from metro agencies. The average is $55/month for a smartphone that
uses voice and data. Jay Arneson did review the existing policy and made some minor changes.

Rohret suggested she could add language to check bills to determine correct amount for the MESB to
pay, including adding language stating not more than 50%.

Commissioner Egan brought up the question of ownership of devices and information on those
devices. Rohret volunteered to go back to counsel for discussion on content policies.

Commissioner Johnson shared that Hennepin County will provide a standard issue phone if you
qualify that you need one or they will pay a stipend of $65/mo. for your own phone. Hennepin
County retains the right to inspect or wipe it in person or remotely at any time.

Commissioner Marschall asked if the same content restrictions would apply in both cases. She added
that a plan needs to be put in place for lost phones.

Rohret will work on the draft policy and bring it back to the Executive Committee.

H. Amended MESB Policies

1. Policy 001 – Board Policies
2. Policy 002 – Officer Succession
3. Policy 003 – Bylaws (Discussion Only)
4. Policy 004 – Per Diem
5. Policy 016 – Oath of Office
6. Policy 017 – Conflict of Interest
7. Policy 019 – Gift Acceptance
8. Policy 020 – Government Site Leases
Rohret discussed the changes made to each of the policies. Most changes were not substantive in nature.

Motion made by Commissioner Ische, seconded by Commissioner Johnson to amend policies 001, 002, 003, 004, 016, 017, 019, 020 and 021. Roll call. Motion Carried

5. Old Business
Rohret stated that meetings continued between the State, Radio System Managers and Motorola regarding the 7.19 upgrade and Motorola’s recent maintenance contract proposal. Commissioners should expect to be approached by their staff about making this change.

She said that if a few agencies cannot pay the increase for 2016, it is possible the State may be able to cover the difference, depending on the amount. Those agencies would have to pay the State back and pay a larger amount in 2017-2020.

6. New Business
Rohret introduced Troy Tretter to the Executive Committee. He will join the MESB on August 31, 2015 as the Radio Services Coordinator.

7. Adjourn

Next Executive Committee meeting: December 9, 2015
MEETING DATE: December 9, 2015
PRESENTED BY: Tretter
AGENDA NUMBER: 4A1.
Approval of 2016 Radio TOC Chair & Vice-Chair

RECOMMENDATION
The Radio TOC recommends the Board approve Chief Ulie Seal as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2016.

BACKGROUND
According to the MESB by-laws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS
The Radio TOC voted to reappoint the 2015 Chair and Vice-Chair for 2016.

Radio TOC Chair: Chief Seal is Chief of the Bloomington Fire Department. He is a long-time Radio TOC member and current Chair, SECB member and very active in communications issues.

Radio TOC Vice-Chair: Ron Jansen is the Radio System Coordinator for Dakota County. He has served on the Radio TOC since 2007 and served as Vice-Chair of the Radio TOC in 2010-2011 and 2014. He is the MESB alternate to the SECB OTC committee and the primary representative to the SECB Interoperability Committee. He also serves as the Regional System Administrator for the ARMER system.

FINANCIAL IMPACT
None to the MESB.

MOTION BY: 
SECONDED BY: 
MOTION APPROVED: 
_____ YES  _____ NO

MOTION:
RECOMMENDATION
The Radio TOC recommends the Executive Committee approve the Hennepin County Medical Center (HCMC) request to add two dispatch consoles and 1 Conventional Channel Gateway (CCGW).

BACKGROUND
The Hennepin EMS Communication Center is a 5 workstation center that supports the operations of Hennepin EMS paramedics. It also serves as the West Metropolitan Resource Control Center (WMRCC) for the region, supporting other EMS agencies in the area. The MRCC serves emergency medical services agencies and the metro hospitals in several capacities related to information relay from paramedics in the field to major incident information and coordination.

ISSUES & CONCERNS
HCMC is requesting to add two more dispatch consoles to increase from five current stations to seven operational stations. They will one additional CCGW and two ports connected to backup consolettes. Due to the timing of meetings, this request has been approved by the State Emergency Communications Board Operations and Technical Committee (SECB OTC) and the State Emergency Communications Board (SECB). Approval by the MESB Executive Board and MESB Board are required for them to move forward.

FINANCIAL IMPACT
None.

MOTION BY:  
SECONDED BY:  
MOTION APPROVED:  
______ YES  
______ NO

MOTION:
Ms. Jill Rohret  
Executive Director  
Metropolitan Emergency Services Board  
2099 University Avenue West  
St. Paul, MN 55104  

Dear Ms. Rohret,

Hennepin County Medical Center is respectfully requesting a change to the HCMC dispatch console system. We are planning to add 2 dispatch operator positions and 1 CCGW.

The existing HCMC EMS dispatch center has 5 operator position and 1 CCGWs. The new equipment will be added onto the same dispatch site and this equipment will be used exclusively by the HCMC security office.

The design includes 1 CCGW and two ports will be connected to backup Consolettes. This design will also require two radio IDs.

There are no connectivity changes as the new equipment will be added onto an existing dispatch site.

We are working with Motorola and Hennepin County Sheriff radio technicians to implement these changes. We are also working with Hennepin County Sheriff staff on ARMER training as well.

Thank you for your consideration.

Sincerely,

[Signature]

Lt. Jason M. Sufka, CPO, EMT-B  
HCMC Security Operations Supervisor #109  
Physical Security Systems  
Office: 612-873-3633  
Mobile: 612-432-8711  
Security Operations Center: 612-873-3232  

Hennepin County Medical Center  
701 Park Ave.  
MPLS, MN, 55415  
Mail Code: RL Security
**RECOMMENDATION**

The Radio TOC recommends the Executive Committee approve amendments to the 2015 and 2016 funding priorities previously approved by the Board for the use of grant funds. The amendments would allow for funding of non-ARMER interoperability infrastructure.

**BACKGROUND**

The Minnesota Department of Emergency Communications Networks (DECN) requires regions to establish regional funding priorities for the use of grant funds. Regional funding priorities must align with the priorities set by the grant, so that funds are spent for appropriate purposes. For the Metro, these priorities are generally set in June for the next state fiscal year. There is currently an awarded grant to the MESB that expires in June 2016, the 2014 State Emergency Communications Board Grant (2014 SECB Grant) which could be affected by the amendments.

The 2014-15 priorities listed in the application for the 2014 SECB grant application were:
- Equipment which must be replaced prior to the 7.19 ARMER upgrade
- Training
- TICP maintenance

For future grants, funding priorities for FY2016 were established as:
- Motorola IP Simulcast Training (Course ACS715217)
- Metro Region Dispatcher Scenario Training
- TIC Plan Maintenance
- IPAWS Software
- Portable Tower

The action sheet used for Board approval in July 2015 follows this action sheet.

