METROPOLITAN EMERGENCY SERVICES BOARD

January 11, 2017
****10:00 – 11:30 a.m.****

OFFICERS

Chair
Commissioner George McMahon*
Chisago County

Vice Chair
Council Member Andrew Johnson*
City of Minneapolis

Secretary
Commissioner Fran Miron*
Washington County

Treasurer
Commissioner Blake Huffman*
Ramsey County

BOARD MEMBERS

Commissioner Mike Gamache
Anoka County

Commissioner Rhonda Sivarajah*
Anoka County

Commissioner Gayle Degler
Carver County

Commissioner James Ische*
Carver County

Commissioner Tom Egan*
Dakota County

Commissioner Mary Liz Holberg
Dakota County

Commissioner Debbie Goettel
Hennepin County

Commissioner Jeff Johnson*
Hennepin County

Commissioner Greg Anderson *
Isanti County

Commissioner Jim McDonough
Ramsey County

Commissioner Janice Rettman
Ramsey County

Commissioner Barb Weckman Brekke
Scott County

Commissioner Tom Wolf*
Scott County

Commissioner Karla Bigham
Washington County

* Executive Committee

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1. Call to Order (Comm. Huffman)	
2. Approve Agenda (Comm. Huffman)	
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2. **Legislative (Comm. Egan/Comm. Bigham)** - cancelled
3. **Steering (Tretter)**
4. **OTC & Other SECB Committees (Tretter)**
5. **Board (Comm. Gamache)**

10. **Old Business** – None

11. **New Business** – None

12. **Adjourn**

Metropolitan Emergency Services Board

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **3.**
January 11, 2017	**Rohret**	**Election of 2017 MESB Officers and Executive Committee Designation**

RECOMMENDATION

It is recommended that the following officers be elected in accordance with the Joint Powers Agreement, the Bylaws of the Metropolitan Emergency Services Board, and the Board's governance policies:

Chair:	Chisago County (George McMahon)
Vice Chair:	City of Minneapolis (Andrew Johnson)
Secretary:	Washington County (Fran Miron)
Treasurer:	Ramsey County (Blake Huffman)

BACKGROUND

The Metropolitan Emergency Services Board governance policies regarding election of officers is as follows: *All officers are elected for one year and each member can serve only one term in the office to which elected with the understanding that each member elected as an officer will move to the next elected position at the end of the term. Normal succession will be Treasurer, Secretary, Vice Chair, Chair.*

Officers at the end of 2016 were:

Chair:	Ramsey County (Blake Huffman)
Vice Chair:	Chisago County (George McMahon)
Secretary:	City of Minneapolis (Andrew Johnson)
Treasurer:	Washington County (Fran Miron)

Article II, Section 5 of the Joint Powers Agreement prescribes the following representation by Board officers: *"Section 5: Membership in Executive Offices. Ramsey County shall have one representative in any of the four executive offices provided for in Sections 3 and 4 of this Article. Hennepin County and the City of Minneapolis shall alternate every four years having a representative in any of the four executive offices provided in Sections 3 and 4 of this Article. Officers will serve successively in the offices of Treasurer, Secretary, Vice Chair and Chair. Representatives from all other members will serve as officers on a rotating basis."*

ISSUES & CONCERNS

The following members of the Metropolitan Emergency Services Board were (or are expected to be) appointed to the Executive Committee of the Board by their respective County Boards or Council for 2017:

Anoka:	Rhonda Sivarajah
Carver:	James Ische
Chisago:	George McMahon
Dakota:	Tom Egan
Hennepin:	Jeff Johnson
Isanti:	Greg Anderson
Ramsey:	Blake Huffman
Scott:	Tom Wolf
Washington:	Fran Miron
City of Minneapolis:	Andrew Johnson

FINANCIAL IMPACT

None to the MESB.

MESB Officer Rotation

	2006	2007	2008	2009	2010
Chair	Hennepin	Washington	Ramsey	Dakota	Minneapolis
Vice Chair	Washington	Ramsey	Dakota	Minneapolis	Carver
Secretary	Ramsey	Dakota	Minneapolis	Carver	Ramsey
Treasurer	Dakota	Minneapolis	Carver	Ramsey	Scott

	2011	2012	2013	2014
Chair	Carver	Ramsey	Scott	Hennepin
Vice Chair	Ramsey	Scott	Hennepin	Anoka
Secretary	Scott	Hennepin	Anoka	Ramsey
Treasurer	Hennepin	Anoka	Ramsey	Chisago

	2015	2016	2017	2018	2019
Chair	Anoka	Ramsey	Chisago	Minneapolis	Washington
Vice Chair	Ramsey	Chisago	Minneapolis	Washington	Ramsey
Secretary	Chisago	Minneapolis	Washington	Ramsey	Dakota
Treasurer	Minneapolis	Washington	Ramsey	Dakota	Hennepin

	2020	2021	2022	2023	2024
Chair	Ramsey	Dakota	Hennepin	Isanti	Ramsey
Vice Chair	Dakota	Hennepin	Isanti	Ramsey	Carver
Secretary	Hennepin	Isanti	Ramsey	Carver	Minneapolis
Treasurer	Isanti	Ramsey	Carver	Minneapolis	Scott

	2025	2026	2027	2028	2029
Chair	Carver	Minneapolis	Scott	Ramsey	Anoka
Vice Chair	Minneapolis	Scott	Ramsey	Anoka	Hennepin
Secretary	Scott	Ramsey	Anoka	Hennepin	Chisago
Treasurer	Ramsey	Anoka	Hennepin	Chisago	Ramsey

Metropolitan Emergency Services Board

Subject: Conflict of Interest
Number: 017
Effective Date: 09-08-2004
Revision Date: 09-09-2015

PURPOSE: To establish procedures and guidelines for documenting conflict of interest of Metropolitan Emergency Services Board members.

Conflict of Interest

In accordance with Minnesota Statutes, §§10A.07 and 471.87 each member of the Metropolitan Emergency Services Board shall provide to the Board a copy of the statement of economic interest and any supplementary statement filed by the Board member pursuant to §10A.09, and shall disclose any personal financial interest in a contract which the Board is asked to approve, or any other conflict of interest at the time the Board is asked to take an action. Except as otherwise provided in §10A.07, subd. 2, any Board member with a conflict of interest shall abstain from any action on the contract or matter in question and such abstention shall be appropriately recorded into the minutes of the Metropolitan Emergency Services Board. This policy is not intended to increase or modify any obligations Board members may have pursuant to any state statute.

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **7.**
January 11, 2017	**Rohret**	**Consent Agenda** **A. Minutes of November 2016 Meeting** **B. September 2016 Treasurer's Report** **C. October 2016 Treasurer's Report** **D. November 2016 Treasurer's Report** **E. Approval 2017 9-1-1 TOC Chair/Vice Chair** **F. Approval 2017 Radio TOC Chair/Vice Chair** **G. Update: Nalaxone Grant Progress** **H. Correspondence – Metro CISM Annual Report**

A. **Minutes** – The minutes of the November 9, 2016 meeting of the Board are attached for review and approval.

B. **September 2016 Treasurer's Report** – The Treasurer has reviewed the September 2016 financial statements and has given his approval of the report.

C. **October 2016 Treasurer's Report** – The Treasurer has reviewed the October 2016 financial statements and has given his approval of the report.

D. **November 2016 Treasurer's Report** – The Treasurer has reviewed the November 2016 financial statements and has given his approval of the report.

E. **Approval of 2017 9-1-1 TOC Chair/Vice Chair** – See accompanying issue sheet.

F. **Approval of 2017 Radio TOC Chair/Vice Chair** – See accompanying issue sheet.

G. **Update: Nalaxone Grant Progress** – See accompanying progress sheet.

H. **Correspondence** – Metro CISM Annual Report. The Metro Region EMS grant does allocate $5,000 per year in funding for the Metro CISM team.

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

MOTION:

MEETING MINUTES

NOVEMBER 9, 2016

Commissioners Present:

ANOKA	Rhonda Sivarajah Mike Gamache - **Absent**	**HENNEPIN**	Randy Johnson Jeff Johnson
CARVER	Jim Ische Gayle Degler	**ISANTI**	Greg Anderson
CHISAGO	George McMahon - **Absen**t	**RAMSEY**	Blake Huffman Janice Rettman - **Absent**
City of Minneapolis	Andrew Johnson - **Absent**	**SCOTT**	Barbara Marschall Tom Wolf - **Absent**
DAKOTA	Tom Egan Mike Slavik	**WASHINGTON**	Fran Miron Karla Bigham

Staff Present: Jill Rohret; Pete Eggimann; Ron Robinson; Kelli Jackson; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, *MESB Board Counsel;* Rick Juth, *MN DPS/ECN;* Jake Thompson, *Anoka County*; Kathy Hughes, *Hennepin County Sheriff's Office*; Margaret Vesel, *Larkin Hoffman.*

1. Call to Order

Meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Blake Huffman.

2. Approval of Agenda

Motion made by Commissioner Degler, seconded by Commissioner Miron to accept the November 9, 2016 agenda. Motion carried.

3. Approval of Consent Agenda

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Degler to approve the Consent Agenda. Motion carried.

4. Issues and Action Requests

A. Radio TOC

1. Approval of Amendments to Anoka County's ARMER Participation Plan

Troy Tretter said that the purpose of the WAVE system is to allow Anoka County schools to utilize the WAVE software application, which can be installed on a smartphone, to allow connectivity into the ARMER system via a patch. Rather than using radios within the schools, the school officials could talk directly to first responders over the WAVE system, utilizing the ARMER backbone in the case of an active shooter type of event.

