1. **Call to Order** – Board Chair, Council Member Andrew Johnson

2. **Approval of Agenda** – Chair Johnson

3. **Introduction of Sherburne County Representatives** – Chair Johnson

4. **Approval of October 10, 2018 Executive Committee Minutes** (page 1)

5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
   A. Approval of Amendments to Anoka County’s Participation Plan (page 4)
   B. Approval of Change to Metro Interoperability System (page 6)
   C. Approval of St. Paul Park Refinery Fire Request (page 10)
   D. Approval of Letter to SECB re: Motorola Service Contract (page 14)

6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services – No items

7. **EMS Items** – Ron Robinson, EMS Coordinator
   A. Acceptance of EMSRB Training Grant (page 17)
   B. Approval of EMS Chart Documentation Class Contract (page 23)

8. **Administrative Items** – Jill Rohret, Executive Director
   A. Approval of Additional MESB GIS Specialist (page 29)
   B. Approval of New MESB Policy 031 – OPEB (page 33)
   C. Approval of Amendments to MESB Policy 030 – Purchasing (page 37)
   D. Approval of Executive Director Travel Request (page 43)
   E. Proposed 2019 MESB Meeting Dates (page 46)

9. **Old Business** – None

10. **New Business** – None

11. **Adjourn**
**Metropolitan Emergency Services Board Members**

**Anoka County**  
Commissioner Julie Braastad  
Commissioner Rhonda Sivarajah*

**Carver County**  
Commissioner Gayle Degler  
Commissioner Jim Ische*

**Chisago County**  
Commissioner George McMahon*

**City of Minneapolis**  
Council Member Andrew Johnson* (2018 Chair)

**Dakota County**  
Commissioner Tom Egan* (2018 Treasurer)  
Commissioner Mary Liz Holberg

**Hennepin County**  
Commissioner Debbie Goettel*  
Commissioner Jeff Johnson

**Isanti County**  
Commissioner Greg Anderson*

**Ramsey County**  
Commissioner Blake Huffman* (2018 Secretary)  
Commissioner Janice Rettman

**Scott County**  
Commissioner Barb Weckman Brekke  
Commissioner Tom Wolf*

**Washington County**  
Commissioner Fran Miron* (2018 Vice Chair)

*Denotes Executive Committee member
Commissioners Present:

<table>
<thead>
<tr>
<th>ANOKA</th>
<th>Rhonda Sivarajah</th>
<th>ISANTI</th>
<th>Greg Anderson</th>
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<tr>
<td>CARVER</td>
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<td>DAKOTA</td>
<td>Tom Egan</td>
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<td>Fran Miron</td>
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<td>HENNEPIN</td>
<td>Jeff Johnson</td>
<td>MINNEAPOLIS</td>
<td>Andrew Johnson</td>
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Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; and Martha Ziese.
Others Present: Jay Arneson, MESB Board Counsel.

1. Call to Order
Meeting was called to order at 10:02 a.m. by MESB Chair Council Member Andrew Johnson.

2. Approval of October 10, 2018 Agenda
Motion made by Commissioner Goettel seconded by Commissioner Wolf to approve the October 10, 2018 agenda. Motion carried.

3. Approval of June 13, 2018 Minutes
Motion made by Commissioner Miron, seconded by Commissioner Ische to approve the June 13, 2018 Executive Committee minutes. Motion carried.

4. Radio Items
A. Acceptance of FY2019 SECB Grant
Jill Rohret said staff recommends the Board accept this grant, which is funded out of state funds. The grant will provide Motorola training for technicians and will fund an annual exercise for the Communications Response Task Force. The grant will also provide funds to send some communications personnel from the region to the Minnesota Public Safety Communications Conference. Lastly, a portion of the award will be sub-granted to Dakota County to install bi-directional amplifier in the Dakota County Northern Service Center in West Saint Paul. The grant was approved by the SECB in August.

Motion made by Commissioner Wolf seconded by Commissioner McMahon to recommend the Board approve acceptance of FY2019 SECB Grant. Motion carried.

B. Approval of amendments to Metro Standard 3.35.0 – National Weather Service
Rohret said the Radio TOC recommended amendments to Metro Standard 3.35.0 – National Weather Service. She noted that some telecommunicators found the paragraph format difficult to read and requested the process be listed in bulleted form; this was the primary change. Minor language changes were also made in section 6.

Motion made by Commissioner Goettel, seconded by Commissioner Sivarajah to approve amendments to Metro Standard 3.35.0 – National Weather Service. Motion carried.
5. 9-1-1 Items
A. Approval of Agreement with Minneapolis Related to Shared Call Handling Equipment
Pete Eggimann said the City of Minneapolis requested a new agreement with the MESB in relation to the MESB’s role as contract manager for the shared call handling system. The MESB pays shared bills for the system and bills system owners for their proportionate share. Minneapolis requires agreements to pay bills and did not have one relating to the system’s fiber lease. He noted that this is an accounting issue for the City; there is no financial impact to the MESB. MESB counsel has reviewed and offered changes to Minneapolis.

Commissioner Miron asked if Minneapolis has agreed to the changes MESB counsel made to the agreement. Rohret said Minneapolis has not yet responded to the proposed changes; Counsel will review the final language before it is brought to the Board.

Motion made by Commissioner McMahon, seconded by Commissioner Miron to recommend approval of the agreement with City of Minneapolis for the Shared Call Handling Equipment billing. Motion carried.

6. EMS Items – None

7. Administrative Items
A. Approval of 2019 Legislative Agenda
Rohret said the 2019 legislative agenda is the same as the 2018 agenda with one addition. The general items on the agenda are to keep the SECB under the Department of Public Safety rather than Minnesota IT, and to maintain the 9-1-1 Special Revenue Fund for public safety communications only.

9-1-1/ARMER items include the new item which is the American Heart Association Telephone-CPR (T-CPR) bill. The AHA through the Minnesota Resuscitation Alliance is pushing a bill that would require T-CPR to be provided by all PSAPs. This is a nation-wide effort being done on a state by state basis. A bill was passed in Wisconsin last year. A bill was introduced in Minnesota this year requiring all PSAPs to be T-CPR trained and provide T-CPR; the bill did not give the PSAPs the opportunity to transfer to other PSAPs which provide emergency medical dispatch (EMD), though the Wisconsin language does allow for the transfer of calls. The AHA has agreed to work with the MESB and ECN on the language. She noted that all metro PSAPs either provide EMD or transfer calls to a secondary PSAP which provides EMD, including T-CPR. She said that Matthew Bergeron has already met with the AHA and expressed the MESB’s concerns. Rohret said that this will likely have a larger effect in Greater Minnesota.