**ISSUES & CONCERNS**

Washington County has requested a change to the funding priorities to allow for requesting to use grant funds for radio equipment to increase interoperability with Wisconsin. The current Metro funding priorities do not allow use of funds for interoperability projects. Washington County requests to add the language:

*Non-ARMER interoperability infrastructure: Infrastructure investments which generally enhance interoperability but do not provide any material enhancement to the performance of the ARMER backbone. Examples include indoor BDAs for public safety sites such as LECs, jails or courthouse and schools only.*

The addition of this language would allow for Washington County to apply for the use of grant funds for their interoperability project. It would also allow for other Metro Counties to apply for grant funds to be used for interoperability projects.
The MESB applies for its radio grants for specific projects. The projects for which the 2014 SECB grant was applied are those listed above. The funds were allocated out to counties based on the aforementioned projects. Changing the projects for which this grant can be utilized requires approval from the SECB Grants Working Group, and potentially the SECB Finance Committee, as well as the SECB itself. Additionally, The Radio TOC and the Board must approve Washington County's grant application for use of the 2014 SECB grant funds in this manner. An amendment to the 2014 SECB Grant with DECN and a sub-grant agreement with Washington County would need to be completed. For any future grants, the adopted language would be used in the applications.

Of the awarded 2014 SECB grant, $347,315.92 there is approximately $50,000 that is available for funding Washington County's project. They anticipate they will only be applying for $12,500. The remaining 2014 SECB grant funds will be used for training and TICP maintenance.

**FINANCIAL IMPACT**
None. The only financial impact would be staff time to process the request and shepherd it through the various approval processes, and to execute a sub-grant agreement.

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<th>MOTION APPROVED:</th>
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<td>YES NO</td>
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MOTION:

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8
RECOMMENDATION
The Radio TOC recommends approval of the following items as regional funding priorities:

- Motorola IP simulcast training course
- Metro region dispatcher scenario training
- Maintenance of the Metro Tactical Interoperable Communications (TIC) Plan
- Portable tower
- Integrated Public Alert and Warning System (IPAWS) software for PSAPs
- Exercise for Metro Communication Response Task Force (CRTF)

BACKGROUND
Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) are now requiring regions to approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB process.

ISSUES & CONCERNS
Because the 7.19 grant program was approved by the Legislature, the Radio TOC decided to focus on items other than equipment for 7.19. The Motorola training class would be done in anticipation of the 7.19 upgrade. The portable tower would be something that could be used when sites, particularly those on water towers, are undergoing renovation. IPAWS software will affect how public alerts and warnings are done, and will be required for all PSAPs that are participating in IPAWS.

FINANCIAL IMPACT
None.
2014 SECB Grant

INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM

APPLICATION INFORMATION SHEET

Grant Program Title: 2014 SECB Grant – SECB Funds from 911 fee collection

1.) Application Information (Board Name)

Name: Metropolitan Emergency Services Board

Address: 2099 University Avenue W
St. Paul, MN 55104

Phone: (651) 643-8395

Applicant Contact (must be an individual)

Name: Jill Rohret

Address: See address above

Phone: (651) 643-8394

e-mail: jrohret@mn-mesb.org

Application Date: April 2, 2015

Amount Requested: $347,315.92

2.) Detailed Narrative Description of Proposed Project(s), include detailed project timelines.

The Metropolitan Emergency Services Board’s funding priorities for the 2014 grants are as follows: 1. Equipment which must be replaced prior to the 7.19 ARMER upgrade; 2. Training; and 3. TICP maintenance.

If awarded the metro allocation of the 2014 SECB grant, the MESB will use the SECB grant funds for priorities one and two listed above.

The MESB would use $18,000.00 to provide a GTR base station maintenance class for metro region radio technicians. Ideally this class will be held in fourth quarter 2015 or first quarter 2016, which would meet the grant termination deadline of June 30, 2016; exact dates are subject to Motorola Training availability. The MESB is already hosting this training in July 2015 using other grant funds, but the class is restricted to 12 students. Many metro agencies have more than one technician who needs this...
training, thus the MESB would use SECB grant funds to hold a second course. This training meets Minnesota SCIP Training Goal One by providing technical training for the correct operation and maintenance of communications equipment and reinforces the skills of metro region radio technicians.

The remaining funds in the MESB allocation, $329,315.92, would be spent to provide a 50% match for equipment which must be replaced prior to the 7.19 ARMER upgrade. Though there is a legislative proposal to provide a grant program to assist local ARMER infrastructure owners with this expense, it is not guaranteed. Additionally, it is possible the grant program would not be fully funded. There are a few local metro agencies which can spend some funds in 2015 and early 2016 to partially fund their equipment replacement. Using the 2014 SECB grant would lessen any impact of a potential partial funding of the 7.19 ARMER grant program currently going through the legislative process, as a portion of the eligible expenses would already be funded.

Using the 2014 SECB grant funds in this manner meets Minnesota SCIP Technology (Voice) Goal Three. This goal plans for the ongoing operation and maintenance of the ARMER system. Regular upgrades are part of maintaining the ARMER system; the proposed equipment replacement is part of a system upgrade needed for maintenance.

Any use of the SECB grant funds for 7.19 upgrade related equipment will be tracked so that no agency will receive more than 50% total reimbursement for replacing the required equipment for this upgrade, regardless of how many different grants are used. No grant funds will be used for any optional equipment change-outs or for labor and installation.

The MESB and its member counties are aware of the June 30, 2016 grant termination date. As such, the MESB expects to require all expenditures to be made by May 1, 2016, which will ensure timeliness in receiving grant reimbursement requests and proof of payment, prior to the MESB filing its final grant reimbursement request in July 2016.

Once the grant has been awarded and the MESB determines the exact allocation of funds to its member agencies, which are the ARMER infrastructure owners in the metro region, this information will be submitted to ECN. At the time of the writing of this grant application, the MESB member agencies are still making determinations of whether or not they will be able to spend all or a portion of the grant funds since these expenditures were not included in their 2015 budgets.
3.) **Project Budget Elements:**

This section of the application should include detail cost items for each county or tribal nation included in the regional application, as follows (vendor project proposals or other documentation may be submitted in place of the following):

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Cost Per Item</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td></td>
<td>Existing Radio Console Positions</td>
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<td></td>
<td>Radio Console</td>
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<td></td>
<td>Radio Console Replacements</td>
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<td></td>
<td>Control Stations (backup or for non-Motorola implementation)</td>
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<td></td>
<td>PSAP to ARMER Backbone Connection</td>
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<td></td>
<td>Microwave Connection</td>
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<td>Other connection</td>
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<td></td>
<td>ARMER Backbone sites in county</td>
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<td></td>
<td>Added Radio Channels</td>
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<td></td>
<td>Added Base Radio Sites</td>
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<td></td>
<td>Added ARMER RF Equipment</td>
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<td></td>
<td>Added Microwave</td>
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<tr>
<td></td>
<td>New/Rebuilt Tower Site</td>
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<tr>
<td></td>
<td>Training</td>
<td>18,000.00</td>
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<td>Exercises</td>
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<tr>
<td></td>
<td>Other*</td>
<td>See below</td>
<td>$329,315.92</td>
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*Other Items will include replacement of existing end of life base radio stations and the purchase of IP simulcast software licenses required by the 7.19 upgrade, per agreement with MnDOT and ECN.

At this time, the exact allocation of which agencies will purchase what number of base stations or IP simulcast software licenses is unknown; the total need is known, but depending on how the funds are allocated within the region will determine the precise mix of equipment to be purchased by an individual agency.

The cost per base station is $20,358.00.