This is the first of its kind system in the state. This request was approved by the Statewide Emergency Communications Board (SECB) OTC, the MESB Radio TOC and the MESB Executive Committee. The request needs approval from the MESB before going before the SECB for approval. Once approved, a standard will be developed for governing this application within the ARMER system.

The Executive Committee recommends approval of Anoka County's request to amend its participation plan to add Anoka County schools as users on the ARMER system via the Motorola WAVE system.

Motion made by Commissioner Sivarajah, seconded by Commissioner Miron to approve the Anoka County Participation Plan Amendment. Motion carried.

Commissioner Huffman asked how the use of this new system could be shared with the rest of the state. Tretter said that a vendor could come in to do a presentation and that the Metro Owners Group and Radio TOC have discussed use of this system, so the metro county radio administrators are aware of it. Tretter asked that Jake Thompson, Anoka County Radio System Administrator address questions regarding the cost and responsibility of maintaining this system.

Thompson told members that a school 9-1-1 talkgroup has been created and that ten user licenses will be issued for free to the schools. If they want to expand to teachers, it will be up to the schools to fund.

Commissioner Egan added that at the October Executive Committee meeting there was a discussion about whether a non-public safety organization, such as a school should receive this service. It was agreed it was appropriate.

B. 9-1-1 TOC

1. Approval of Metro 9-1-1- Standard 1.11.3 – Minimum Training Requirements

Pete Eggimann said that the MESB surveyed metro PSAPs regarding their needs. The survey indicated a strong desire for the MESB to begin to set 9-1-1 training standards. A workgroup was formed to develop and draft a training standard, which is before the Board for approval. The standard establishes an accepted baseline for adequate training, which may reduce liability exposure for compliant PSAPs. If adopted by the Board, the standard requires the metro PSAPs to include the identified training topics in their PSAP training curriculum effective January 1, 2017.

The Executive Committee recommended approval of draft metro 9-1-1 standard 1.11.3 – Minimum Training Standard, Emergency Communications Professional. The Executive Committee directed MESB staff to send the proposed standard and TOC contacts to MESB members, so that the document could be reviewed for any HR implications with the counties.

Motion made by Commissioner Miron, seconded by Commissioner Bigham to approve the Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Emergency Communications Professional. Motion carried.

C. Approval of 9-1-1/Radio Regional Grant Funding Priorities

Jill Rohret noted that this is the first year 9-1-1 projects are eligible for grants.

Eggimann stated the 9-1-1 TOC recommended including three items as regional funding priorities for FY2017 grants. In order of importance they are:

- Creating address point datasets for Isanti and Washington Counties to complete the regional dataset
- Creating training curriculum for metro PSAPs
- Creating a plan for CAD-to-CAD interoperability

Tretter said the Radio TOC recommended including the following items as regional funding priorities for FY2017 grants:

- Motorola technical training course
- Maintenance of the Metro Tactical Interoperable Communications (TIC) Plan
- Exercise for the Metro Communications Response Taskforce (CRTF)
- Financial assistance for attendance at the State Interoperability Conference
- Portable microwave dish

Staff recommends including equipment or other one-time costs related to cybersecurity monitoring at PSAPs, which is the subject of one federal grant. Staff plans to apply for all projects, however the top priorities are the creation of the address points, Motorola training and PSAP cybersecurity.

Motion made by Commissioner Egan, seconded by Commissioner Bigham to approve the FY2017 Regional Funding Priorities. Motion carried.

D. Approval of 2017 Legislative Agenda

Rohret said the agenda is very similar to the 2016 agenda and that all these items may not be addressed during the 2017 session. She gave an overview of the General, 9-1-1/ARMER and EMS items which may be addressed in the 2017 legislative session.

The General items include keeping the Statewide Emergency Communications Board under DPS, and maintaining the 9-1-1 special revenue fund for public safety communications use only.

The 9-1-1/ARMER item is amending MS 403 to prepare for Next Generation 9-1-1. Staff recommends the MESB introduce the amendments if they do not make it on the Governor's agenda. She will send members copies of the amendments when available.

EMS items include long-term sustainable funding, increasing fines for distracted driving to replace seatbelt funds, maintaining the regional EMS grant program, repealing EMS Rules 4690.1900, allowing discretionary use of the opiate tax revenues by each region and developing an EMT recruitment plan for high schools and MnSCU agencies.

The Executive Committee recommended approval of the 2017 MESB Legislative Agenda.

Motion made by Commissioner Marschall, seconded by Commissioner Degler to approve the 2017 Legislative Agenda. Motion carried.

E. Approval of 2017 Final MESB Budget

Rohret outlined the changes to the amended budget.

- The Benefits line was reduced by $500.00, as a result to changes to the OPEB benefits paid to a former Executive Director, Nancy Pollock. The amounts stayed the same for dental benefits as in 2016, which aligned with what we had in our budget.
- The Professional and Contract Services line was reduced by $200.00 as a result of the RFP award for audit services. Also as a result of the approved RFP, the Audit line was reduced by $4,000.00.
- Conference travel was reduced by $400.00.
- Equipment reduced by $1,000.00
- Contingency was reduced by $2,500.00
- $5,000.00 was added to the Additional revenue line from dividends from MCIT and Minnesota Department of Administration insurance policies.
- Overall the assessments were reduced by $13,601.00 from the preliminary budget.

The Executive Committee recommended final approval of the 2017 MESB Operational Budget.

Motion made by Commissioner Miron, seconded by Commissioner Jeff Johnson to approve the final 2017 MESB budget. Motion carried.

F. Approval of Additional Funds for NextGen 9-1-1 Data Synchronization Project

Rohret stated that the Board had previously authorized a not to exceed amount of funds for the Next Generation transition. The Board is close to exhausting that authorization. Rohret stated that it is

possible an additional amount may be needed to complete the data synchronization project in 2017, and thus is asking for approval for an additional amount of funding, not to exceed $50,000.

The Executive Committee recommended approval of the use of Hennepin County Investment funds not to exceed $50,000 to complete the Next Generation 9-1-1 (NG9-1-1) data synchronization project.

Motion made by Commissioner Bigham, seconded by Commissioner Ische to approve the use of Hennepin County Investment funds not to exceed $50,000 to complete the Next Generation 9-1-1 (NG9-1-1) data synchronization project. Motion carried.

G. Approval of Amendments to MESB Policies 009 – Acceptable Use of MESB Technology Resources; 010 – User of Internet and Online Resources; and 011 – Access and Disclosure of Email Messages

Rohret provided an overview of the amendments to MESB Policies 009, 010, and 011. The most extensive changes are to Policy 009.

The Executive Committee recommended approval of amendments to MESB Policies 009, 010, and 011.

Motion made by Commissioner Egan, seconded by Commissioner Sivarajah to approve amendments to MESB Policies, 009, 010 and 011. Motion carried.

H. Approval of New MESB Policies 028 – Remote Access and 029 – Software Installation

Rohret provided an overview of new MESB Policies 028 and 029.

The Executive Committee recommended approval of amendments to MESB Policies 028 and 029.

Motion made by Commissioner Sivarajah seconded by Commissioner Jeff Johnson to approve MESB policies 028 and 029. Motion carried.

I. Approval of State Contract T730 – 9-1-1 System

Rohret said the final contract has not been received from the state. However, staff is recommending the Board approve and authorize the Chair to execute State Contract T730 for the 9-1-1 system, pending final review by Counsel. This contract covers 9-1-1 call delivery, routing, management of the 9-1-1 location database, and the ability to implement text to 9-1-1. The MESB was not a party to the current state contract, but the new contract will restore the MESB as a signatory to the contract for 9-1-1 service in the metro area with the selected service provider, the State, and the MESB. The contract includes provisions for up to three 1-year extensions, if the State or the MESB desires.

Motion made by Commissioner Miron, seconded by Commissioner Slavik to approve State contract T730 – 9-1-1 system and authorize the MESB Chair to execute. Motion carried.

J. Approval of Call Handling System 1 Maintenance Contract

Eggimann said that the MESB and several metro PSAPs began discussions in 2013 for a shared call handling system. These discussions resulted in a RFP which was released by the MESB on behalf of ten PSAPs in 2013. All ten PSAPs purchased call answering systems from respondents to the joint RFP. Three PSAPs purchased stand-alone applications. Carver Co. and Ridgeview Medical Center partnered with a shared system, and the remaining five PSAPs partnered to share a system known as Call Handling System 1 (CHS-1). The five PSAPs are: Allina Health EMS, City of Edina, City of Minneapolis, Hennepin County, and Hennepin EMS. Those PSAPs asked the MESB to act as fiscal agent and contract manager. Jay Arneson verified that there is no financial responsibility or liability for the MESB.

Staff recommended the Board approve and authorize the Chair to execute the maintenance contract for Call Handling System 1 (CHS-1) with Independent Emergency Services (IES).

Motion made by Commissioner Egan, seconded by Commissioner Bigham to approve Call Handling System 1 Maintenance Contract and authorize the MESB Chair to execute. Motion carried.

K. Approval of Office Lease Agreement with MMCD
Rohret said that the MESB's lease with Metropolitan Mosquito Control District (MMCD) expires on December 31, 2016. The renewed lease agreement increases rent by 4% or approximately $80.00 per month.

Motion made by Commissioner Marschall, seconded by Commissioner Bigham to approve the MMCD Office Lease Agreement. Motion carried.

5. Reports
A. Legislative Report
Margaret Vesel told members that the Republicans took control of the House and Senate in yesterday's election. The split in the House is now 75-58 (with the possibility of 76-58). The Senate split is 34-33(with 3 seats to be recounted).

Vesel noted that passing amendments to MS 403 will become more difficult in the new legislature.