Commissioner Sivarajah asked if the Association of Minnesota Counties or the League of Minnesota Cities had been contacted regarding this legislation. They may want to put this on their agendas. Rohret said she would contact Margaret Vesel and Ryan Erdmann of the Association of Minnesota Cities; perhaps the AHA has reached out to them. Rohret said she did not know if the secondary PSAPs are willing to take more transfers. Rohret said that ECN was aware of the impact it would have on the Greater Minnesota PSAPs. The Wisconsin bill did include a one-time appropriation of approximately $250,000 for training.

Rohret stated that the amendments to MS 403 did not pass in the 2018 session. ECN’s plan for the 2019 session is introduce a simple, straight-forward bill that will address some changes which need to be made to the composition of the Statewide Emergency Communications Board (SECB). The SECB is made up of one-third state representatives, one-third metro local representatives, and one-third Greater Minnesota local representatives. A couple of years ago the Department of Management and Budget introduced a bill and took themselves off the board, which threw off the SECB’s alignment. It is proposed to add the Department of Corrections and a seat for Tribal Nations. Rohret asked ECN to include a change the definition of the metropolitan area in that statute to add Chisago, Isanti and Sherburne Counties. It is hoped that because of its simplicity the bill will pass, and the 9-1-1 issues can be dealt with in the future.
Rohret said that the EMS items have been on the agendas before. In the 2017 legislative session, the long-term sustainable funding for EMS regions passed in both houses but was not included in the final conference committee bill. It is believed that the EMSRB will add an increase in its bill, though it is possible the MESB will need to work the other regions to introduce such a bill. Other EMS items include maintaining the EMS grant program under the EMSRB rather than moving it to the Minnesota Department of Health, repealing EMS rules 4690.1900, and insuring the EMS mission is preserved if opiate tax revenues are passed.

Motion made by Commissioner Egan, seconded by Commissioner Huffman to approve 2019 Legislative Agenda. Motion carried.


Meeting adjourned at 10:20 a.m.
RECOMMENDATION
The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the amendment to the Anoka County ARMER participation plan, which will allow Anoka County to add one new MCC7500 console.

BACKGROUND
Statewide Emergency Communications Board (SECB) ARMER standards require all ARMER participants to have an approved participation plan. These participation plans must be amended as agencies change equipment configurations.

Anoka County’s original participation plan was approved by the former Metropolitan Radio Board in September 2003. The participation plan has been amended as needed.

ISSUES & CONCERNS
Anoka County would like to add one console to its PSAP, bringing its total console count to 12. The additional console will not cause any additional system configuration changes, such as additional conventional channel gateways or affect logging or other shared ARMER resources. The County has enough IDs to accommodate the console addition.

FINANCIAL IMPACT
None to the MESB.

MOTION:
SECONDED BY:
MOTION: PASS/FAIL
Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan for the installation of one new MCC7500 console. Currently Anoka County operates 11 dispatch positions. We will be increasing our console count to 12 MCC7500 consoles plus one patch console. There will not be any changes to CCGWs or logging with this addition. Anoka County has enough IDs to accommodate this addition.

Respectfully,

Jake Thompson

Jake Thompson
RECOMMENDATION
The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the configuration change to the metro interoperability system.

BACKGROUND
When the ARMER system was built in the early 2000s, system planners included a VHF overlay in the metro area which included national VHF frequencies for interoperability with VHF users. The system included bases at various sites throughout the metro area. In the early 2000s, this system was utilized more often as agencies were in various states of transition to the ARMER system. All metro public safety agencies migrated to the ARMER system in 2012. The interoperability overlay has stayed in place, with minor modifications, in case VHF users are coming into the metro, such as Wisconsin EMS agencies, or for mutual aid during large events such as Super Bowl 52.

ISSUES & CONCERNS
One of the locations of the interoperability channels is at the Xcel King Stack in Bayport. The lease for this site is $71,100.00 annually, which is the second highest rent paid for the ARMER system in Minnesota; this lease terminates on June 30, 2019.

MnDOT and Washington County have been in talks with St. Croix County, WI which is building a new tower in Houlton, WI and will be complete before June 30, 2019. An agreement has been reached to move the ARMER system (800 MHz) equipment over to that site from the King Stack site, negating the need to renew the lease with Xcel and will result in savings to Minnesota tax payers.

Washington County has agreed to take over the interoperability equipment for three of the four VHF channels at King Stack under its no cost lease at the site.

The Radio TOC discussed what should happen with the remaining VHF frequency, which is VMED28 and which is used most frequently by Wisconsin EMS bringing patients to Regions Hospital. The Radio TOC decided that VMED28 should move to MnDOT’s tower at its Oakdale facility. It will change the coverage footprint, but the frequency will still be available for use.

MOTION BY:  
SECONDED BY:  
MOTION:  
PASS/FAIL
FINANCIAL IMPACT
None to the MESB, but the site change will save $71,100.00 in ARMER system expenses annually.
November 19, 2018

To: Scott Haas, Chair  
Technical and Operations Committee  
Metro Emergency Services Board

From: Tim Lee, P.E.  
Asst. Director, Office of Statewide Radio Communications

Subject: Regional/Washington King Stack site move to Houlton, WI

MnDOT and Washington County are working on plans to move from the King Stack to a tower in Houlton, WI, see below for approximate location on new site. This move is expected to be complete before June of 2019 which coincides with the expiration of the Regional lease at King Stack.

With this move the 800 MHz equipment, Microwave equipment and DC power system will move to the Houlton site.

The Houlton site will not accommodate the VHF interop equipment that is currently located at King Stack. The VHF interop channels currently at King Stack are: VAW31, VFIRE23, VCALL10, VMED28.

The plan is to transfer the VLAWS1 base to Washington County and this base will be relocated under the Washington County lease to the 600 foot level. This station will be relicensed to contain multiple VHF interop channels and tied to a CCGW connected back to the ARMER network through Washington County microwave.

One of the other stations, VMED28 will be relocated to the MnDOT tower in Oakdale. Another option possible is to keep VMED28 at King Stack and relocate it to the 600 foot level. This option would require that a lease be identified to accommodate the VMED28 station and an agency is found to take the responsibility for ongoing maintenance of the VMED28 station.
RECOMMENDATION
The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the request for a talkgroup from St. Paul Park Refinery Fire Department, via Washington County.

BACKGROUND
St. Paul Park Refinery Fire Department has been an ARMER interoperability participant since late 2005 when the received some radios through Wakota CAER. In 2015, Washington County amended its participation plan and added St. Paul Park Refinery Fire as a Washington County interoperability user and the Refinery added six additional radios to those it received via Wakota CAER. The Refinery’s radios are maintained by both Dakota and Washington Counties, though all maintenance may transfer to Washington County.

ISSUES & CONCERNS
St. Paul Park Refinery Fire Department provides mutual aid for disaster and HAZMAT events which occur outside of the refinery. The department uses the refinery’s communication system for day-to-day business, and only uses the ARMER system for interoperability when it leaves the footprint of its day-to-day system. The Refinery Fire Department is a valued mutual aid partner due to its expertise in HAZMAT situations.