The cost per IP Simulcast Software Upgrade per Station is $4,134.00.
RECOMMENDATION
The Radio TOC recommends the Executive Committee approve amendments to Metro Standard 3.14.0 – Use of Metro ARMER ME TACs.

BACKGROUND
Metro Standard 3.14.0 governs the use of the Metro regional interoperability talk groups, ME TACs. The standard was established in 2001, and has undergone revisions as the ARMER system has changed. The most recent revisions included language relating to a transitional period when the resource names were changed from PTAC1-4 & ATAC1-4 to the current ME TAC naming. The dual naming transition period ended on June 30, 2015.

ISSUES & CONCERNS
The amendments to this standard eliminate the language for the transitional period and references to PTAC & ATAC naming. This applies to all users of the Metro ME TAC’s, both in the metro and in greater Minnesota.

FINANCIAL IMPACT
None.

MOTION BY: ________________________________ SECONDED BY: ________________________________
MOTION APPROVED: _______ YES _______ NO

MOTION: ________________________________
1. Purpose or Objective
To establish policy & procedures for use of the metro region ARMER ME TAC 1-8 talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

2. Technical Background:
- Capabilities
It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

- Constraints
Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services such as the VLAW31 VHF frequency may only be used by law enforcement and EMS personnel. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. The use of ten codes is not permitted. This pertains to direct or indirect (when in soft patch) use of these regional resources.
The availability of and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.

**ME TACs are not to be used for an internal event. Private, other tactical, administrative or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.**

The ME TAC regional talkgroups are not capable of encryption.

Any metro region-wide ARMER talkgroup can be in only one patch at a time.

3. **Operational Context:**
These talkgroups are metro-region resources to facilitate communications between agencies that typically do not communicate with each other on a regular basis.

**ME TAC1-4 are only available for use by public safety users.**

**ME TAC5-8 are available for use by all users.**

4. **Recommended Protocol/Standard:**

**ME TAC 1-4 [PTAC] TALK GROUPS**

<table>
<thead>
<tr>
<th>TG Requirements</th>
<th>For Whom?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Recommended</td>
<td>All public safety mobiles, portables, PSAPs</td>
</tr>
<tr>
<td>Recommended</td>
<td>All public safety mobiles, portables, PSAPs</td>
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<tr>
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<th>To TalkGroups</th>
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<tbody>
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<td>Soft Patch</td>
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<td>Hard Patch</td>
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ME TAC5-8 [ATAC] TALK GROUPS

<table>
<thead>
<tr>
<th>TG Requirements</th>
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<tbody>
<tr>
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<tr>
<td>Recommended</td>
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<tr>
<td>Optional</td>
<td>None</td>
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<tr>
<td>Not Allowed</td>
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<thead>
<tr>
<th>Cross Patch Standard</th>
<th>YES / NO</th>
<th>To TalkGroups</th>
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<tr>
<td>Soft Patch</td>
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<td>As Needed</td>
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<tr>
<td>Hard Patch</td>
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In order to meet the communications needs for an event, the ME TAC talkgroups may be patched to:
- Conventional RF resources, such as VHF, UHF etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups etc.
- Direct patches between the ME TAC [ATAC & PTAC] talkgroups, although this would not be preferred as a method of resolving communications needs.

The "Status Board" application will be used to manage the talkgroup resource.

_The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of this resource when it is needed for important events._

None of the ME TAC talkgroups shall be part of any system configured multi-group.

The ME TAC recording procedure falls under ARMER Standard 3.7.0—Recording Interoperability Channels and Talkgroups.

It is highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching.

It is highly recommended that public safety radio users program a sufficient quantity of ME TAC talkgroups into their subscriber radios to meet their interagency communications needs, starting with ME TAC1 & ME TAC5.

It is highly recommended that metro region ARMER system non-public safety dispatch consoles have all the ME TAC 5-8 talkgroups available for patching.
It is highly recommended that non-public safety radio users program a sufficient quantity of ME TAC 5-8 talkgroups into their subscriber radios to meet their interagency communications needs, starting with ME TAC5.

If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency’s responsibility to understand that they will be limiting their ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event.

5. Recommended Procedure:
The pool talkgroups may either be used directly, or be patched to other resources to meet the communications needs of an event.

The usage of ME TAC 1-4 will be reserved for public safety use only. The usage of these talkgroups for EMERGENCY or IN PROGRESS interoperability events should be ME TAC 1, 2, 3, 4…8 in that order.

The usage of ME TACs for PREPLANNED NON-EMERGENCY interoperability events should be ME TAC 8, 7, 6, 5…1 in that order. ME TAC1 will not be reserved for planned events.

It should be noted that during the transition period from November 22, 2013 through June 30, 2015, some agencies may only have a portion of the ME TACs in their radios. It is possible that agencies may have approved variances in place after June 30, 2015. When formulating communications plans, COMLs should check with the agencies involved in interoperability events to see what shared resources are available.

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event the ARMER dispatch center will remove any patches that were used for the event, and update the Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

NOTE: Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.
6. Management
Metro region dispatch center managers & supervisors for agencies on the ARMER system shall insure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The MnDOT System Administrator shall be responsible for the Status Board application.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.
RECOMMENDATION
Discussion item only. The Radio TOC would like to hear feedback from the Executive Committee regarding the workgroup’s recommendation on ARMER user eligibility.

BACKGROUND
During the October Radio TOC meeting, HealthPartners Medical Transportation (HPMT) submitted a request for full participation on ARMER. The Radio TOC denied the request, however during the discussion it was clear there was not a clear definition of who was allowed on the system as it applies to State Standard 1.10.0 – Requesting Participation and Participation Plan Changes, Metro Standard 1.10.1 – Requesting Participation and Metro Appendix 2 – Definitions & Acronyms. The Radio TOC Chair requested a workgroup make recommendations to define who is eligible for the system.

The workgroups findings were approved at the November TOC. These findings will be applied to amendments to Metro Standard 1.10.1 Requesting Participation and Metro Appendix 2 – Definitions & Acronyms, for discussion at the December 2015 Radio TOC meeting.

ISSUES & CONCERNS
The workgroup concluded that Metro Region full ARMER participation eligibility should be limited to “public safety” and “public service” organizations. They defined these from state statute as:

"Public safety agency" means a functional division of a public agency which provides firefighting, police, medical, or other emergency services, or a private entity which provides emergency medical or ambulance services.  
(Source: State Statute 403.02, subd. 18)

"Public service" means any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state.

(Source: State Statute 363A.03, subd. 35)

The workgroup felt the definition of Emergency Medical Services (EMS) and Ambulance Services needed further clarification since there was no clear definition for ARMER eligibility. The workgroup determined the following:

An EMS agency or ambulance service is defined as one licensed by the Minnesota EMSRB to provide service with a designated emergency primary service area (PSA) where they are responsible to respond to medical 911 calls for service; or an air ambulance, also licensed by the EMSRB that provides emergency response.

The workgroup determined that an organization that wants to request full participation, but falls outside of these definitions would then be directed to State Standard 1.10.2 – Requesting Participation by Non-Public
Safety/Non-Public Service Organizations. This means they would need to be sponsored or be granted as an interoperability participant.