B. Statewide Emergency Communications Board (SECB) Reports:
1. Finance
Rohret said that an ARMER grant transition plan was approved at last month's meeting.
2. Legislative – cancelled (October)
3. Steering – cancelled (October)
4. OTC
Tretter said there was an approval to bring on Canadian Northern Railroad as an ARMER participant and approval for MDH to bring on large number of radios, particularly in Anoka County, once they build their own tower. There is no funding at this time.
5. Board – cancelled (October)

6. Old Business
Rohret said the new JPA has been received by Chisago and Ramsey Counties.

7. New Business – CLOSED MEETING for Performance Evaluation
A. Executive Director Annual Review
Commissioner Huffman said he had met with the Dakota County Human Resources and received feedback from MESB members regarding Jill Rohret, MESB Executive Director's performance evaluation. The received evaluations for Rohret made the 5% salary increase appropriate. It will be retroactive to May.

Commissioner Sivarajah said she was very impressed with the amount of work accomplished in this last year; specifically the MESB policies and revised budget. Attention to detail and finding savings is greatly appreciated. Commissioner Egan agreed.

Motion made by Commissioner Egan, seconded by Commissioner Ische to give Jill Rohret a 5% raise, retroactive to May 13, 2016. Motion carried.

Meeting adjourned at 11:00 a.m.

METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Washington County Commissioner Fran Miron, MESB Treasurer

RE: Treasurer's Report – September 2016

DATE: November 3, 2016

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on November 3, 2016.

Sincerely,

Fran Miron, Commissioner
Washington County
Treasurer, Metropolitan Emergency Services Board

METROPOLITAN
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TO: Metropolitan Emergency Services Board

FROM: Washington County Commissioner Fran Miron, MESB Treasurer

RE: Treasurer's Report – October 2016

DATE: December 1, 2016

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on December 1, 2016.

Sincerely,

Fran Miron, Commissioner
Washington County
Treasurer, Metropolitan Emergency Services Board

METROPOLITAN
EMERGENCY SERVICES BOARD

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TO: Metropolitan Emergency Services Board

FROM: Washington County Commissioner Fran Miron, MESB Treasurer

RE: Treasurer's Report – November 2016

DATE: December 23, 2016

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on December 23, 2016.

Sincerely,

Fran Miron, Commissioner
Washington County
Treasurer, Metropolitan Emergency Services Board

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **7E.**
January 11, 2017	**Eggimann**	**Approval of 2017 9-1-1 TOC Chair and Vice-Chair**

RECOMMENDATION

The 9-1-1 TOC recommends the Board approve Nancie Pass of Ramsey County Emergency Communications as the 9-1-1 TOC Chair and Bob Dowd of Isanti County Sheriff's Office as the 9-1-1 TOC Vice-Chair for 2017.

BACKGROUND

According to MESB by-laws, the 9-1-1 TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

At the October 2016 9-1-1 TOC meeting, Nancie Pass and Bob Dowd were elected by the committee members to serve as the Chair and Vice-Chair respectively for 2017. Both are long-serving and active members of the committee and have served the committee in the same roles since 2014.

FINANCIAL IMPACT

(None)

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

MOTION:

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **7G.**
January 11, 2017	**Tretter**	**Approval of 2017 Radio TOC Chair & Vice-Chair**

RECOMMENDATION

The Radio TOC recommends the Board approve Captain Scott Haas of Scott County Sheriff's Office as Radio TOC Chair and Ron Jansen of Dakota County as Radio TOC Vice-Chair for 2017.

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 appoint Captain Scott Haas as the 2017 Chair and reappoint Ron Jansen as Vice-Chair for 2017.

Radio TOC Chair: Captain Scott Haas is a Captain with the Scott County Sheriff's Department. Scott is also the ARMER System Administrator for Scott County. He comes with a strong Law Enforcement and Emergency Management background. He has been a member of the Radio TOC from 2008-2012 and 2016.

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 2014-2016. He has served many positions within SECB Committees representing the MESB. 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:

7G. MESB-Metro Region EMS/MDH First Responder Naloxone Dispensing Grant Update

Current as of December 27, 2016

Agency	EMS Provider/Trainers	Program Progress
Brooklyn Center PD	North Memorial EMS	Ongoing
Centennial Lakes FD	Centennial Lakes FD	Ongoing
Columbia Heights PD	Allina Health EMS	Ongoing
Dakota Co. Drug Task Force	Allina Health EMS	Ongoing
Golden Valley FD/PD	North Memorial EMS	In process; training 1Q17
Farmington PD	Allina Health EMS	In process; ongoing by 1Q17
Fridley FD	Allina Health EMS	In process
Lakeville PD	Allina Health EMS	In process; ongoing by 1Q17
Lino Lakes PD	North Memorial EMS	Ongoing
Minneapolis FD	Hennepin EMS	Ongoing
Minnetrista PD (via Ridgeview EMS)	Ridgeview EMS	Ongoing
Prior Lake PD	Allina Health EMS	Ongoing
Ramsey Co. Sheriff's Office	North Memorial	In process; training 1Q2017
Richfield FD	Hennepin EMS	In process; training 1Q17
Ridgeview EMS (Carver Co.)	Ridgeview EMS	Ongoing
Roseville PD	Regions Hospital	Ongoing
Savage PD	Allina Health EMS	Ongoing
Scott Co. Sheriff's Office	Allina Health EMS	In process; training 1Q2017
Shakopee PD	Allina Health EMS	Ongoing
Spring Lake Park PD	Allina Health EMS	Currently in training
Washington Co. Sheriff's Office (via Lakeview EMS)	Lakeview EMS/Regions Hospital	Ongoing

Grant Funds Status

Funds for Naloxone purchases (product)	$58,100.00
Expended to date:	$51,611.85
Remaining funds:	**$ 6,488.15**
Funds for training	$3,500.00
Expended to date:	$3,570.00
Remaining funds:	**$ (70.00)**
Contingency funds*	$3,500.00
Expended to date:	$ 70.00
Remaining funds:	**$3,430.00**

*To be used for either training or product

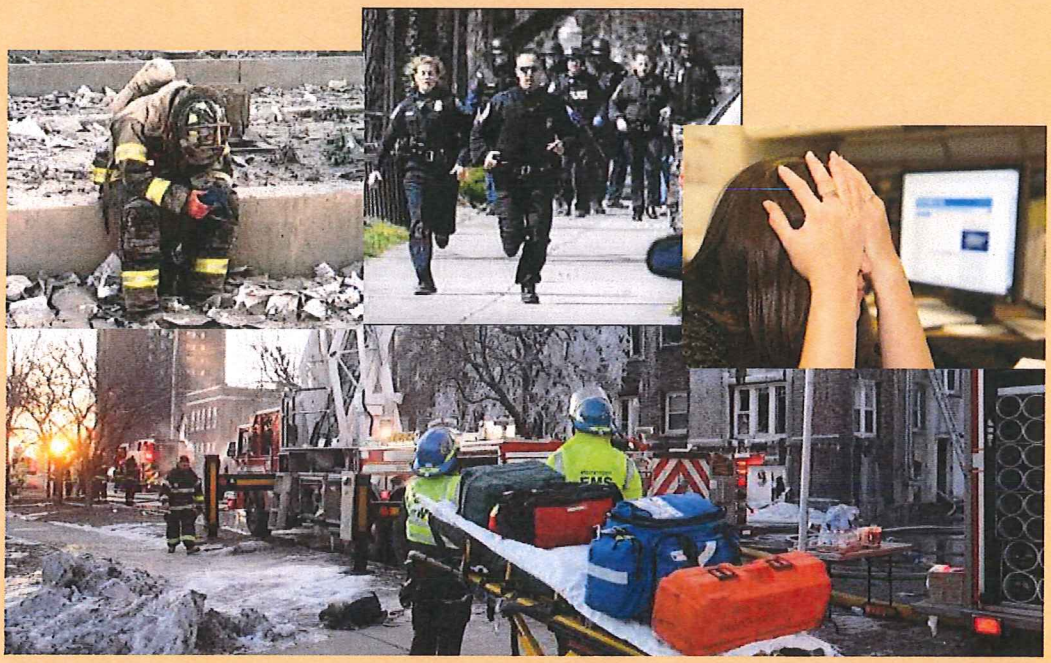
METRO CISM

"We serve those who serve others." TEAM

Fiscal Year 2015-2016

(1 July 2015 to 30 June 2016)

Annual Report to Stakeholders



Metro CISM Team, 7809 Southtown Center, #174
Bloomington MN 55431 • 612-207-1130
www.metroCISM.org

The Metro CISM Team
7809 Southtown Center, #174
Bloomington MN 55431-1324
312-207-1130

The Metro CISM Team's Fiscal Year 2015-2016 Stakeholder Report

The Metro CISM Team provides research-informed *peer support* to emergency first responders which will result in healthier lives, stronger families, and supportive communities. We *build stress resistance* with audience specific training, *promote resilience* through direct support and *improve recovery* through outreach and resources.

ABOUT US

The Metro Critical Incident Stress Management Team consists of 46 police officers, firefighters, emergency dispatchers, and paramedics (considered peers) who volunteer their time and energy to support others in the field of emergency response. These "peers" are supported by emergency services chaplains and acculturated mental health professionals who also volunteer their time. These volunteers commit to monthly service review, obtain many hours of continuing training and make themselves available 24/7 to assist agencies in crisis when we are called upon.

The Metro CSIM Team offers a comprehensive set of services, nationally recognized and established as a part of a larger international movement to provide needed services to emergency response professionals – first responders. These services seek to **build resistance to stress** (cumulative and acute), **support the inherent resilience** of first responders, and **speed the recovery of** personnel after critical incidents to ensure career longevity, **promote continued occupational satisfaction** and **encourage physical, emotional and interpersonal well-being**.