The department has requested one talkgroup it can use for coordination when it leaves the refinery on a mutual aid request. This will allow administrative coordination to occur away from a regional or statewide interoperability talkgroup and away from the fire/event operations talkgroup.

Washington County will monitor their usage as they will continue to be a Washington County user, and the County is supportive of the request. The talkgroup will have low priority on the ARMER system.

FINANCIAL IMPACT
None to the MESB.
November 19, 2018

Chair Scott Haas
Technical and Operations Committee
Metro Emergency Service Board

Chair Haas,

St. Paul Park Refinery fire department is an interoperable user of the ARMER system under the Washington County subscriber agreement. The refinery’s fire department is a private organization but is recognized by the State of Minnesota. The department is entirely comprised of refinery employees.

The refinery currently has a mixed radio fleet. Six XTS2500 radios are managed by Washington County. The remaining radios are managed by Dakota County under the Wakota CAER organization (a nonprofit organization comprised of industry that supports public safety in emergencies or environmental incidents). Washington County and Dakota County have partnered to insure this mixed fleet has the same codeplug for staff efficiency.

As indicated in the attached letter from Refinery Fire Chief Saito, the refinery is interested in having their own operational talkgroup. The refinery runs day to day operations on a private Mototrbo network. This network will remain the primary talkpath for operations within the refinery, except those that expand and require a public safety response. Those events would be assigned to an interoperable talkgroup as is the case today.

The proposed Refinery Fire talkgroup would be used for incidents where staff leaves the refinery (and their radio system’s footprint) to support public safety or environmental authorities. The talkgroup would be used for staff and equipment coordination; event related radio traffic would remain on the assigned interoperable talkgroup.

The refinery CAER radios may transfer management from Dakota to Washington County if this change is approved (pending coordination with involved entities).

I have no loading concerns as the anticipated traffic would be low volume. I propose the talkgroup be created at priority level 9 and assigned to the Washington plus border site access profile.

I am not aware of any other private fire departments that have an internal talkgroup, although the CAER radios do have an assigned talkgroup for that organization.
Chief Saito does not wish to use the CAER talkgroup for refinery coordination in order to avoid potential conflicts; both his fire staff and that organization could be deployed to the same event.

This matter will be taken to the OTC if approved by the MESB.

Respectfully Submitted,

Nate Timm
Radio System Manager
Washington County Sheriff’s Office
To: Washington County – Nate Timm  
From: Tristan Saito – Fire Chief  
CC: Tristan Saito – Fire Chief, Gary Kaufman – Deputy Chief  

Mr. Timm,

With respect to the Washington County Communications Subscriber Agreement, the St Paul Park Refinery Fire Department would like the county to consider providing the Refinery Fire Department with a county radio channel. We feel that as a registered fire department with the State and the increased involvement the refinery has outside of the facility, having its own channel will benefit not only the county, but many other counties in response efforts and drastically improve communications during mutual aid events.

The refinery has responded to many incidents outside of the facility gates and communication has always been an issue. We regularly train with the 800mHz radios and are working to upgrade our cache over the next several months. We’re working with several cities and multiple counties at establishing mutual aid agreements that will benefit everyone and feel that providing a SPPR FD Ops channel will greatly improve our communications with other mutual aid partners.

Thank you for your consideration.

Cordially,

Tristan Saito  
Fire Chief – SPPR FD
RECOMMENDATION
The Radio TOC recommends the Executive Committee approve the draft letter to the SECB Finance Committee in support of the Motorola Service Contract proposal.

BACKGROUND
In 2003, MnDOT and the original ARMER participants began discussions of annual service agreements with Motorola. The original agreement was a Software Maintenance Agreement (SMA), which provided a dedicated Motorola technician, network monitoring, and software-only for upgrades. Because this agreement only covered software for upgrades, system owners had to come up with significant amounts of money to cover equipment and labor for all upgrades. Often, those additional costs were unbudgeted expenses. The ARMER system continued to operate with an SMA in place, though some components, such as network monitoring, were removed, through 2012.

In 2014, Motorola proposed changing the state’s service contract to a System Upgrade Agreement II (SUAII), which included all standard upgrade costs (software, labor, regular hardware replacement) for an upgrade every two years. The proposal was for 2014 – 2015 and allowed system owners to have and budget for a more predictable cost for maintenance. Please refer to the attached letter the MESB sent to then Statewide Radio Board on the issue in October 2012. It should be noted that the SUAII did not include major equipment changes, such as consoles and base radio equipment; system owners would still have to plan to fund those changes.

In 2015, Motorola proposed a new five-year service agreement for 2016-2020, at the SUAII+ level. The “plus” included coverage for major system changes; in this case, the base radio stations were included in the contract cost. Again, the advantage to doing so was that it allowed for easier budgeting of these major expenses. Additionally, due to the volume of equipment which would be purchased, Motorola also gave a discount on the equipment purchases. System owners and the Statewide Emergency Communications Board (SECB) agreed to this agreement, knowing that it would be unlikely for a renewal of the agreement at the SUAII+ level after 2020.

ISSUES & CONCERNS
Motorola has provided a proposal for the SUAII level agreement for 2021-2025 at a total cost of $33 million, or $6.6 million per year. The SECB Operations and Technical Committee supports
keeping the system current and maintaining the service agreement as long as funding is available.

ECN is concerned that it will not have enough funds to cover the state share in its budget. The bonds for the radio system will be paid by June 2021, which will then require a reduction in the 9-1-1 fee per statute.

Metro system administrators are supportive of continuing with the same level of service contract included in the proposal. Though the cost of the SUA portion has increased, system owners are paying more under the current support contract due to the replacement of major system components. For local agencies, the proposal fits in planned budgets and provides for stability in budgeting.

FINANCIAL IMPACT
The proposal includes a six percent increase over the SUA amount in the current agreement (2016-2020), or a 1.2% increase per year. As noted above, even with this increase, the cost local system owners will pay will be less than they are paying under the 2016-2020 contract.
METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 12, 2018
Agenda Item: 7A. Acceptance of 2018 EMSRB VTR Grant
Presenter: Robinson

RECOMMENDATION
MESB staff recommends the Executive Committee recommend acceptance of the 2018 Emergency Medical Services Regulatory Board (EMSRB) Volunteer Training Reimbursement (VTR) Grant and, per the MESB bylaws, grant the Chair the authority to execute the contract with National Academy of Ambulance Coding, Inc. (NAAC) in accordance with the grant’s work plan.

BACKGROUND
The EMSRB awards to each of the eight EMS regional systems a limited purpose grant funded by unspent volunteer training reimbursement funds. The unspent 2018 funds amount to $20,547.37 available to each regional program. Prior to the award of the grant, the EMSRB must approve each region’s grant work plan. The completed work plan is due December 15, 2018.