This definition excludes HPMT from full participation as they do not meet the criteria, because they respond to medical 911 calls for service or provide air ambulance services, but are licensed the EMSRB. HPMT successfully requested based upon these findings to be allowed to submit their participation plan again for the December Radio TOC meeting and had made it clear they do not wish to be limited as an interoperability partner and wish to use the ARMER system for daily operations.

FINANCIAL IMPACT
None.

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MESB Radio TOC Ad-Hoc ARMER Eligibility Workgroup

November 10, 2015

Workgroup: Ron Jansen (Dakota), Curt Meyer (Hennepin), Rod Olson (Minneapolis), Chris Kummer (MAC), Dave Pikal (Ramsey), Jake Thompson (Anoka)

Note: Clif Giese (North Memorial Ambulance) was originally invited to participate but recused himself and did not attend.

The following documents were reviewed:

- Minnesota Statute
- Minnesota Rules
- MESB ARMER Standards
- State ARMER Standards
- FCC Part 90 rules
- MnDOT STS Information
- EMSRB Licensing Information
- Minnesota EMS Communications Plan

ARMER Eligibility Recommendation Summary

After review, the workgroup concludes that Metro Region full ARMER participation eligibility should be limited to “public safety” and “public service” organizations, unless otherwise provided for in standard. To further define these terms, the workgroup offers the following definitions found in state statute:

- “Public safety agency" means a functional division of a public agency which provides firefighting, police, medical, or other emergency services, or a private entity which provides emergency medical or ambulance services.  
  (Source: State Statute 403.02, subd. 18)

- “Public service" means any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state. 
  (Source: State Statute 363A.03, subd. 35)
An organization that wants to request participation, but falls outside of these definitions would then be directed to State Standard 1.10.2, “Requesting Participation by Non-Public Safety/Non-Public Service Organizations.”

**Emergency Medical Services(EMS)/Ambulance Service Definition Recommendation**

Since the workgroup was the result of a participation request from HealthPartners Medical Transportation (HPMT), the members also discussed the definition of “emergency medical” and “ambulance service” and agreed it needed to be further clarified. The members believed that the intent and spirit of language used in ARMER standards used to describe Emergency Medical Services (EMS) or ambulance service was meant to mean “emergency” medical response agencies, and not the non-emergency ambulance, or specialized transport industry. Unfortunately, the references found do not define EMS or ambulance service further.

The workgroup considered the following facts:

- The Minnesota Department of Transportation, which governs Specialized Transportation Services (STS), directs STS providers that may use an ambulance to the Minnesota Emergency Medical Services Board (EMSRB) for licensure and governance for any ambulance work.
- Emergency Medical Services Regulatory Board (EMSRB) licensure outlines the operations an ambulance organization is allowed. All ambulance licensees have the same communication requirements found under State Statute 144E.103, subd. 5: “Communication equipment. An ambulance must be equipped with a two-way radio that is programmed and operating according to the most recent version of the statewide radio board shared radio and communication plan or its equivalent as determined by the Emergency Medical Services Regulatory Board.” This language currently points an ambulance licensee to the Minnesota EMS Communication Plan. This plan currently recommends (but does not require) that EMS/ambulance service use ARMER. There is no differentiation made between emergency and non-emergency work.
- The Federal Communications Commission (FCC) defines eligibility to use the public safety spectrum in Part 90 rules (.47 CFR 90.20). These rules state that “ambulance companies regularly engaged in providing medical ambulance services” (among other medical entities), are eligible to hold authorizations to use the public safety spectrum pool. There is no differentiation made between emergency or non-emergency work.

The workgroup agreed that historical eligibility for current EMS/ambulance agencies using ARMER was predicated on their role as an “emergency” medical (ground or air) responder, which has been deemed as public safety. While some EMS/ambulance agencies also happen to conduct other types of business that falls under non-emergency or STS, this was not the reason
for entry. So, the HPMT request is unique in that regard, since their EMSRB license outlines the operation as wholly non-emergency, they do not have a designated emergency primary service area (PSA) where they are responsible to respond to medical 911 calls for service, and they are not allowed to respond with lights and siren.

The workgroup further believes that it would be a hardship for an organization doing different types of business (e.g. emergency, non-emergency, STS, or air ambulance) to have to utilize different radio systems for different parts of their business. The entry into ARMER participation was largely that for emergency work, but the non-emergency parts of the business also function as a back-up to emergency work, so it was a decision made in the best interest of public safety, which the workgroup believes remains valid. For that reason it is problematic to make comparison between HPMT and other current EMS full ARMER users.

System loading and infrastructure maintenance costs also remain a concern shared by many. Currently, EMS (regardless of type of business) is a relatively heavy ARMER user that in most cases does not contribute funding towards backbone infrastructure maintenance at a city, county or state level. The Minnesota EMS/ambulance service industry must use due regard for system partners, limitation and cost when entering or expanding participation.

Following review of the matter, absent further official definition, the workgroup offers the following definition of EMS or ambulance service for the purpose of full ARMER eligibility:

- An EMS agency or ambulance service is defined as one licensed by the Minnesota EMSRB to provide service with a designated emergency primary service area (PSA) where they are responsible to respond to medical 911 calls for service; or an air ambulance, also licensed by the EMSRB that provides emergency response.

The workgroup recommends that EMS/ambulance service organizations meeting this definition be considered a public safety agency for the purpose of eligibility for full ARMER participation.

In addition, it is recommended that Metro Region Standard 1.10.1 be revised to include the workgroup’s definitions for full eligibility, public safety, public service and EMS/ambulance service. It further recommends that these definitions be forwarded to the OTC for consideration at the state level, and included in related state standards.
RECOMMENDATION
The Executive Director recommends the Executive Committee approve the 2016 MESB Legislative Agenda.

BACKGROUND
In past years, the Metropolitan Emergency Services Board developed a Legislative Agenda which was approved by the Board. The agenda is MESB staff and the MESB Lobbyist’s best estimation of items which may arise during the 2016 legislative session.

ISSUES & CONCERNS
The 2016 Legislative Session is expected to be a short session; session will not begin until March 8, 2016 and will last approximately ten weeks. Due to the short session, MESB staff is planning to mainly monitor items, educate members and socialize ideas to members and other interested parties for action in 2017.

The Legislative Agenda is divided into three sections: General Items, 911/ARMER Items, and EMS Items.

General Items include lobbying for any effort to make the sales tax exemption for joint powers boards and special taxing districts effective July 1, 2016 rather than January 1, 2017; keeping the Statewide Emergency Communications Board under DPS rather than MN IT (it is unknown if this will be an item or not; it is being kept on the legislative agenda in the event it arises); and maintaining the 911 special revenue fund for public safety communications use only.

911/ARMER Items only includes socializing amendments to MS 403 among legislators and telecommunications service providers in 2016 so it can be introduced in 2017.

EMS Items include establishing long-term sustainable funding (with primary action occurring in 2017), maintaining the regional EMS grant program under the Emergency Medical Services Regulatory Board (EMSRB), socialize the repeal of EMS Rules 4690.1900 (for introduction in 2017), allowing opiate tax revenues to be used at the discretion of individual EMS regions, and working on creating EMT recruitment plan with high schools and MnSCU agencies.