We are part of the *International Critical Stress Management Foundation* network and closely follow their recommendations for services protocols.

The members of the 2015-2016 Board of Directors were:

Corinne Becker, Co-Chair, Active Law Enforcement
Mike Glassberg, Co-Chair, Active Law Enforcement
Debbie Brown, Vice-Chair, Active Public Safety Chaplain
Rich Flaten, Secretary, Retired Law Enforcement
Joe Meuwissen, Treasurer, Retired Fire Services and Active Mental Health Professional

Mary Albrecht, At large, Active Law Enforcement
Jason Groskreutz, At large, Active Law Enforcement and Fire Service
Mike Passig, At large, Active Law Enforcement
Jeff Seidl, At large, Active Law Enforcement
Mike Vandervort, At large, Active Law Enforcement and EMS Service

OUR VISION

We envision a fully functioning and healthy community of first responders who have the tools to manage the stress of their work and personal lives and advocate stress management to their peers.

OUR NON-PROFIT STATUS

The Metro CISM Team was established in 1987. It is a registered 501(c)(3) nonprofit organization in good standing with the State of Minnesota Attorney General Charities Division and the Internal Revenue Service. The entirely volunteer Team is made up of 46 First Responder peers (law enforcement, firefighters, dispatchers, and emergency medical services personnel), and First Responder-acculturated chaplains and mental health professionals from the Twin Cities region.

WHO WE SERVE

The Metro CISM Team is responsible for meeting the needs of First Responders in **Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington Counties**. The Team does provide services to agencies outside of these counties upon direct request and evaluation for appropriateness. As there are other

peer support teams in Minnesota, we strive to keep our Team Members active mainly in the Metro but we do consider exceptions a few times a year.

AN OVERVIEW OF OUR EFFORTS

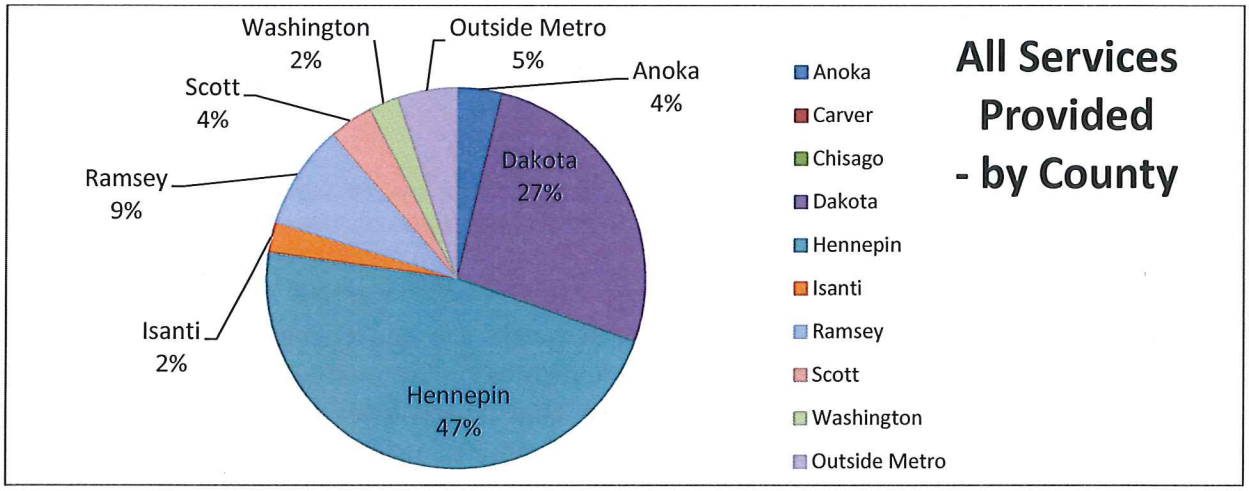
To inform us about how we are doing, confidential survey data from the exit evaluations of the hundreds of service participants are aggregated. It is important to note that completion of the evaluations is voluntary. The evaluations are anonymous and there are no documents ever created that track specific first responders or agencies served, comments made or any other type of information that may identify who we serve.

The State of Minnesota has a data privacy statute protects people using peer support services. However, it is important to again emphasize that we do not collect any data on the individuals or agencies we serve.

CALLS FOR SERVICE

During the fiscal year of 2015-2016, The Metro CISM Team was available for services in all nine counties of our service region in the Greater Minneapolis-Saint Paul Metro area. There are other peer support Teams around the State but there is not a centralized directory to identify them all. Additionally, a Team's activity can vary over time based on its members' ability to provide peer support. A partial list of Teams in Greater Minnesota can be found at the International Critical Incident Stress Foundation's website.

The following chart shows the percentage of total services we provided in 2015-2016 by each county we served. Please note that our services are provided exclusively in response to an agency request. We never self-deploy and we always wait for a direct request from an agency wishing to seek a consultation on what the Team can do for them or to utilize the Team's variety of services.



SERVICES WE PROVIDE

In Fiscal Year 2015-2016, the Metro CISM Team responded to 101 unique requests for services. That is down just three events from last year. Year to year, we see normally see small fluctuations in the utilization of our services. It could be that there are simply fewer critical incidents; it could be that our training has helped responders to be less reactive or more resilient to critical incident stress; or it could be that we simply receive fewer requests for service by agencies in our service area.

The Team provided critical incident services to more than 907 First Responders. Last year we served 1122 with the addition of a conference. The year before that, we served 926 people.

Types of Services

Crisis Management Briefings: Structured large group community/organizational "town meetings" designed to provide information about the incident, control rumors, educate about symptoms of distress, inform about basic stress management, and identify resources available for continued support, if desired. May be especially useful in response to community violence/terrorism. (Everly, IJEMH, 2000)

Consultation Services: The Metro CISM Team has years over thirty years of experience and has developed a reputation as a resource for information related to best practices in helping first responders after a critical incident. The Team has a depth of relationships that can be useful for

Debrief Services: The most well known and most frequently used of the Team's provided services is the "debriefing" - a multi-step, peer-facilitated discussion of the critical incident. Our protocol prohibits anyone not directly related to the incident from participating. If the person did not feel it, see it, smell it or hear it, they are not allowed to be in the room during the service. We find this helps build rapport among the people who experienced the incident and it helps foster honest conversation. Additionally, no first responder is ever required to participate in any service. It is often noted that the most resistant attendee often participates after seeing the non-threatening and supportive nature of the service. A volunteer mental health professional is always in attendance to provide psychoeducation about the effects of stress and to monitor participants for problematic emotional responses to the critical incident.

Defusing Services: A shorter version of the debrief service that is utilized closer to the event itself and is designed to provide an initial forum for ventilation and information exchange. None of the services provided by this Team are a "tactical" critique. The defusing service provides an opportunity for assessment of those who were involved in a critical incident and is sometimes followed by a Critical Incident Stress Debriefing.

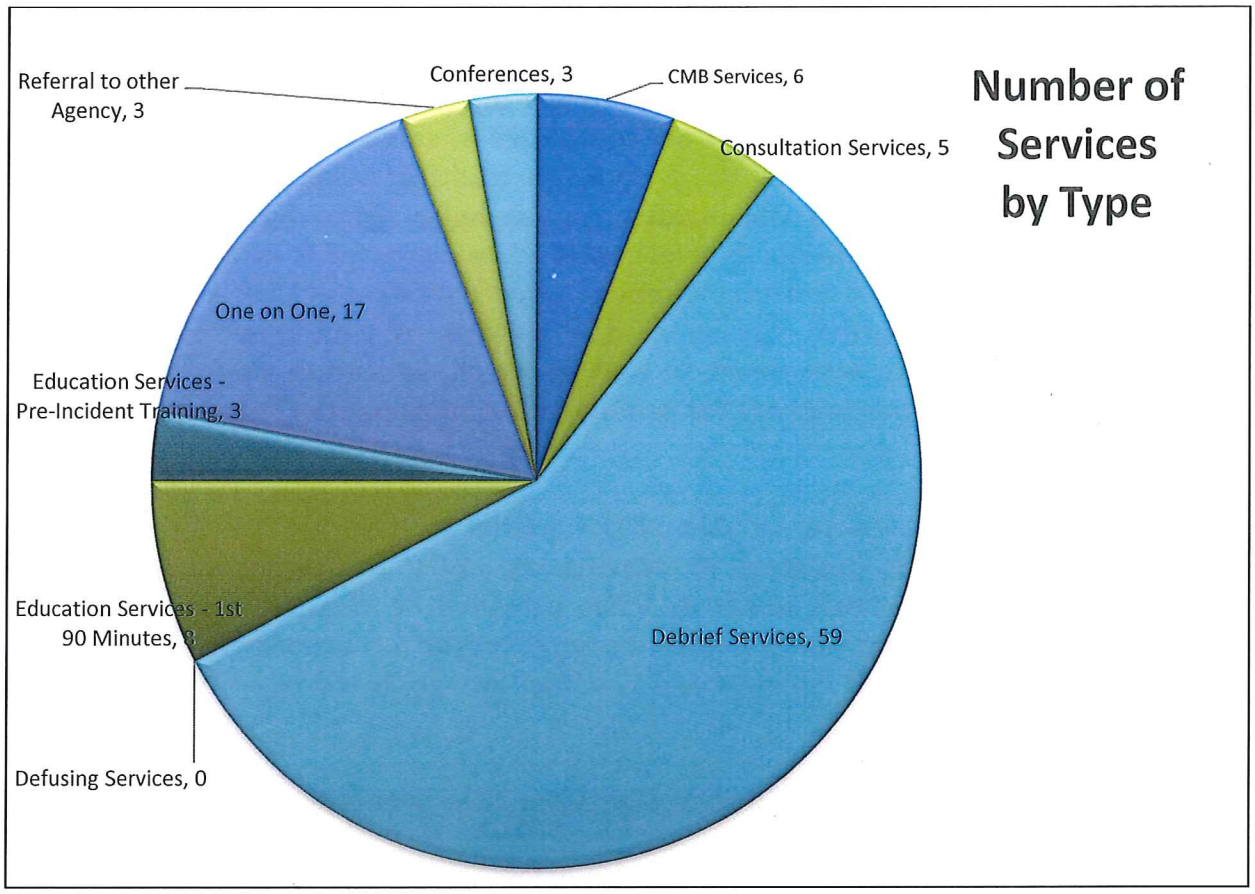
Education Services – 1st 90 Minutes: Discussed later in this document.