Though the grant agreement has not yet been received, it will be received prior to final MESB approval in January 2019, and will be reviewed by MESB counsel prior to that meeting.

The last such grant was offered in 2017 in the amount of $9,703.12 and was used to support the 2017-2018 EMS leadership training series.

ISSUES & CONCERNS
The grant funds must be used for approved expenditures incurred on or before June 30, 2019.

The EMS Technical Operations Committee has recommended the work plan include funding the EMS Documentation Specialist course(s) and financial support of metro regional 3ECHO classes.

National Academy of Ambulance Coding (NAAC) is the sole vendor providing the Certified Ambulance (EMS) Documentation Specialist course and has only limited dates for this course in 2019. MESB staff would like to reserve the dates of February 19-20, 2019 for the courses, but NAAC requires a deposit of $5,000 to reserve them.

MESB Bylaws, Article III, Section 1 Executive Committee states: “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.”

MOTION BY:
SECONDED BY:
MOTION:
PASS/FAIL
FINANCIAL IMPACT
None to the MESB budget. The Executive Committee should approve authorization for the to execute the training contract and approve staff paying the $5,000 deposit required by the contract.
November 8, 2018

Mr. Ron Robinson
Regional EMS Coordinator
Metropolitan Emergency Services Board
2099 West University Avenue, #201
St. Paul, Minnesota 55104

RE: Distribution of Unspent Volunteer Training Reimbursement Funds
Limited Purpose Grant

Dear Ron:

The EMSRB wishes to award to each of the eight EMS regional programs a limited purposed grant consisting of unspent volunteer training reimbursement funds from the fiscal year 2018 appropriation. The amount available to each regional program is $20,547.37. The grant will be awarded based upon the EMSRB's approval of the EMS regional program's submitted grant work plan.

Please complete the attached work plan and return to me on or before December 15, 2018. Please submit a work plan specific to each contemplated project.

Grant funds must be used for approved expenditures incurred on or before June 30, 2019. Payments will be made upon approval of invoices submitted to the EMSRB that adhere to the work plan and budget submitted by the regional program and approved by the EMSRB.

This limited purpose grant is separate and apart from "Support" and "Relief" Grants funded through Minn. Stat. § 144E.50 and §169.686. This grant is funded through Minn. Stat. § 144E.35. Under Minnesota Session Law 2003, 1st Special Session, Chapter 14, Article 13c, §6, the State is allowed to carry forward any unspent ambulance training grant funds for redistribution to regional EMS systems under Minn. Stat. § 144E.50.

If you have any questions, please feel free to contact me.

Sincerely,

Tony Spector
Executive Director

Enclosure: FY 2018 Limited Purpose Grant Work Plan

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.
FY 2018 Volunteer Training Reimbursement Limited Purpose Grant

Work Plan

The work plan must describe the goals and objectives of your project, the strategies you will use to meet those goals, and the expected measurable outcomes. The measurable outcomes must show how much is being done, how well it is being done, and who (i.e., population group) is better off. A minimum of one goal with supporting strategies is expected. Additional goals may be added as needed.

Project Description:

**Project Goal 1:** To provide an approved class that trains EMS providers how to improve EMS documentation and narratives that would enhance the use of such data for process improvement (improve outcomes), research, and risk management initiatives.

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<tr>
<th>Objective</th>
<th>Strategies</th>
<th>Expected Outcomes</th>
<th>Person(s) Responsible</th>
<th>Timeframe</th>
<th>Budget</th>
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| Provide 2 (two) Certified Ambulance (EMS) Documentation Specialist classes provided by the National Academy of Ambulance Coding (NAAC) | The MESB EMS Technical Operations Committee has recommended this course.  
The sole provider of such a class is the NAAC. | Classes are tentatively scheduled for February 19th and 20th, 2019  
Each class is expected to draw 50 students who are employed EMS providers in the region. | MESB EMS Coordinator | February 19-20, 2019 | Up to: $15,000 |
Enter any additional narrative here:

Please note that this class a NAEMT/NREMT accredited class.

**Project Goal 2:** To support a metro 3ECHO class in 2019.

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<th>Objective</th>
<th>Strategies</th>
<th>Expected Outcomes</th>
<th>Person(s) Responsible</th>
<th>Timeframe</th>
<th>Budget</th>
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<tr>
<td>Support a metro regional 3ECHO class, DHS-FEMA approved MN-005-RESP, tentatively scheduled April 5-6, 2019</td>
<td>The emphasis on regional multi-disciplinary 3ECHO training has been a priority in the metro EMS regional plan for the past 10 years.</td>
<td>Provide support for an upcoming 3ECHO classes that will have 60-80 metro EMS and other public safety students.</td>
<td>MESB EMS Coordinator</td>
<td>April 5-6, 2019</td>
<td>Up to $5547.37</td>
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Enter any additional narrative here:

Project Goal 2:

The minimum 3ECHO class size in the Metro is 60 students (80 max). The cost per student is around $350.00 (most of which comes from HSEM grant). Additionally, required at each class are 20-25 volunteer role player (9hrs each), minimum of 18 instructors as well as up to 6 new 3ECHO instructor trainees. There are over 100 individuals involved in each 12-hour class.

Expenses will partially cover instructor costs, travel, food, tourniquets, broken equipment, SIM gun rentals, blank and SIMUNITION ammunitions, disposable safety PPE, printing, instructional supplies such as scene tape, adhesive tapes, markers, theatrical smoke, equipment repairs, map laminating expenses, site rental costs (if any) or other incidental expenses required to provide full simulation training with imbedded exercises.
November 28, 2018

Ron Robinson
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN  55104

Re: Agreement for On-Site CADS Program

Dear Ron:

Thank you for your interest in hosting a two-day On-Site Certified Ambulance Documentation Specialist™ (CADS®) Course for Metropolitan Emergency Services Board. We are pleased to present the attached On-Site CADS Course Agreement for your consideration.

The fee for the two-day On-Site CADS Course is $13,500 plus travel expenses, as set forth in more detail in the attached Agreement. A deposit of $5,000 is required to book the course. An invoice for that deposit is also included. The remaining fee plus travel expenses will be billed following completion of the course.

Again, thank you for your interest in CADS. We look forward to working with you to bring this important training to your agency.

Sincerely,

[Signature]

Jason J. Leet, CAC, CACO, CAPO, CADS
Program Coordinator
NAAC, Inc.
ON-SITE CADS COURSE AGREEMENT

The Parties: This Agreement is made on November 28, 2018, between the National Academy of Ambulance Coding, Inc., d/b/a NAAC® (hereinafter referred to as “NAAC”) and Metropolitan Emergency Services Board, hereinafter referred to as “Host.” Collectively NAAC and Host shall be referred to as the “Parties.”