FINANCIAL IMPACT
None.

MOTION:

MOTION BY: SECONDED BY: MOTION APPROVED:

_____ YES _____ NO
**Metropolitan Emergency Services Board**

**2016 Legislative Agenda**

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<td>Sales Tax Exemption - effective 7/1/16 rather than 1/1/17</td>
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<td>Keep SECB under DPS, rather than MN IT</td>
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<td>Maintain the 911 Special Revenue Fund only for public safety communications use</td>
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<td>Amend MS 403 to prepare for NG 911 and SECB changes</td>
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<td>Prepare and socialize with ECN and carriers in 2016, for introduction in 2017 session</td>
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<td><strong>EMS Items</strong></td>
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<td>Long-term sustainable funding for EMS regions</td>
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<td>Prepare plan/options and socialize in 2016, for introduction in 2017</td>
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<td>Maintain EMS regional grant program under EMSRB, rather than moving to MDH</td>
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<td>Amend EMS rules to repeal 4690.1900</td>
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<td>Prepare plan/options and socialize in 2016, for introduction in 2017</td>
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<td>Opiate tax revenues, if passed, to be used at discretion of individual EMS regions</td>
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<td>Assist in development of statewide program to work with high schools/MnSCU to recruit EMTs (and possibly fire/law personnel)</td>
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<td>Prepare plan/options and socialize in 2016, for introduction in 2017</td>
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RECOMMENDATION
The Executive Director recommends the Executive Committee approve amendments to the Board’s bylaws. The amendments have been made in conjunction with MESB Legal Counsel.

BACKGROUND
The Metropolitan Emergency Services Board has bylaws for the Board. The bylaws were last updated in December 2007. Upon review, it was deemed that updates to the bylaws could be made.

ISSUES & CONCERNS
The first amendment occurs in Article I, Section 1, where Isanti County is added to the list of entities who have signed the Joint Powers Agreement.

The second amendment occurs in Article II, Section 1, which updates the oath of office process.

The third amendment occurs in Article II, Section 2, which adds a reference to the Voting Rules of the Board, which are incorporated into the bylaws.

The fourth amendment occurs in Article II, Section 1, which adds the ability for alternates for the Executive Committee.

The next amendment is found in Article V. This amendment deletes three committees, which are no longer in existence and updates the language for the name of the EMS Technical Operations Committee (name change occurred per Board action in 2012).

The final amendment is found on the Voting Rules, where an additional reference to alternates for the Executive Committee is made.

If the amendments are recommended for approval by the Executive Committee, they will be sent out the full Board fifteen (15) days prior to the January Board meeting, and again in the regular meeting packet.

FINANCIAL IMPACT
None.
BYLAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD

ARTICLE I.
DEFINITIONS

For the purpose of these Bylaws, the terms shall have the meaning as provided within these Sections.

SECTION 1.

"Agreement" means the Joint Powers Agreement for Metropolitan Emergency Services Board entered into by the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington, and the City of Minneapolis.

SECTION 2.

"Board" means collectively the individual representatives on the Metropolitan Emergency Services Board as created by the Agreement and as appointed by their respective Counties and City.

ARTICLE II.
BOARD

SECTION 1. APPOINTMENT AND TERMS OF OFFICE.

At the organizational meeting of the Board each January all representatives present shall be administered the oath of office by the newly elected Chair. The Chair shall be administered the oath of office by the Vice outgoing Chair. Alternates shall be administered the oath when they first appear on behalf of a representative.

SECTION 2. VOTING.

The act of a majority of the representatives present at a meeting at which a quorum is present shall be the act of the Board, unless a greater number is required by law, the Agreement, or by these Bylaws. The Voting Rules attached hereto are incorporated herein.
SECTION 3. PER DIEM AND MILEAGE.

Representatives shall not receive any salary for their services, but, by resolution of the Board, expense reimbursement or per diem may be allowed to the extent permitted by law for attendance at each regular or special meeting of the Board, or executive committee meetings thereof. Mileage may be paid to representatives for attending any meetings of the Board or its committees.

SECTION 4. MEETINGS.

The Board may provide the time and place, by resolution, for holding regular meetings of the Board. Such resolution shall provide for adequate and timely notice in compliance with open meeting law requirements. Special meetings of the Board may be called by or at the request of the Chair, or in the Chair’s absence, the Vice Chair, or any two representatives from different members to the Agreement, and shall likewise comply with the Minnesota open meeting law. Board meetings may be cancelled at the discretion of the Chair.

SECTION 5. ADJOURNMENT.

A majority of the representatives present, even if less than a quorum, may adjourn the meeting.

ARTICLE III.

OFFICERS

SECTION 1. EXECUTIVE COMMITTEE.

The Chair, Vice Chair, Secretary, Treasurer and one representative from each of the members not represented by an executive officer shall constitute an Executive Committee. Any member of the Executive Committee who is unable to attend a scheduled meeting of the Executive Committee may designate an alternate for said meeting. The Executive Committee shall have the authority to act in those circumstances and on those matters as directed by the Board. The Executive Committee shall have the authority to authorize the Chair to sign any contracts which require approval prior to the holding of a Board meeting; provided that said approval is subject to ratification by the Board, and provided that the full membership of the Board is notified prior to any meeting at which the Executive Committee authorizes the Chair to sign a contract.

SECTION 2. CHAIR.

The Chair shall preside at all meetings of the Board and perform the usual duties of a chair. The Chair, alone or together with such other officer or officers as the Board may designate by resolution, may sign any deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, including checks; and, in general, the Chair shall perform all duties incident to the office of Chair and such other duties as may be described by the Board from time to time.

SECTION 3. VICE CHAIR.
In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice Chair shall perform the duties of Chair.

SECTION 4. SECRETARY.

The Secretary shall be responsible for preserving the minutes of the meeting of the Board and all other books and records in connection with the business of the Board, and shall attend all meetings of the Board. The Secretary shall give all notices required by statute, agreement, these Bylaws or any resolution of the Board. The Secretary shall perform all duties incident to the office and such other duties as may be delegated by the Board. The Secretary, with approval of the Board, may assign duties in connection with the office to the Executive Director or other appropriate person.

SECTION 5. TREASURER.

The Treasurer shall meet with the Executive Director monthly to review invoices, bills, bank statements and financial reports, and shall submit a monthly report to the Board at its regular meeting. The Treasurer shall sign, in the name of the Board, all checks which exceed the delegated authority of the Executive Director, and all checks payable to the Executive Director. The Treasurer shall review and sign a monthly memo prepared by the Executive Director summarizing all payments made on behalf of the Board. The Treasurer shall perform all duties incident to the office and such other duties as may be delegated by the Board, and may assign, with approval by the Board, duties in connection with the office to the Executive Director or other appropriate person. The Treasurer, or his or her designee as approved by the Board, shall chair the Finance Committee.

ARTICLE IV.

EXECUTIVE DIRECTOR

The Executive Director shall prepare and submit to the Board the annual budget and such other financial information as the Board may request at its regular meetings. The Executive Director shall have the authority to hire staff to fill vacancies in positions authorized by the Board. The Executive Director shall supervise staff and is authorized to discipline staff and terminate employment when appropriate.