Education Services – Pre-Incident Training: Discussed later in this document.

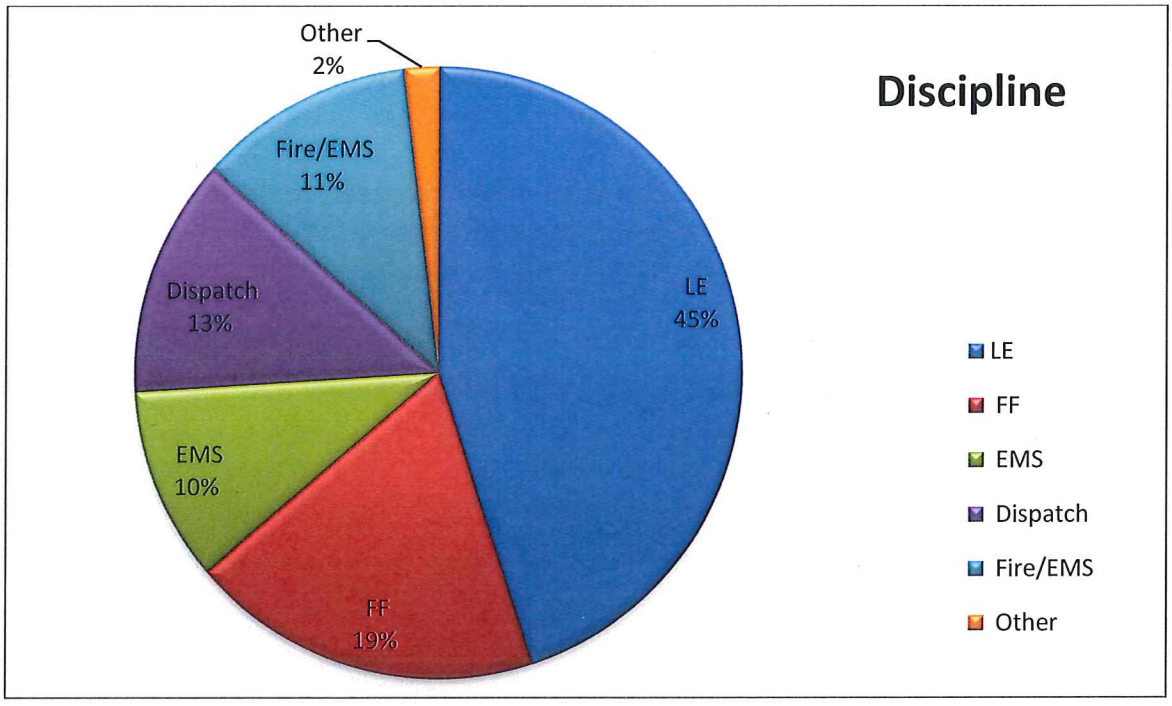
One-on-One: Every First Responder has a unique personal and work experience that they bring to every critical incident. After such events, someone may just need to have someone who can relate to what they may be thinking or experiencing. The Metro Team can provide a trained, sympathetic listener, a peer, to help First Responders process their thoughts.

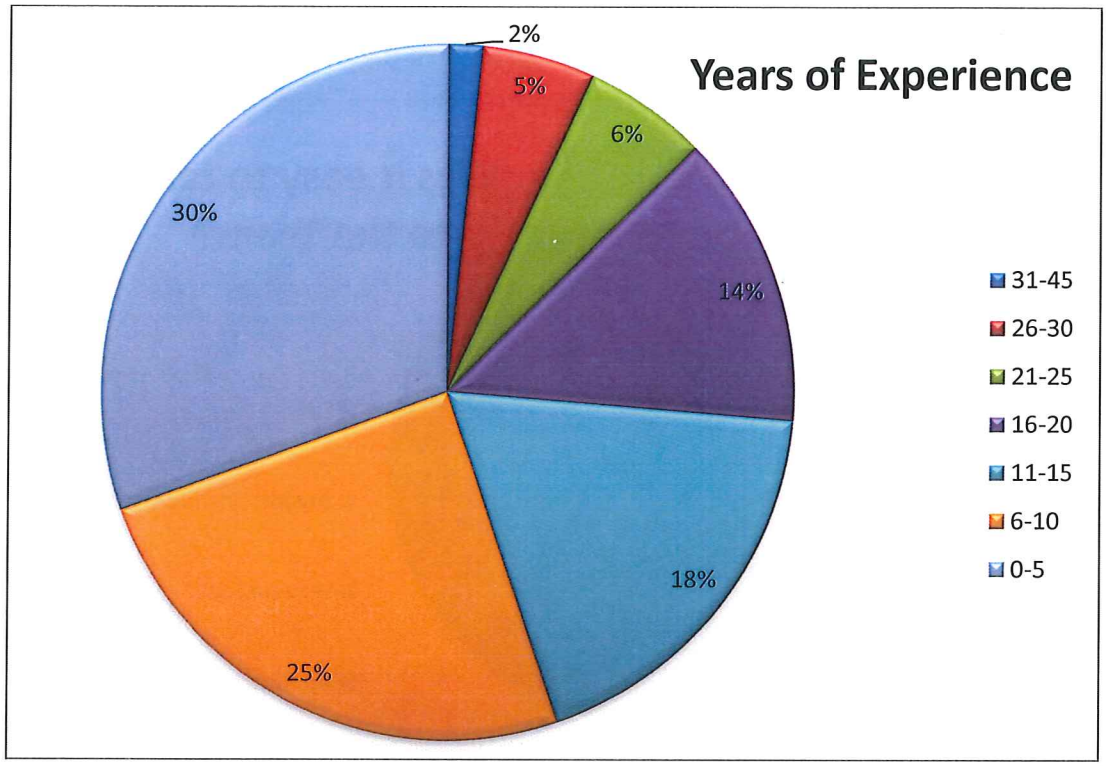
Referral to Other Agency: The Team occasional receives requests for service that are better provided by a different peer team or entity. We respect jurisdictional boundaries and provide referrals to other teams best suited to the requesting agency's needs.

Conferences: Team members staff booths with informational handouts and promote what the Metro CISM Team does.