Host desires to schedule an On-Site Certified Ambulance Documentation Specialist™ (CADS®) Course (the “Course” or the “Training”) at a location/facility of its choosing. NAAC is willing to provide this on-site training for Host in accordance with the provisions of this Agreement.

The Parties agree to the following terms and conditions with respect to the On-Site CADS Course:

Responsibilities of NAAC:

1. NAAC will, utilizing qualified instructor(s), present two complete On-Site CADS Courses on February 19-20, 2019. This date may be rescheduled upon mutual written agreement of the parties. Such written agreement to reschedule the Course date may be done via electronic mail.

2. NAAC shall be responsible to make all travel arrangements for Course staff.

3. NAAC will provide Host with an agenda and schedule in advance of the Course.

4. NAAC will provide Course materials for all students registered for the Course. NAAC may provide these materials in hard copy and/or electronic format.

5. At the conclusion of the Course, NAAC will administer a final examination to the students. NAAC will provide students who pass the final examination with a certificate, card and patch evidencing their CADS certification.

6. NAAC reserves the right to display, market and sell NAAC promotional products, such as apparel and other items, at the Course.

7. Upon request, NAAC will furnish Host with approved Course logos for use in promotional materials. Any materials promoting Event must include the logos provided to Host by NAAC. NAAC reserves the right to review and approve, prior to distribution or usage, all promotional materials prepared by or on behalf of Host. Host shall not use any NAAC brand elements in a manner that is offensive, inappropriate or, in the sole discretion of NAAC, injurious or contrary to the good reputation of NAAC. Host shall immediately discontinue all use of all NAAC brand elements following completion of the Course.

8. After acceptance of this Agreement by NAAC, NAAC will provide to Host a registration link for use by Host to enter the required information for each Course participant, as set forth below.
Responsibilities of Host:

1. Host agrees to pay NAAC an instructional fee of $13,500 for the Course, not including the expenses described below, which will be billed at cost. A deposit of $5,000 is payable at the time of signing this Agreement to book the Course. The remaining $8,500, plus the expenses listed below, will be billed following Course completion.

2. In addition to the instructional fee set forth above, Host is responsible to pay the following travel expenses, which will be billed at cost, for no more than two (2) NAAC representatives: airfare (coach class), rental car (economy class), lodging, meals and parking.

3. Host will provide classroom facilities and adequate space for registration suitable for the Training that include a number of restrooms adequate for the total class size, a computer projector, screen, lavaliere microphone and all other facilities and equipment necessary for conducting the Course. The classroom space should allow for no more than two (2) students per six (6) feet of table space or five (5) students per sixteen (16) feet of table space. Host must share all classroom and equipment arrangements with NAAC at least two (2) weeks prior to Course to ensure all necessary arrangements have been made. Host shall ensure that the facility owner carries adequate premises liability insurance.

4. Host will be responsible for arranging for and paying the costs for meals, snacks, and all food and drink items that Host elects to make available to students during the Course. If Host elects not to provide food and drink items during Event, Host must ensure that Event participants and NAAC personnel and instructors have adequate access to food and drink within the time allotted for breaks and lunch.

5. No later than 14 days prior to the start of the Course, Host agrees to provide NAAC with a completed template spreadsheet as provided by NAAC with complete registration information for all Course participants. This is necessary to allow NAAC to produce certificates and cards to be presented to the participants on-site immediately following their successful completion of the final examination. NAAC can’t guarantee that materials for late registrants will be available on site. Late registrants well get the course binder mailed afterward.

6. The parties agree that Host is permitted to advertise and charge a registration fee for the Course. Such registration fee shall be at a price not to exceed $249.00 per person.

7. Host agrees that no more than fifty (50) participants shall be permitted to attend the Course. In the event that Host desires more than 50 individuals to attend the Course, Host, shall pay NAAC an additional fee of $50 per person for all persons in excess of 50.

8. Host expressly agrees that the Course and all associated content and materials, including the final examination, are the intellectual property of NAAC and may not be copied, distributed, resold or utilized in any form. The materials are licensed for the sole and exclusive use of the individual, enrolled students for purposes of taking the Course. Host further agrees and acknowledges that the Course materials may not be used for in-house training of other employees who are not enrolled in the On-Site CADS Course given on the date agreed to in this Agreement. Prior to beginning the Course all student must sign a Copyright Statement and
Agreement in a form provided by NAAC. Students who elect not to sign Copyright Statement and Agreement shall not be eligible to take the Course or sit for the final examination.

9. Host shall provide a site coordinator for the duration of the Course to coordinate site logistics, ensure food and drink are provided as planned, if applicable, and assist NAAC personnel and instructors with other logistics as needed.

10. Host agrees to defend, indemnify and hold harmless NAAC from and against all claims, actions, causes of action, or liabilities including reasonable attorney’s fees, arising out of or resulting from any act undertaken or committed by Host pursuant to the obligations under this Agreement. Host also agrees to defend, indemnify and hold harmless NAAC from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Host’s performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of NAAC.

**Additional Provisions:**

1. Host may cancel the event for any reason without penalty more than 45 days prior to the Course date upon written notice to NAAC. In such event, NAAC shall refund to Host all deposit amounts paid. If Host elects to cancel with notice of 45 days or less, NAAC will refund the deposit less liquidated damages of $2,500.

2. In the event that NAAC cancels the event for any reason, NAAC shall refund to Host the full amount of the deposit.

3. Should events beyond the control of the Parties, such as acts of God (including weather events), disaster, war, acts of terrorism, epidemics, strikes or similar acts, or any other cause beyond the Parties’ control, which, in the Parties’ reasonable judgment would tend to make it unable to perform its obligations under the Agreement, such party may cancel the Agreement without liability upon written notice to the other Party.

4. The Parties each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities arising out of or resulting from this Agreement. Each Party agrees to provide proof of such insurance to the other Party upon request.

5. Any changes to this Agreement must be made in writing and signed by both Parties to be effective. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the Parties.

6. This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

7. If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any other terms of this Agreement.

8. If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.
Acceptance:

This Agreement is effective as of the date above first written.

HOST: NATIONAL ACADEMY OF AMBULANCE CODING, INC.

_____________________________________
Printed Name of Entity

_____________________________________
Signature

_____________________________________
Printed Name and Title of Authorized Signer

_____________________________________
Date Signed

_____________________________________
Printed Name and Title of Authorized Signer

_____________________________________
Date Signed
RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval to create one additional GIS Specialist position on MESB staff and recommends utilization of previously authorized use of MESB investment funds to fund the position.