ARTICLE V.

COMMITTEES

The committees of the Board shall include the Executive Committee, Finance Committee, Audit Committee, Radio Cost Allocation Committee, 911 Technical Operations Committee, Radio Technical Operations Committee, EMS Technical Operations Committee, and any other committees appointed by the Board. The Board shall review and approve bylaws for each committee that adopts bylaws. Committees shall report to the Executive Committee.
ARTICLE VI.
CHECKS, DEPOSITS AND FUNDS

SECTION 1. CHECKS.

All checks, drafts or orders for payment of money, notes or any other evidence of indebtedness issued in the name of the Board shall be authorized by the Treasurer alone, or the Chair alone, or by such other person or persons as the Board may, by resolution, designate and in such manner as shall be prescribed and determined by resolution of the Board.

SECTION 2. DEPOSITS.

All funds of the Board shall be deposited from time to time to the credit of the Board in such banks, trust companies or other depositories as the Board may select.

SECTION 3. FUNDS.

Any funds which may come to the Board or be subject to its control, for its use in furthering and promoting the aims and purposes of the Agreement or the policies of the Board; shall be received, disbursed, controlled and accounted for by the Treasurer.

SECTION 4. AUDITS.

The Board shall, at least once in each year, cause its books and accounts to be audited by an independent C.P.A. firm to the extent that is required by its audit plan and shall comply with the requirements of State and Federal law with respect to audits and shall make the results of such audit available to each of the members which are signatory to the Agreement.

SECTION 5. BONDS.

The Board by resolution may require that any or all officers provide a bond conditioned on the faithful performance of their duties. The Board shall reimburse the officer for the cost of such bond. In addition to, or in lieu of a bond, the Board may obtain fidelity insurance or other insurance to protect the Board in the event of embezzlement or other wrongful acts committed by an officer or an employee of the Board.

SECTION 5. FISCAL YEAR.

The Board’s fiscal year is the calendar year commencing on January 1.
ARTICLE VII.

AMENDMENTS

SECTION 1.

Amendments to these Bylaws may be proposed by any representative on the Board.

SECTION 2.

All proposed amendments shall be submitted in writing to each representative on the Board at least fifteen (15) days prior to a meeting of the Board, at which time the amendment is to be considered. A statement explaining the purpose and effect of the proposed amendment shall be attached to the proposed amendment.

SECTION 3.

Amendments shall be considered at a regular meeting of the Board. A two-thirds affirmative vote of the full membership of the Board is required for approval of an amendment.

ARTICLE VIII.

PROCEDURE

The rules of parliamentary procedure and practice contained in Robert's Rules of Orders, Newly Revised, to the extent they are not inconsistent with these Bylaws or the Agreement, shall be the rules of procedure governing the Board.

ARTICLE IX.

CONSTRUCTION

In the event there is any conflict between these Bylaws and the terms of the Agreement, the Agreement shall govern.
VOTING RULES

BOARD MEETINGS

Anoka, Carver, Dakota, Scott and Washington Counties and City of Minneapolis:

- Each member organization is entitled to two votes.
- Each member organization may appoint one or two representatives to MESB Board.
- If only one representative is appointed he/she has two votes.
- If two representatives are appointed each has one vote.
- If two representatives are appointed and only one is present at a meeting he/she can only cast one vote.
- If a member organization has by resolution appointed an alternate, the alternate is entitled to cast the same number of votes as the representative he/she is replacing.

Chisago and Isanti County:

- Entitled to one representative who has one vote.
- May appoint an alternate.

Hennepin and Ramsey County:

- Each member organization is entitled to four votes.
- Each member organization may appoint two, three or four representatives.
- The appointing resolutions shall state the number of votes allocated to each representative.
- Representatives are not entitled to cast votes for absent representatives.
- If a member organization has by resolution appointed an alternate, the alternate is entitled to cast the same number of votes as the representative he/she is replacing.

EXECUTIVE COMMITTEE MEETINGS

- The four executive officers and a representative designated by each of the member organizations not represented by an executive officer constitute the Executive Committee.
- Weighted voting does not apply to Executive Committee meetings.
• Representatives may designate alternates.
RECOMMENDATION
The Executive Director recommends the Executive Committee approve amendments to MESB Policies 005, 006, 013, 014, 018, 022, and 023.

BACKGROUND
The Metropolitan Emergency Services Board has established 23 policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 911 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 911 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made.

ISSUES & CONCERNS
Upon reviewing the policies, it became apparent that most, if not all required some sort of amendment to reflect the current state of the MEB, of technology and of practice. Staff is in the process of reviewing all of the policies and will be presenting amendments over the course of the next several months.

Policy 005 – Financial Policies: this policy contains basic financial policies for the Board. Most of the amendments are not substantive in nature, and are simply language updates (updating the name of what used to be referred to as the Reserve Fund, for example). The one substantive update to this policy is the addition of a statement indicating that Washington County Financial Services serves as the Board's fiscal agent.

Policy 006 – Invested Funds: this policy discusses the Board’s invested funds. The amendments to this policy are substantive in nature, though they update the policy to how our invested funds operate today. The first change is to update the name of the Board’s traditional reserve fund to the Hennepin County Investment Fund (also called the Future Projects Fund); this title change was made due to GASB changes a few years ago. The next amendment is to add statements regarding reserve funds held at Washington County, which are the result of budgeted, yet unspent funds carried over from year to year. Amendments to the final paragraph detail the origins of the Hennepin County Investment Fund and how a portion of those funds may be used, as well as how interest accrued is applied for both funds.

Policy 013 – Use of Board Issued Credit Card: this policy details how the MESB-issued credit card can and should be used. There is an amendment stating that employees will execute an agreement for the use of the card, which was a recommendation from our new credit card vendor. The second amendment states that Board-issued cards shall not be used for personal expenses for any reason. There are a couple of changes regarding documentation, the primary change being that written pre-approval needs to be attached to receipts.

Policy 014 – Flexible Time Off: this policy details how Flexible Time Off works. The amendments to this policy are not substantive in nature.

Policy 018 – Financial Policy – Payment Processing: this policy describes how Accounts Payable are handled. Most of the amendments are not substantive in nature. The one substantive changes is in regards to the Treasurer’s Report, which was made to reflect actual practice.
Metropolitan Emergency Services Board

Policy 022 – Billing of User Fees: this policy governs how the MESB bills for radio user fees, which was needed when such billing occurred, prior to July 1, 2007. Because radio user fees are not currently charged, due to legislatively authorized backbone operational funding for the ARMER system. There are many amendments to this policy to update it due to the aforementioned funding, which became effective July 1, 2007. The policy also discusses how we bill for the annual system vendor service contract. It is the Executive Director’s recommendation to keep this policy in place in the event that legislatively authorized backbone funding is no longer received.

Policy 023 – Interest Charging Policy: the amendments for this policy are updates since the policy became effective in September 2006. Since that time, the MESB no longer charges user fees due to backbone operational funding being authorized by the legislature. This eliminates the need to charge interest on user fees. However, in the event the backbone operational funding is lost, this policy may be needed.