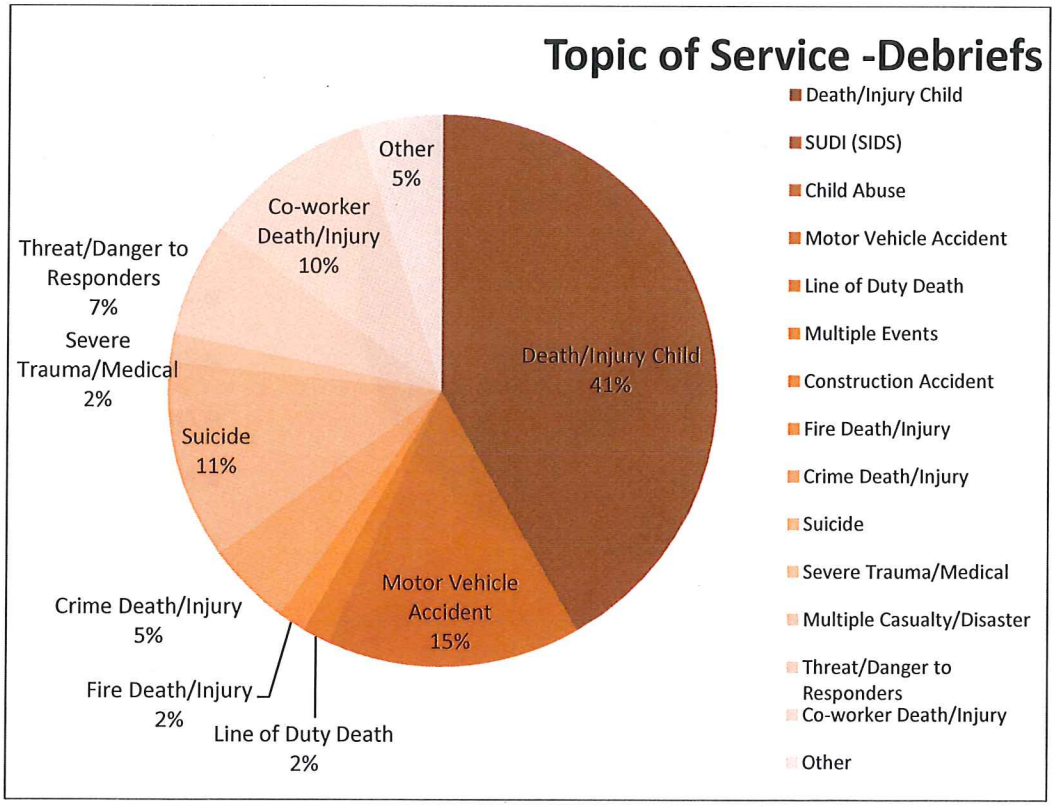


Demographics of those we have served

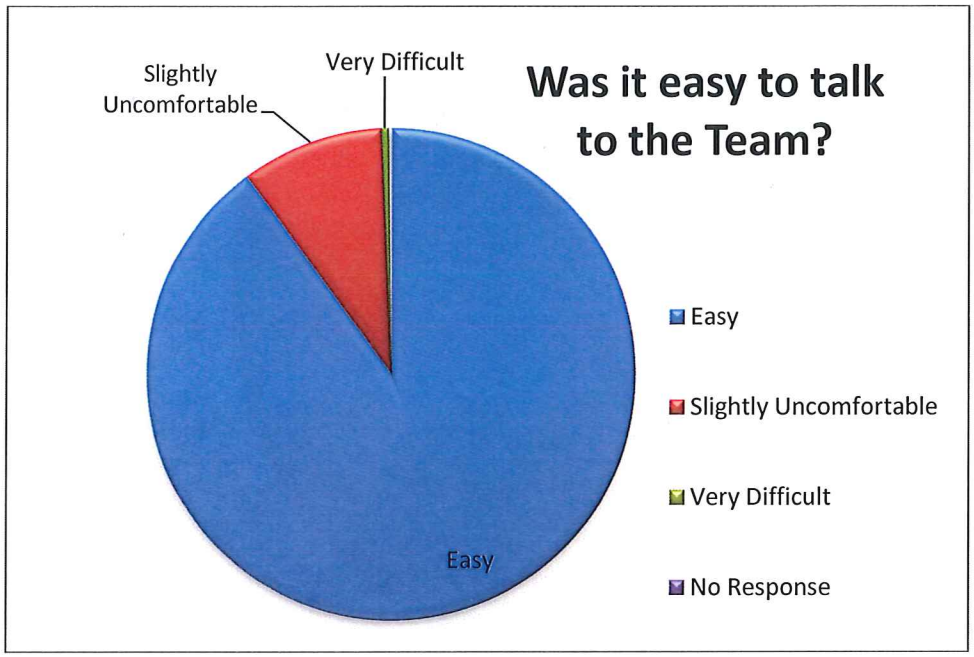


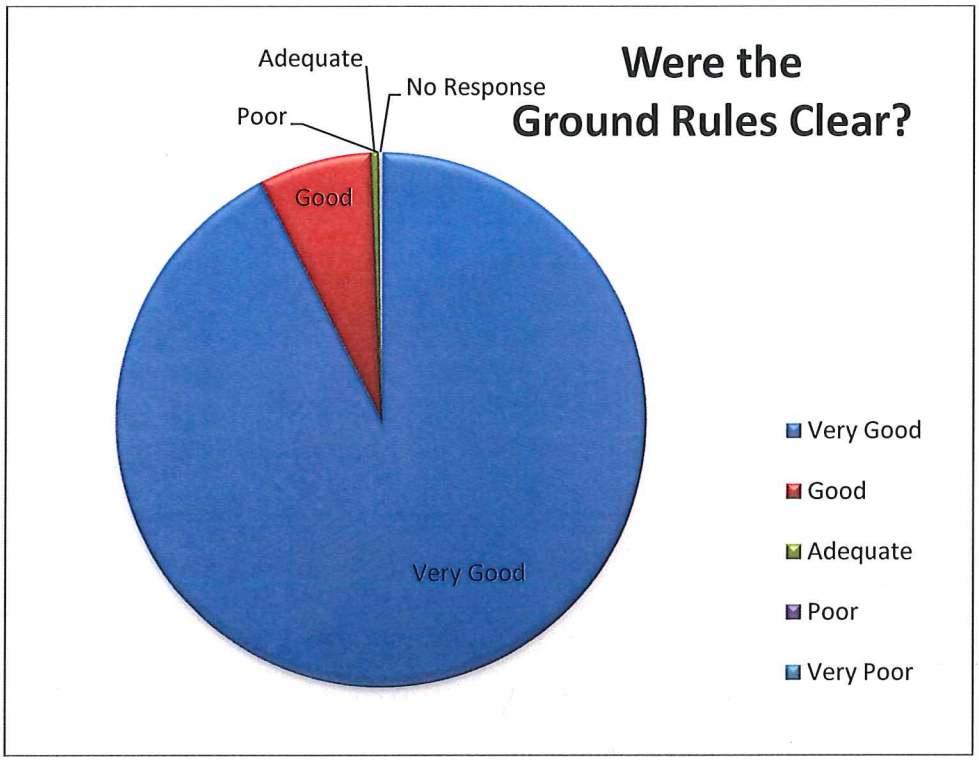


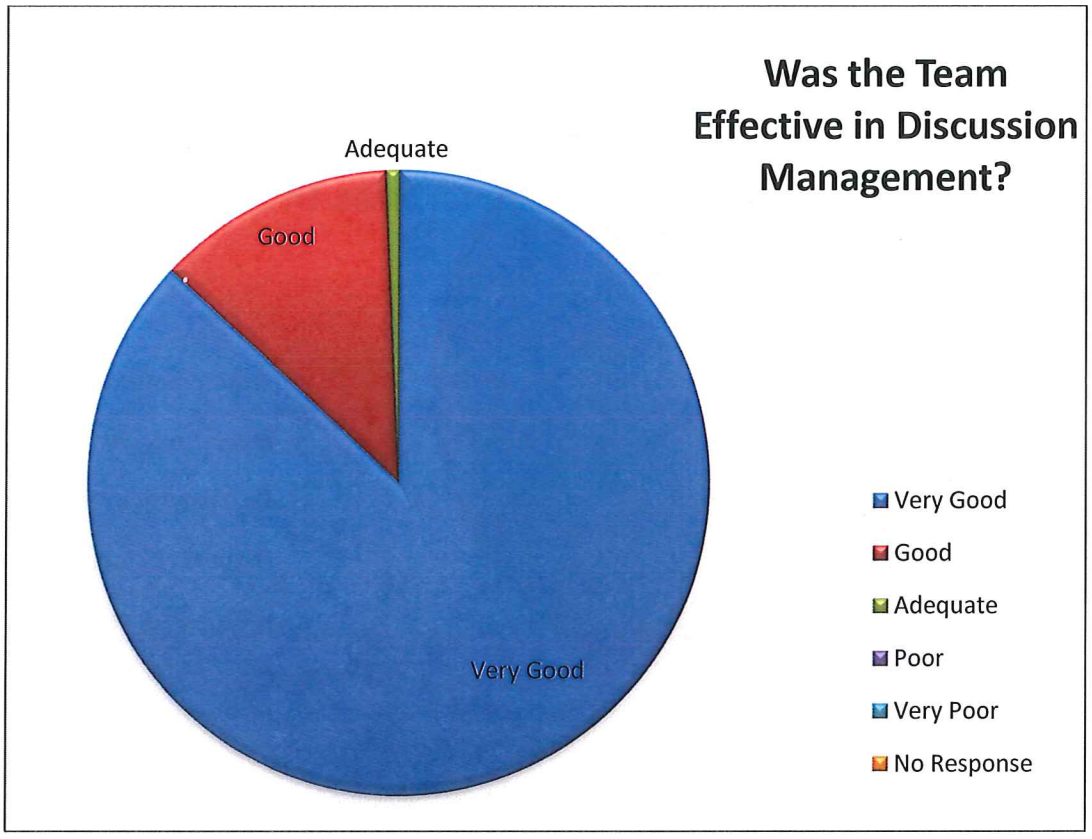
Categories of Critical Incidents

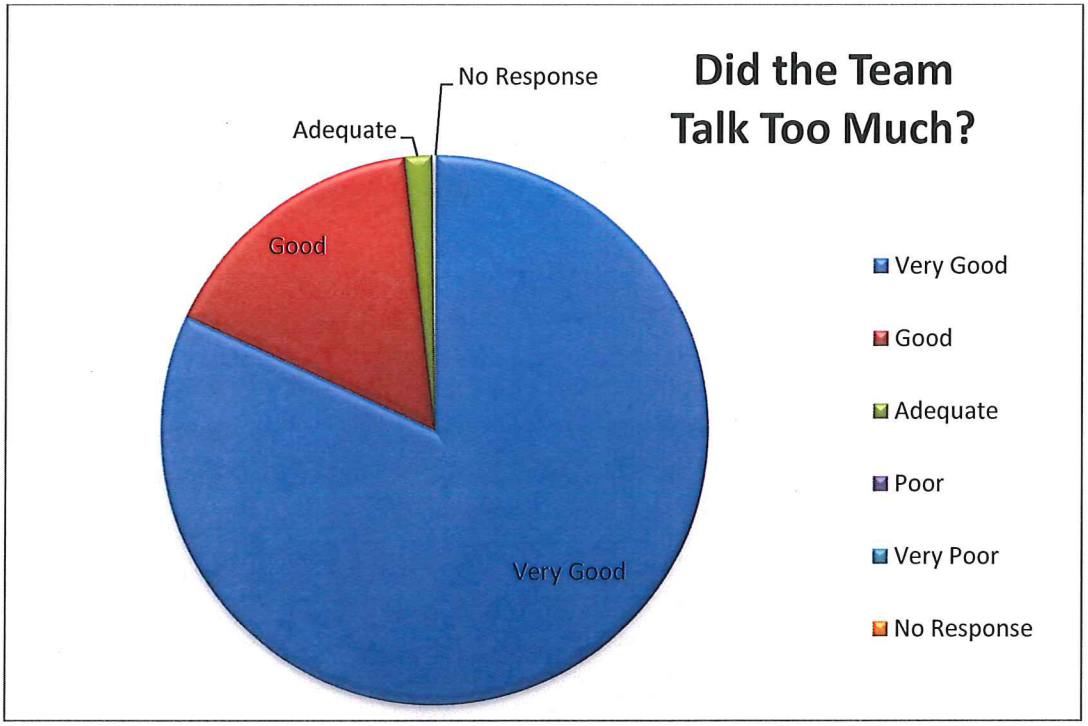


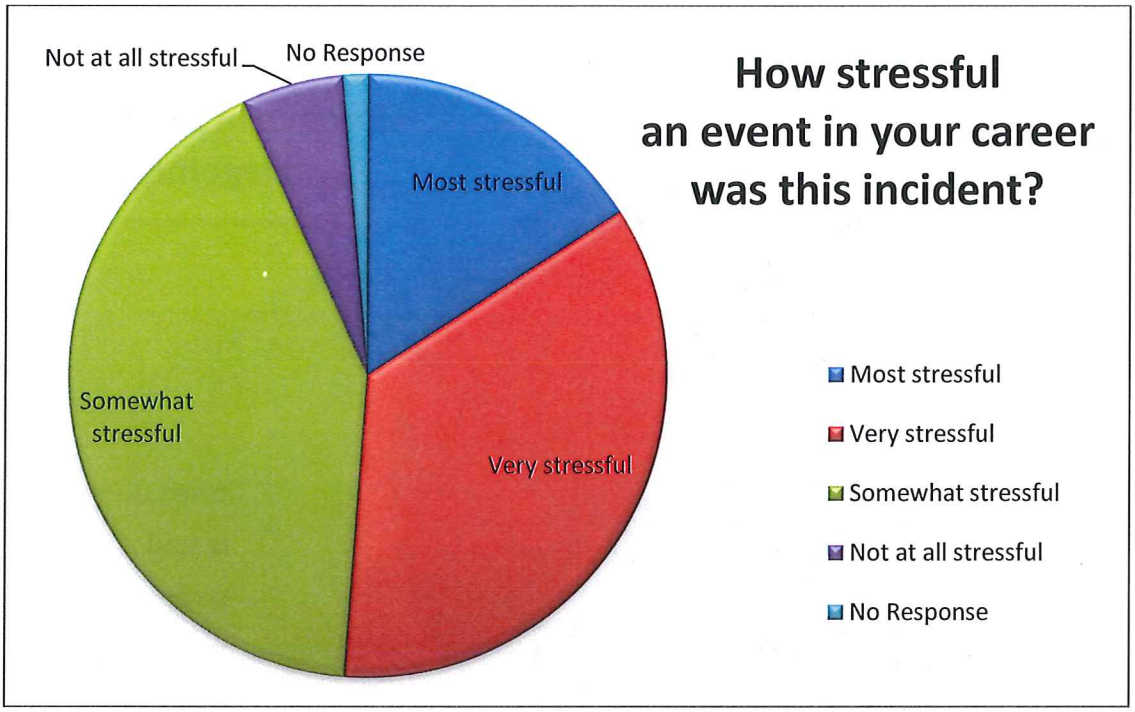
Impressions / How participants felt about the Team



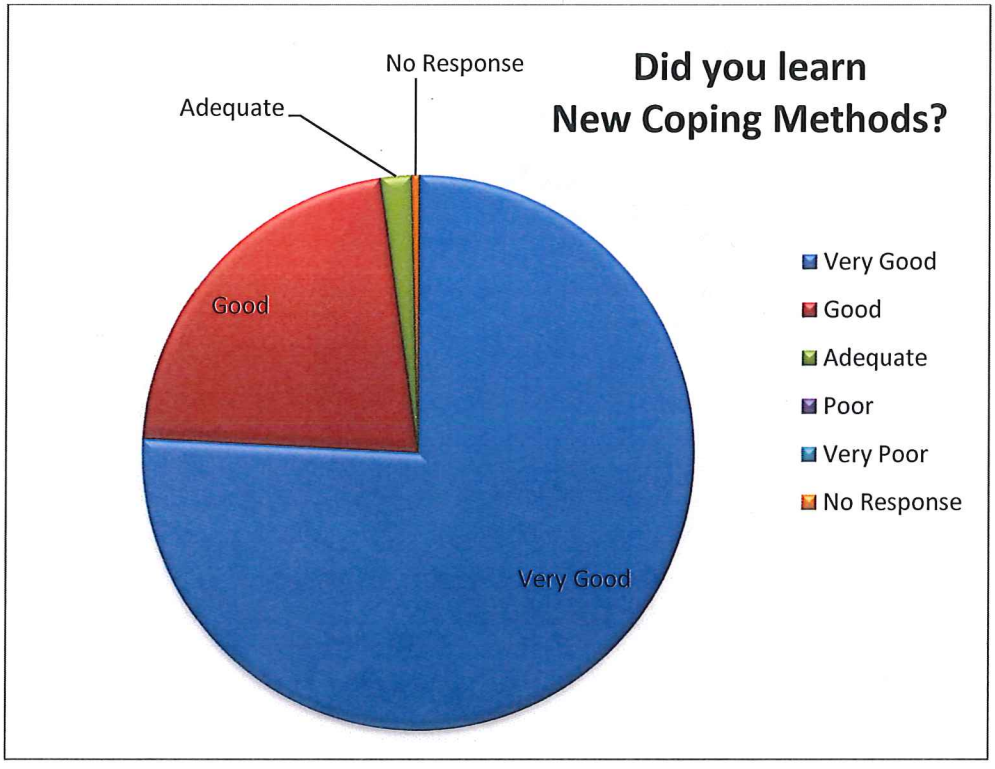


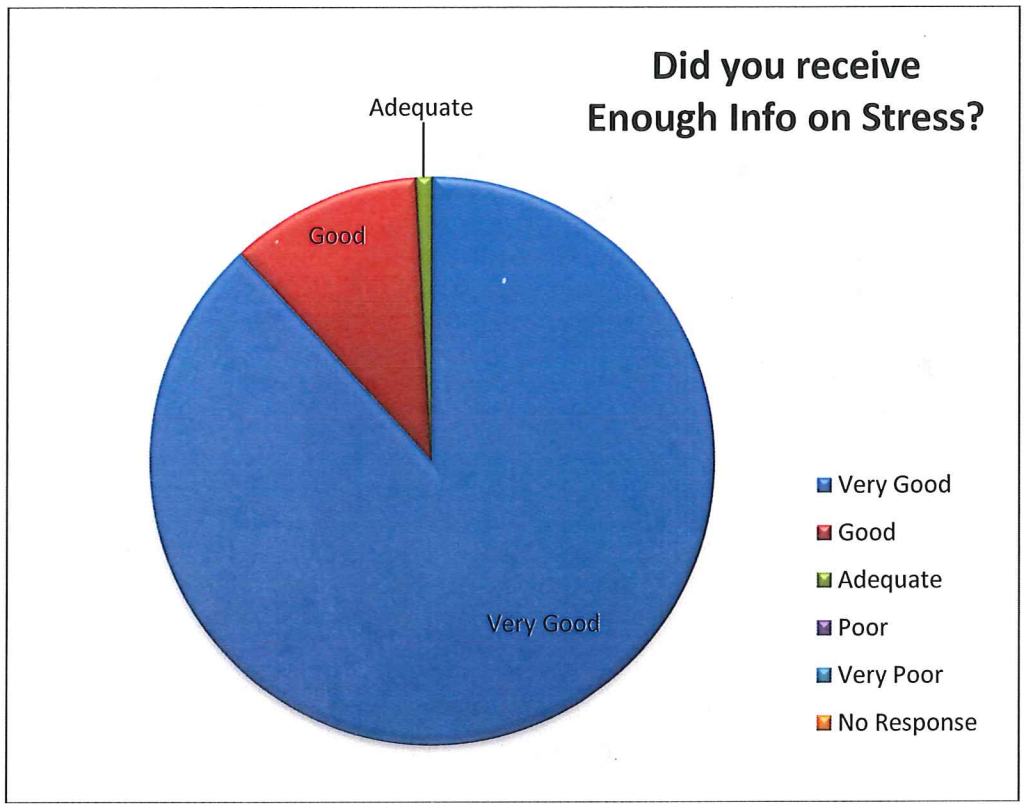