BACKGROUND
The Metropolitan 9-1-1 Board originally approved integrating GIS with the Board in March 2004. As a result, later that year one staff person, a GIS Coordinator was hired to implement the Board’s GIS duties. Since that time MESB staff has continued to implement the six items originally identified by the Board, as well as taking on additional GIS-related tasks for PSAPs, such as provisioning wireless sectors for 9-1-1 call routing. In 2008, the MESB Executive Director created what was intended to be a temporary GIS Specialist position to assist in day-to-day wireless routing operations so the GIS Coordinator could begin work in earnest to reconcile and synchronize GIS datasets and the Master Street Address Guide (MSAG). Though the temporary position was envisioned to last only one year, it remained part of the Board through early 2017, when the GIS Specialist position was made a permanent staff position. The primary reason for the long duration was the demands of wireless sector provisioning.

Beyond making the GIS Specialist position permanent in early 2017, the MESB also approved merging the 9-1-1 Coordinator and GIS Coordinator positions, as in NextGeneration 9-1-1 (NG9-1-1) most 9-1-1 data is GIS data. At that time, the Executive Director noted that additional GIS staff may be needed in the future.

When the GIS Coordinator and EMS Coordinator positions were brought into the MESB’s budget, the salaries were phased into the budget over a five-year period, adding 20% of the salary and benefits to the budget each year. In the case of the GIS Coordinator, the Hennepin investment funds paid the amount not included in the operating budget.

ISSUES & CONCERNS
Over the last two years, once again, the volume of work related to provisioning wireless sectors for 9-1-1 call routing and maintaining that data has expanded drastically. The MESB’s sole GIS Specialist spends 90% of her time working on this and has no time to assist in completing the data synchronization project for the transition to NG9-1-1. In addition to wireless and data synchronization activity, work continues with the current nine metropolitan counties in support of their 9-1-1 legacy data and the GIS datasets already created by the MESB. Additional work is...
METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 12, 2018
Agenda Item: 8A. Approval of Additional GIS Staff
Presenter: Rohret

anticipated related to synchronizing Sherburne County’s data, as well as other issues and project which may arise during the NG9-1-1 transition. As previously noted, at this time staff can only conjecture what GIS requirements will be placed on the MESB once vendors and transition plans are decided upon for the implementation of a full NG9-1-1 system, but the MESB’s role in GIS is expected to expand.

At this time, it is clear that an additional GIS Specialist is needed to accomplish all 9-1-1 data related tasks performed by the MESB, including completing the GIS data synchronization project.

FINANCIAL IMPACT
In December 2008, the Board approved an allocation of $450,000.00 for a two-year pilot project from the Board’s investment fund; the project was intended to assist in identification of NG9-1-1 location and routing database options, assessment of a converged NG9-1-1/public safety wide area network configuration, and evaluation of NG9-1-1 applications. When the pilot project completed, the MESB used approximately $290,000.00 of its original allocation on the project.

At its November 2011 meeting, the Board approved using the remaining funds from the pilot project for NG9-1-1 transition planning. Those funds were used primarily for the 9-1-1 data synchronization project.

In 2016, the Board approved an additional allocation of $50,000.00 to complete the data synchronization project.

As of this writing, there is $128,000.00 remaining in the allocation. Staff proposes to use a portion of that amount to pay 2019 salary and benefits for an additional GIS Specialist position, which has a salary range of $48,015.00 to $75,023.00.; it is envisioned that someone would be hired between base and quartile 1, which is $54,017.00. Benefits are estimated to be another $10,000.00.

See attached spreadsheet detailing possible funding options.
Metropolitan Emergency Services Board
GIS Specialist Salary/Benefit Funding Schedule
5 Year Assessment Funding Example

<table>
<thead>
<tr>
<th>Salary/Benefits</th>
<th>$ 64,000.00</th>
</tr>
</thead>
</table>

### Investment

<table>
<thead>
<tr>
<th>Year</th>
<th>Fund</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>2020</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>2021</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>2022</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>2023</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>2024</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Example assumes salary/benefits will be the same for 5 years*

### INVESTMENT ASSESSMENT $

<table>
<thead>
<tr>
<th>Year</th>
<th>FUNDS</th>
<th>$ INCREASE</th>
<th>% INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>64,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2020</td>
<td>51,200</td>
<td>12,800</td>
<td>1.01%</td>
</tr>
<tr>
<td>2021</td>
<td>38,400</td>
<td>25,600</td>
<td>2.02%</td>
</tr>
<tr>
<td>2022</td>
<td>25,600</td>
<td>38,400</td>
<td>3.02%</td>
</tr>
<tr>
<td>2023</td>
<td>12,800</td>
<td>51,200</td>
<td>4.03%</td>
</tr>
<tr>
<td>2024</td>
<td>-</td>
<td>64,000</td>
<td>5.04%</td>
</tr>
</tbody>
</table>

*Assessment percentage increase based on the 2019 approved budget assessment amount of $1,269,649*

<table>
<thead>
<tr>
<th>Year</th>
<th>Approved Budget Assessments</th>
<th>$ Increase from Assessed Assessments</th>
<th>$ Increase from Assessed Assessments</th>
<th>$ Increase from Assessed Assessments</th>
<th>$ Increase from Assessed Assessments</th>
<th>$ Increase from Assessed Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>137,101</td>
<td>1,382</td>
<td>2,764</td>
<td>4,147</td>
<td>5,529</td>
<td>6,911</td>
</tr>
<tr>
<td>2020</td>
<td>39,567</td>
<td>399</td>
<td>798</td>
<td>1,197</td>
<td>1,596</td>
<td>1,994</td>
</tr>
<tr>
<td>2021</td>
<td>21,536</td>
<td>217</td>
<td>434</td>
<td>651</td>
<td>868</td>
<td>1,086</td>
</tr>
<tr>
<td>2022</td>
<td>164,541</td>
<td>1,659</td>
<td>3,318</td>
<td>4,976</td>
<td>6,635</td>
<td>8,294</td>
</tr>
<tr>
<td>2023</td>
<td>455,797</td>
<td>4,595</td>
<td>9,190</td>
<td>13,785</td>
<td>18,381</td>
<td>22,976</td>
</tr>
<tr>
<td>2024</td>
<td>15,340</td>
<td>155</td>
<td>309</td>
<td>464</td>
<td>619</td>
<td>773</td>
</tr>
</tbody>
</table>

*Example assumes no other assessment increases other than the new GIS position will happen over the 5 years*
METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 12, 2018
Agenda Item: 8B. Approval of Draft Policy 031
Presenter: Rohret

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of draft MESB Policy 031 – Other Post-Employment Benefits.

BACKGROUND
The Metropolitan Emergency Services Board has established 30 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.

The MESB established Policy 030 – Purchasing in May 2017.

ISSUES & CONCERNS
Policy 031 has been drafted to provide clarity to current and future MESB staff regarding the MESB’s policy on Other Post-Employment Benefits (OPEB) and how these benefits are determined.

Over the course of several years, MESB staff has had various understandings of what OPEB benefits were available to those on staff prior to December 13, 2016, as well as how those benefits are to be administered.