**FINANCIAL IMPACT**

None.

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MOTION:

None.
The Metropolitan Emergency Services Board financial policies provide the basic background upon which overall concepts for fiscal management of the Board are based. The policies assist the decision making process of the Board and are designed to provide a stable foundation to minimize the impact of changing conditions.

◊ The Board will attempt to avoid large fluctuations in its assessments to member counties. Actual expenditures may vary from year to year, due to needs of the operations, resulting in fluctuations in fund balance and cash. Substantial changes up or down in the assessments match these fluctuations in assessments are not in the best interest of the public or the Board.

◊ According to Metropolitan Emergency Services Board Joint Powers Agreement, Article VI: Funding; Section 3:

Section 3: Assessment Formula. All assessments authorized to be made by this Agreement shall be made in the same proportion as the ratio of the population of the county bears to the population of the metropolitan area as defined in Article II, Section 2.E, as measured by the most recent and available population figures of the State Demographic Center.

◊ The Board will schedule replacement of its major operational equipment (computers, telephone equipment, printers/fax machines/copiers), so as to maximize efficiency within reasonable fiscal control.

◊ By agreement and Board action, Washington County Financial Services acts as the Board’s fiscal agent. A small amount of reserves are held at Washington County to ensure optimal cash flow for MESB operations.

◊ The Board will continue to take advantage of opportunities to make sound investments of its reserve fund Hennepin County Investment Fund (also called Future Projects Fund) to maximize investment potential while protecting the fund from volatile fluctuations.

◊ Cash balances will be invested in the Hennepin County Investment Fund (also called Future Projects Fund) with Hennepin County for reasonable return. Collateral will be held on investments as required in statute.

◊ Metropolitan Emergency Services Board members shall receive mileage and per diem reimbursements at a rate established by the Board. Mileage rates shall be consistent with the established Federal rate as published by the IRS.

◊ Staff of the Board shall receive merit adjustments based on annual performance reviews and in accordance with the adopted Merit Compensation Plan and annual salary range adjustments.

◊ The Board’s fiscal year is the calendar year. The Board adopts an annual budget for the following fiscal year starting the following January by July 31 each year. The budget is prepared on the modified accrual basis of accounting, which is consistent with...
with generally accepted accounting principles for fund accounting. Modified accrual basically means that obligations of the Board are budgeted as expenses, but the revenues are recognized only when they are actually received.

◊ The Board’s financial statements are audited each year by an independent auditor. Financial statements will be produced in accordance with generally accepted principles for fund accounting.
The “dedicated fund” Hennepin County Investment Fund (also called Future Projects Fund) reserves shall be retained by the Board in a separate invested fund and kept in an escrow account to be used for any purposes the Board deems appropriate and in concert with the mission of the Metropolitan Emergency Services Board.

The “general fund” Washington County reserve funds have been accumulated over several years of budgeted but not expended funds and carried from year to year.

Application of interest for the Washington County reserve funds is generally made on the basis of the size of the general fund each division’s (Administration, 911, Radio and EMS) balance; and the dedicated fund Hennepin County Investment Fund is accounted for in the General Fund balance, formerly known as the Administrative Fund, in relationship to the total funds invested. Past practice of the Board has been to divide the interest accrued on a percentage split based on this relationship.

The Board has established that a reserve fund shall be maintained in its present configuration of a dedicated and a general fund reserve. The dedicated fund Hennepin County Investment Fund is to be used for any purpose the Board deems appropriate to carry out its mission. A portion of the Hennepin County Investment Fund is used to pay for installation and/or one-time costs related to the 911 system. This portion of the fund was derived from the former Metropolitan 911 Board’s settlement with US West. The general fund Washington County reserve funds may be used for any purpose the Board deems appropriate for operational need. Interest accrued on the dedicated fund Hennepin County Investment Fund shall be applied to the dedicated fund Hennepin County Investment Fund; interest accrued on the general fund Washington County reserve funds shall be applied to the general fund each division calculated by Washington County based on the fund balance.

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1Adopted by Board Action, November 23, 1992
2Reaffirmed by Board Action, September 10, 1997
3Revised by Board Action, December 13, 2006
Metropolitan Emergency Services Board

Subject: Use of Board Issued Credit Card

Number: 013

Effective Date: 2-13-02
Revision Date: 12/10/08
Revision Date: 01-xx-16

PURPOSE
To establish procedures and guidelines for the appropriate use of Metropolitan Emergency Services Board issued credit cards.

ALLOWED USE BY BOARD EMPLOYEES
The Executive Director shall determine appropriate staff members to be issued Emergency Services Board issued credit cards. The Metropolitan Emergency Services Board may issue credit cards to employees for the purpose of facilitating Board authorized expenses.

Upon issuance of a Board issued credit card, employees shall execute an Agreement for Use of MESB Credit Card. Employees will not be issued a credit card if an agreement is not executed.

APPROVED EXPENDITURES
Travel expenses which are authorized under the Metropolitan Emergency Services Board Travel Policy, 007, shall be considered an appropriate use of the Board issued credit card. This includes air transportation, meals, lodging and other related travel expense while on Board approved travel.

Purchase of Metropolitan Emergency Services Board hardware, software, office equipment, reference materials or report services, or other pre-approved offices expense or meeting related expenses.

Credit cards shall not be used for cash advances or personal expenses for any reason.

DOCUMENTATION
Employees must submit receipts for all credit card expenditures as soon as practical following the expense in order that they may be reviewed prior to payment of the credit card charge bill. If an employee has misplaced or neglected to get a receipt for a credit card charge they must fill out a missing receipt affidavit. The missing receipt affidavit is required for every missing receipt and the Executive Director must sign off on the form. Use of the missing receipt affidavit should be infrequent.

Employees shall request written pre-authorization to use the Board issued credit card. Written pre-approval from the Executive Director shall be required. This written approval shall be attached to all credit card charge receipts.

EXPENDITURE LIMITS
No credit card charge or balance shall exceed $5,000.

VIOLATIONS
Employees found to have engaged in unapproved use of the Board issued credit card may be disciplined appropriately, up to and including termination.

Adopted by Board Action, February 13, 2002
Adopted by Board Action, December 10, 2008
Flexible Time Off (FTO) is an accrued benefit of each employee of the Metropolitan Emergency Services Board prescribed in the benefit package adopted by the Board.

The maximum Flexible Time Off (FTO) that may be carried over in any given calendar year is 1000 hours. Any FTO balance in an employee’s account that which exceeds 1,000 hours as of the last day of the first pay period of the each new year is forfeited.

Employees are responsible for keeping track of their FTO balances. Requests for FTO are to be made in advance. Requests for FTO should be submitted to the Executive Director in writing via email with as much notice as is practical. It is strongly recommended that employees disperse their FTO throughout the calendar year. Requests for FTO shall be granted unless, in the judgement of the Executive Director, the request will jeopardize workload requirements. Approved time off that which must be cancelled due to extenuating, unforeseen circumstances after approval has been granted, will be honored on a mutually agreed schedule at a later date.

Every employee will receive their FTO balance through the current pay period on their pay stub. Each employee is expected to review their balance; if an employee does not and if they don’t agree with the balance, he/she should contact the Financial Services Specialist to reconcile the difference and get the correct information to Dakota County.