Was the Team Effective in Discussion Management?
Adequate
Good
Very Good
Very Good
Good
Adequate
Poor
Very Poor
No Response


Did the Team Talk Too Much?
No Response
Adequate
Good
Very Good
Very Good
Good
Adequate
Poor
Very Poor
No Response

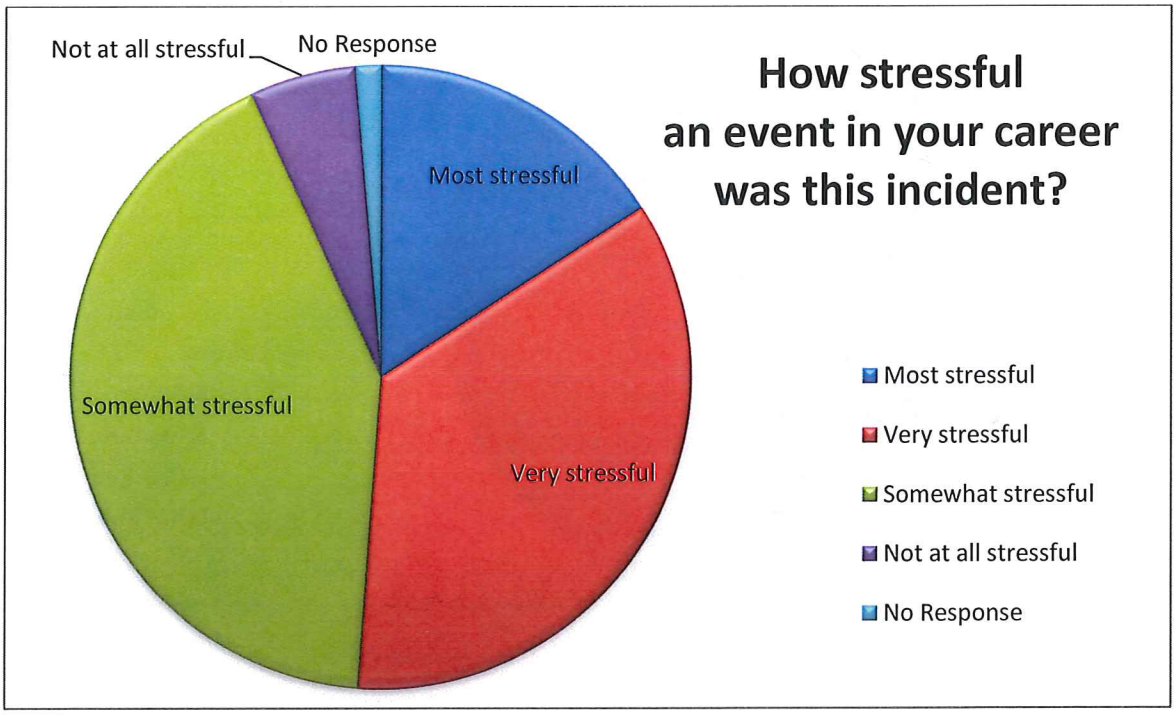

How stressful an event in your career was this incident?
Not at all stressful
No Response
Most stressful
Somewhat stressful
Very stressful
Most stressful
Very stressful
Somewhat stressful
Not at all stressful
No Response