The GASB 75 study shed new light on the issue and staff thought it was imperative that the Board had a written policy on the matter to provide guidance to current and future MESB staff which administers these benefits.

Board counsel has reviewed the policy and offered suggestions, which have been incorporated into this draft policy.

FINANCIAL IMPACT
None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:
PASS/FAIL
PURPOSE: The intent of this policy is to establish a consistent policy and understanding of the MESB’s policy on Other Post-Employment Benefits (OPEB).

In December 2006, the MESB approved a change to its policy on offering OPEB benefits to employees. This change was predicated on changes within Anoka County, which provided payroll and benefit services to the MESB at that time.

Effective December 13, 2006, new MESB employees hired on or after that date are not eligible for Board funded OPEB benefits; these employees are ineligible to receive an employer contribution towards health, dental and life group insurance plans upon retirement. Retirees which were hired after December 13, 2006 may participate in the Board’s life, health, and dental insurance plans, though they must pay the entire premium for continuation coverage.

Employees hired prior to December 13, 2006 are eligible for OPEB benefits upon retirement, including reimbursement of a portion or all of health insurance premiums for the life of the retiree. To receive these benefits, on the employee’s last day of employment with the MESB, the employee must carry MESB sponsored health, dental, or life group insurance plans in order to receive the OPEB benefits. If the retiree interrupts his/her continuous participation in the Board’s health, dental, or life group insurance plans, the retiree’s rights to coverage are irrevocably forfeited.

Health Insurance
Employees hired prior to December 13, 2006 must have at least ten years of benefit-eligible employment to qualify for contribution from the Board towards group health insurance upon retirement. When the employee qualifies for federally-subsidized health coverage, the Board will contribute the same amount, based on single coverage, described below toward payment of federally-subsidized health and/or supplemental health coverage.

<table>
<thead>
<tr>
<th>Years of Benefit Eligible Service</th>
<th>Individual Health Insurance Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 15 years</td>
<td>One-half of the employer’s contribution for single coverage.</td>
</tr>
<tr>
<td>16 years and beyond</td>
<td>Full amount of the employer’s contribution for single coverage.</td>
</tr>
</tbody>
</table>

The MESB’s reimbursement will not exceed the cost of the retiree’s medical insurance.

To receive premium reimbursement, the retiree must annually submit proof of payment of health insurance premiums to the MESB in order to be reimbursed. MESB staff will consult with Anoka County to determine the amount it provides to retirees that either remain on the County’s plans or the amount it provides to retirees with Medicare Parts A & B. The amount is adjusted annually in the same manner it is adjusted for Anoka County employees.
Life Insurance
Retirees with at least ten years of interrupted or uninterrupted benefit-eligible MESB service will receive a $2,000 group term life insurance policy at no cost to the retiree.

Any other life insurance in place may be maintained by the retiree for up to 18 months.

Dental Insurance
A retired employee may continue on the MESB’s dental insurance plan at the time of retirement. Retirees who elect to do so must pay the entire premium.
METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 12, 2018
Agenda Item: 8C. Approval of Amendments to Policy 030
Presenter: Rohret

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of the amendments to MESB Policy 030 – Purchasing.

BACKGROUND
The Metropolitan Emergency Services Board has established 29 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.

The MESB established Policy 030 – Purchasing in May 2017.

ISSUES & CONCERNS
Policy 030 was established on the recommendation of the MESB's auditors, who recommended the Board adopted a formal purchasing policy which included adherence to Uniform Guidelines to comply with federal grant requirements.

Since the adoption in May 2017, the Uniform Guidelines have changed. The micro-purchase amount was increased from $3,500 to $10,000. The auditors recommended the Board amend its policy to include adherence to the micro-purchase threshold. This will help in auditing, as well as having language that will not have to be changed each time the micro-purchase threshold changes.

Board counsel has reviewed the changes and made suggestions which have been incorporated into the document.

FINANCIAL IMPACT
None to the MESB.

MOTION BY: 
SECONDED BY: 
MOTION: 
PASS/FAIL
PURPOSE:
The intent of this policy is to establish a consistent policy for the purchase of goods, services, repairs, and in-kind agreements for the MESB in a manner compliant with applicable state and federal laws, including Uniform Guidance standards, for the expenditure of public funds, including but not limited to federal grants.

PURCHASES:
Purchase types and the rules associated with them are determined by the dollar amount of the aggregate purchase.

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 – 3,000</td>
<td>Written quotes are not required if the costs are considered reasonable. Staff shall review costs from at least two qualified vendors prior to making a purchase. See ordinary purchases and ordinary space costs.</td>
</tr>
<tr>
<td>$3,000 – 25,000</td>
<td>A minimum of three written quotes must be received and evaluated. Staff must keep documentation of the vendors contacted (and every contact thereafter), quotes received, evaluation criteria and process, etc. Staff must supply the same information to all vendors when seeking quotes. Contracts must be awarded to the vendor whose quote is most advantageous to the program, with price and other factors considered.</td>
</tr>
<tr>
<td>$25,000+</td>
<td>Purchase of goods or services over $25,000 must be done via formal Request for Proposal (RFP). All purchases estimated to exceed $25,000 must consider the availability, price, and quality of supplies, materials, or equipment available through the State of Minnesota Cooperative Purchasing Venture (CPV) before purchasing through another source. Purchases over the statutory bid limit require sealed bids, unless an exception to public bidding applies and the procurement process is approved by the Board.</td>
</tr>
</tbody>
</table>

All contracts for professional services shall be awarded via an RFP process as stated in MESB Policy 027 – Contracted Professional Services.

Certain grants may require the MESB to purchase from the State of Minnesota Cooperative Purchasing Venture (CPV). The MESB is a member of the CPV per a Cooperative Purchasing Agreement with the State of Minnesota, Department of Administration. The CPV must be considered for purchases in excess of $25,000.

Ordinary purchases include the following: paper, office supplies, meeting supplies, cleaning supplies, and individual tables, chairs or desks.

Ordinary space costs include rent, utilities, and insurance.
For ordinary purchases and ordinary space costs, a periodic review of vendors will occur to determine the best pricing for goods and services. At a minimum, the review will occur every two years. Some ordinary space costs are subject to rental agreements approved by the Board.

When making purchase, staff must receive approval from the Executive Director, who must review cost quotes received and other evaluation criteria. Additionally, if utilizing the Board issued credit card, staff must adhere to MESB Policy 013 – Use of Board Issued Credit Card.

The Executive Director has been authorized by the Board to issue purchase orders and expend funds for Board purposes up to ten thousand dollars ($10,000.00). Purchase orders or expenses above that amount require Board approval.

Additional Purchasing Guidelines for Federal Grant Programs
For purchases under federal grant programs, other than sole source purchases, two written quotes are needed for purchases greater than the Uniform Guidance micro-purchase threshold. Multiple price or rate quotations must be obtained from an adequate number of qualified sources (2 or more) for purchases greater than the micro-purchase threshold [Ref. 2 CFR 200.320(b)].