Employees, who, at any given time throughout the year, have accrued 980 hours of FTO will be counseled on the need to utilize FTO throughout the year when time is available, and will be reminded of the threshold of 1,000 maximum carryover from one calendar year to the next.

An ongoing record of accrued FTO time for each employee will be maintained. This information will be obtained from the FTO reports supplied by Dakota County. An employee may request an FTO accrual report at any time.
PURPOSE: To establish procedures and guidelines for processing payments of the Metropolitan Emergency Services Board.

The Metropolitan Emergency Services Board has assigned to the Executive Director authority to sign all checks, drafts, notes, and other evidences of payment or indebtedness for purchase of supplies, equipment, and services and other approved budgeted items within the limits as established by the annual approved budget, up to $10,000. Single budgeted expenditures in excess of Ten Thousand Dollars ($10,000.00) shall require BOARD approval and signature by the BOARD Treasurer or Board Chair. Any expenditure that results in payment to the Executive Director personally, shall be signed by the Treasurer, or Board Chair.

By agreement and Board action, Washington County Financial Services acts as the Board’s fiscal agent.

The process to be used by the Board for review and approval of all payments includes the following activities:

- Invoices are received, stamped with the date received and the account code stamp by the Administrative Assistant.
- General Board and 911 invoices are coded by the Financial Services Specialist; and the EMS and Radio Coordinator’s each code their own funds’ invoices as well as review for accuracy verification.
- A chart of accounts has been prepared for the purpose of account coding payments which correlate to the budget categories for expenditures.
- The Executive Director reviews all accounts payable and approves payment.
- After invoices are approved by the Executive Director, the Financial Services Specialist logs each invoice on a spreadsheet, recording vendor name, amount of invoice, fund expensed too, expense code and the date the invoice will be mailed to Washington County Financial Services (WACO). This spreadsheet is totaled at the end of each month and compared to the month end registers and financial statements received from WACO. This reconciliation was recommended by the auditors.
- Each Friday all accounts payable are A weekly package is mailed via US Mail to Washington County Financial Services WACO with all of the invoices and deposits/checks. Payments are issued by Washington County Financial Services WACO and mailed to vendors with payment coupons.
- Washington County Financial Services WACO provides financial reports monthly for review and approval of the Board including the financial statements and payment registers for each Board fund.
- The Financial Services Specialist sends (via email) the Treasurer monthly financial statements for review and approval.
- A Treasurer’s report will be prepared and signed by the Treasurer. This report will be included in the Board meeting packets. The Treasurer’s report will be included as

Adopted by Board Action, September 8, 2004
Revised by Board Action, October 12, 2005
Revised by Board Action, December 10, 2008
a regular standing consent agenda item to the consent agenda of the Board and the Treasurer will prepare a written report to the Board on the Board’s agenda.
PURPOSE: To establish a policy for billing radio user fees.

The Metropolitan Emergency Services Board assumed responsibility, assets and liabilities for the metro region 800-MHz radio Allied Radio Matrix for Emergency Response (ARMER) system from the Metropolitan Radio Board.

Effective July 1, 2007, the Minnesota Department of Transportation (MnDOT) pays all operating costs of the metro area ARMER system backbone, through legislative appropriation from the 911 Special Revenue Fund. A portion of these costs had previously been paid by the MESB, which received funds through cost allocation to radio users.

MnDOT annually bills the MESB for the metro region’s share of the annual Motorola Service Contract. Approximately two months prior to receiving MnDOT's invoice, the MESB receives the allocation of the contract’s costs for each metro region entity which owns equipment covered by the contract. The MESB uses these figures to bill each entity in the region; the funds are to be received in time to pay the invoice from MnDOT.

Should legislatively appropriated funds no longer be available and/or the Statewide Emergency Communications Board decides to allocate ARMER system costs to each radio region, The MESB shall receives funds through cost allocation to radio users. The guiding principles of the MESB cost allocation are:

- MESB will seek to reduce costs whenever and wherever possible
- MESB will renegotiate site leases when the opportunity presents itself in an effort to reduce costs
- MESB will work with other parties of the shared radio system to find ways to reduce costs
- MESB will work with other parties of the shared radio system to project capital expenses as far in advance as possible
- MESB policy is for users to pay for regional radio operational and maintenance costs in a fair manner
- Process
- MESB will offer an opportunity for users of the radio system to provide input into the Cost Allocation process

The policy of the MRB was to bill radio users for user fees after each quarter. When the MESB assumed the billing responsibilities in July 2005, it followed the same policy. However, the MESB has obligations and needs to manage its cash flow in order to meet its obligations and to pay for certain costs of the system on behalf of its users.

Effective January 2007, the MESB will bill radio users at the beginning of each quarter using agency estimates of its radio counts for each month of the quarter. Subsequent quarterly billings will be adjusted based on actual numbers of radios used the previous quarter. The MESB will use figures collected from the System Administrator at the end of each month.

Effective with the 2007 Motorola Service Contract, the MESB will bill agencies for their share of the Motorola Service Contract (based on the cost allocation formula) in December 2006, and each
following December, with payment due in January so that the total amount of the Service Contract may be paid when the bill comes due in January. This amount will be backed out of the overall user fee for the remainder of the year, which will continue to be billed quarterly.
Metropolitan Emergency Services Board

Subject: Interest Charging Policy

Number: 023                                     Effective Date: 9-13-2006
Revision Date: xx-xx-201x

PURPOSE: To establish a policy for charging interest on delinquent radio user fee payments.

The Metropolitan Emergency Services Board assumed responsibility, assets and liabilities for the metro region 800 MHz radio Allied Radio Matrix for Emergency Response (ARMER) system from the Metropolitan Radio Board (MRB).

Prior to July 1, 2007, the MESB has adopted a cost allocation formula for determining the fee users will pay for use of the regional radio system. The cost allocation is applied on a quarterly basis determined by the number of radios on the system during that month. Users are notified of their costs for the previous quarter and are requested to pay that quarterly invoice within 30 days of receipt. When users are delinquent in payment, it is appropriate for the MESB to apply interest charges to late payments.

The MRB paid for radio system operations costs using revenue from the 911 fee. This revenue source was terminated on June 30, 2005; as such, from July 1, 2005 through June 30, 2007, MESB radio system operations were paid solely by user fee revenue through cost allocation or direct billing.

Effective July 1, 2007, the legislature authorized use of funds from the 911 Special Revenue Fund to pay for the backbone operating costs of the ARMER system. This negated the need for the MESB to charge user fees; all billing was then done through direct billing for equipment owned on the system.

Should the legislatively appropriated funding be terminated, Effective in 2006, the MESB will charge agencies with delinquent radio user fees payments the maximum legal annual interest rate of six percent (6%) for every 30 days the payment is delinquent. A payment is considered delinquent if not received 45 days after the date of the user fee invoice.

Adopted by Board Action, September 13, 2006

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2016 MESB Meetings

Full Board
January 13
March 9
May 11
July 13
September 14
November 9

Executive Committee
February 10
April 13
June 8
August 10
October 12
December 14

All meetings are 10:00 A.M. – 11:30 A.M.