For all contracts for goods or services above the micro-purchase threshold, the MESB should document its review of the excluded parties list (https://www.sam.gov) to ensure that no tentative parties, suspended and/or debarred contractors are contracted with when using federal [or state] dollars [Ref. 2 CFR 200.213]. Contractors that apply or bid for an award exceeding $100,000.00 must file the certification required by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). All purchases for construction projects using federal dollars in excess of $2,000 are required to follow the Davis-Bacon Act and related federal regulations concerning labor standards applicable to federally financed contractors.

Sole Source Justification
Sole source purchases are only justified if: 1. the item/service is only available from a single source (which must be documented); 2. if federal grant dollars are used, if it is authorized by the awarding federal agency in response to a written request from the MESB; or 3. competition is determined to be inadequate or unavailable. Past relationships or local proximity are not factors in a sole source justification. The MESB Sole Source Procurement Justification Form must be submitted to the Executive Director for review and approval.

Emergency Purchases
In the event of an emergency or disaster, staff is not required to use regularly mandated purchasing policies, however all purchases must be approved by the Executive Director and/or the Board Chair or Board Treasurer.

CONFLICT OF INTEREST: In accordance with MESB Policy 017 – Conflict of Interest, no MESB member or employee may participate in the selection, award or administration of a
contract funded by grant dollars or other funds, if he/she has an actual or apparent conflict of interest.

**INTERNAL CONTROL:** The Executive Director shall protect personal or other sensitive information by keeping it in locked file cabinets or protected by password protection software.

The MESB maintains an Internal Accounting Procedures document, which is reviewed annually in conjunction with the MESB’s annual financial audit.
METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 12, 2018
Agenda Item: 7D. Approval of Exec. Director Travel Request
Presenter: Rohret

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of Executive Director travel for the 2019 MTUG Chapter President’s Meeting and 2019 NENA Conference.

BACKGROUND
Metropolitan Emergency Services Board Policy 007 – Travel requires Board approval of travel requests for the Executive Director.

ISSUES & CONCERNS
The Executive Director is seeking approval for two travel requests.

The first travel request is for the 2019 Motorola Trunked Users Group (MTUG) Chapter President’s Meeting in Austin, TX. Travel dates are still to be determined, though it is likely to be held April 14-16, 2019. This is an annual meeting of chapter presidents from across the country. Jill Rohret serves on the Executive Committee as Secretary. Attending this meeting will provide information on future technology for the ARMER system.

The travel request is for $525.00. As an Executive Committee member, the MTUG organization pays the Executive Committee’s hotel costs. The MESB would pay for air fare, transportation and a nominal amount for meals on travel days.

The second travel request is for the 2019 National NENA Conference in Orlando, FL, June 16-20, 2019. This is an annual conference for 9-1-1 professionals and will foster increased knowledge of advances in 9-1-1 technology, including NextGeneration 9-1-1.

The travel request is for $2,847.00, which includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates; at the time of this writing, event hotel rates have not been published. This travel request is included in the 2019 budget.

FINANCIAL IMPACT
None. The MTUG Chapter President’s Meeting is not in the 2019 budget, however the Executive

MOTION BY:
SECONDED BY:
MOTION:
PASS/FAIL
Director has declined to attend a higher cost NENA meeting in January. The costs associated with the MTUG meeting will fit in the 2019 budget. The 2019 National NENA Conference was included in the 2019 budget.
REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: 2019 MTUG Chapter Presidents Meeting
Location: Austin, TX (Per Diem: $61/day; $45.75/travel day)
Travel Dates: TBD; three days in April 2019

<table>
<thead>
<tr>
<th>Travel Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
</tr>
<tr>
<td>Air Fare                     $400.00</td>
</tr>
<tr>
<td>Cab Fare/Ground Transportation $75.00 roundtrip</td>
</tr>
<tr>
<td>Lodging                      -</td>
</tr>
<tr>
<td>WiFi Charges (at hotel only)</td>
</tr>
<tr>
<td>Meals                        $50.00</td>
</tr>
<tr>
<td>Other                        -</td>
</tr>
<tr>
<td>Total Estimated Cost         $525.00 total, though air fare would be reimbursed</td>
</tr>
</tbody>
</table>

Is travel cost included in current budget? No, see notes

Notes: I am eligible to attend this meeting because I am the current Secretary of the organization, which was not a planned position during the 2019 budgeting process. However, the 2019 budget included my attendance at a NENA conference in January, which I am not attending. The amount for the NENA conference is more than double the amount needed to pay travel for this conference. As a member of the organization’s Executive Committee, the MTUG organization directly pays lodging costs.

Meal costs will be nominal as most meals will be provided through the meeting. The estimate includes meals only for travel days, dependent on flight times. Note: the 2017 travel day per diem for Charleston is $45.75.

I will attempt to get the most economical air fare possible. The above estimate is for Delta, but if I can get a better fare (with departures/arrivals that work) on Southwest, I will choose that option.

Submitted by: Jill Rohret
Date: December 4, 2018

Board approval
Motion by: Seconded by:
Motion carried/Motion denied
Date:
Employee Name: Jill Rohret
Travel Purpose: 2019 National NENA Conference
Location: Orlando, FL (Per Diem: $66/day; $49.50/travel day)
Travel Dates: June 16-20, 2019

Travel Cost Estimate

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$550.00</td>
</tr>
<tr>
<td>Air Fare</td>
<td>$525.00</td>
</tr>
<tr>
<td>Cab Fare/Ground Transportation</td>
<td>$75.00 roundtrip</td>
</tr>
<tr>
<td>Lodging</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>WiFi Charges (at hotel only)</td>
<td>-</td>
</tr>
<tr>
<td>Meals</td>
<td>$297.00</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>$2,847.00 total</strong></td>
</tr>
</tbody>
</table>

Is travel cost included in current budget? Yes

Notes: As of this writing, no costs have been announced for this conference. Registration was based on the 2018 registration fee. Hotel estimate based on non-conference rates and what was published on the hotel’s website. Meal expenses based on the per diem rate.

I will attempt to get the most economical air fare possible. The above estimate is for Delta, but if I can get a better fare (with departures/arrivals that work) on Southwest, I will choose that option.

Submitted by: Jill Rohret                      Date: December 4, 2018

Board approval
Motion by:                                     Seconded by:
Motion carried/Motion denied
Date:
2019 MESB Meetings

Full Board

January 9
March 13
May 8
July 10
September 11
November 13

Executive Committee

February 13
April 10
June 12
August 14
October 9
December 11

All meetings are 10:00 a.m. – 11:30 a.m.
Full Board meets the second Wednesday of odd months
Executive Committee meets the second Wednesday of even months