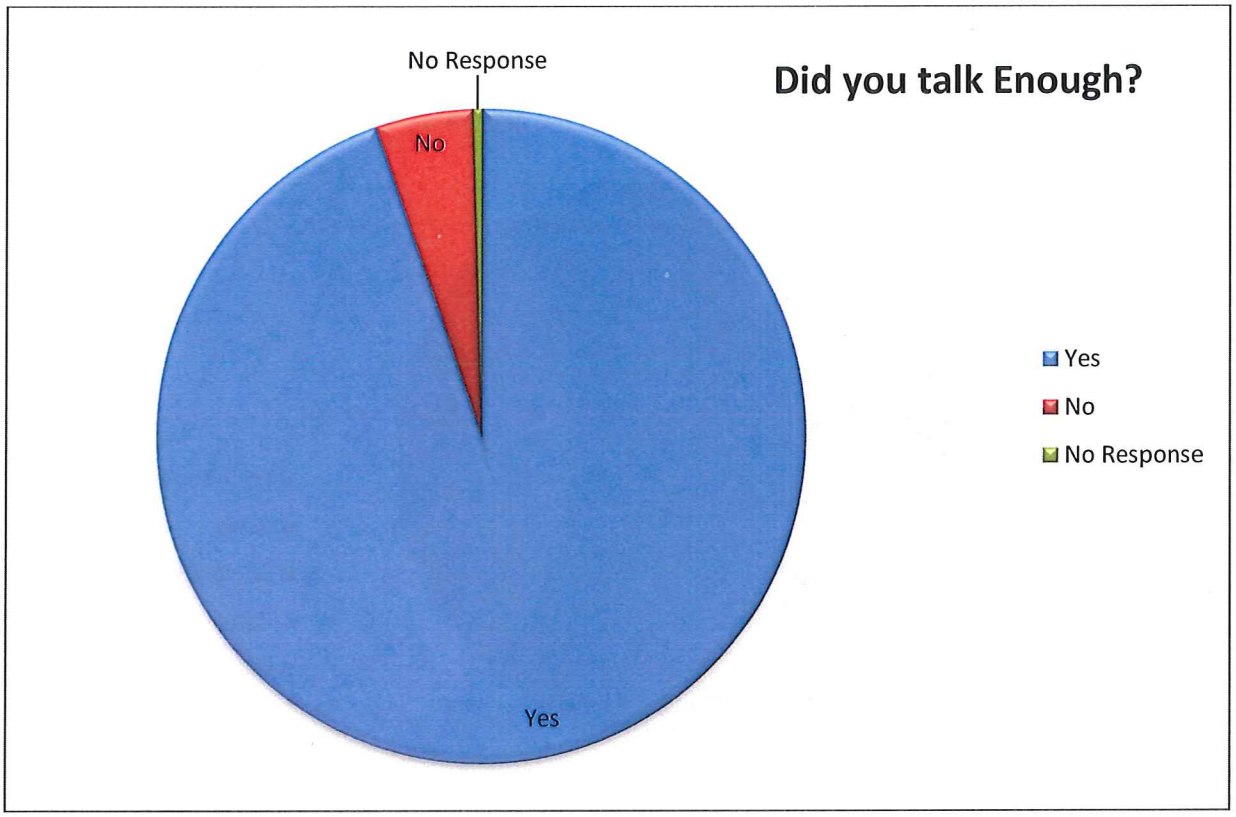
Education

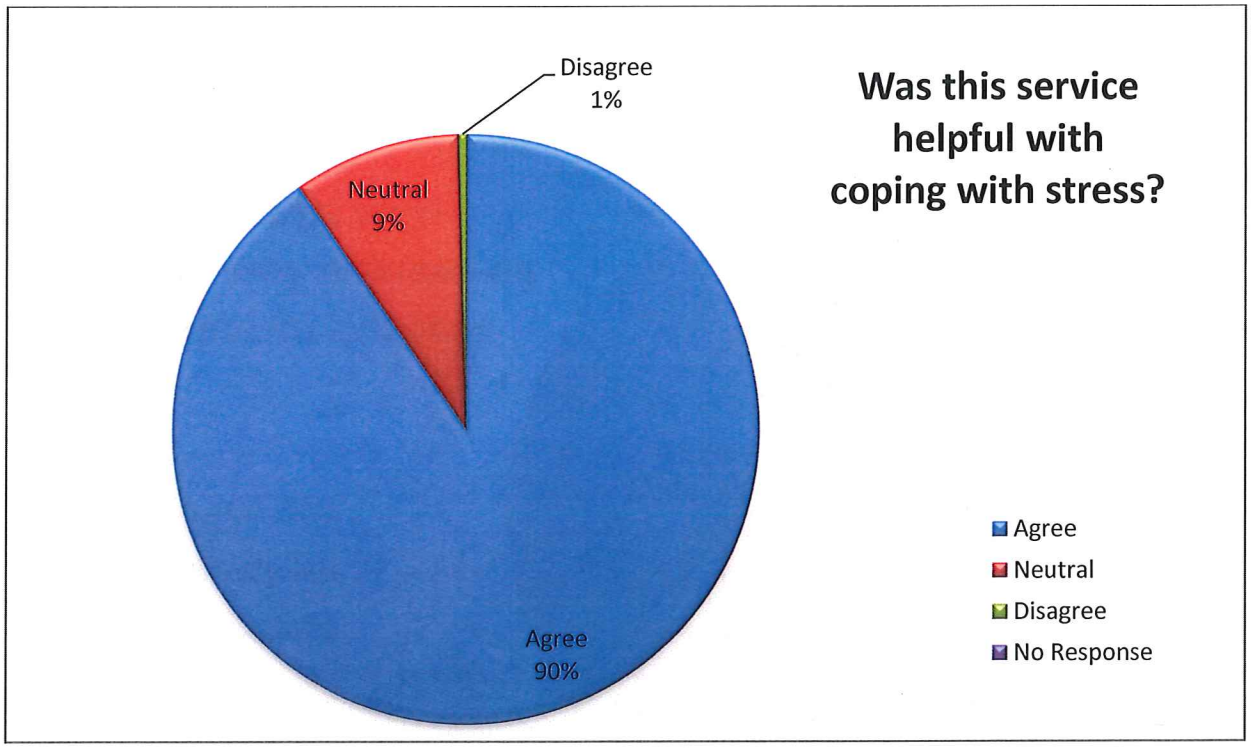

Did you learn New Coping Methods?
No Response
Adequate
Good
Very Good
Very Good
Good
Adequate
Poor
Very Poor
No Response



Participant impressions




No Response
No
Yes
Did you talk Enough?
Yes
No
No Response


Disagree
1%
Neutral
9%
Agree
90%
Was this service helpful with coping with stress?
Agree
Neutral
Disagree
No Response

Training and Education

Education is one of the key parts of our organization's public mission. This year, the Team provided eleven trainings for agencies. Our proprietary trainings are called *Pre-Incident Awareness* and *The 1st 90 Minutes*©. We did eight sessions of *the 1st 90 Minutes* and three sessions of our *Pre-Incident Awareness* training.

Pre-Incident Awareness Training

Pre-incident training provides agencies with information to be proactive rather than reactive when handling critical incidents that occur within their departments. Pre-Incident Awareness focuses on general stress reactions First Responders may encounter. The main intent of this training is to inform First Responders about the different types of stress reactions they may encounter, identify the types of incidents that may be more likely to induce severe stress reactions, and teach healthy stress mitigation techniques.

Training includes-

- *Understanding the parameters of critical incident stress unique to First Responders*
- *Common signs and symptoms of critical incident stress*
- *Understanding the biological impact of long term stress exposure in First Responders*
- *Practical tips for coping with stress*
- *A basic understanding of the debriefing process*
- *Understanding on the "toolbox" of stress mitigation options available to First Responders including the Metro CISM Team.*

The 1st 90 Minutes©

The impact of critical incidents continues to affect First Responders and concerned supervisors are now beginning to proactively seek immediate help for their personnel. This training guides them on how to do that.

The First 90 Minutes© is reality based training designed to explore how front line supervisors might react to and support their first responders within the first 90 minutes after they participate in a critical incident.

Training helps supervisors learn to-

- *Identify common stress reactions in their staff*
- *Identify best practices to mitigate stress reactions through direct actions available to supervisors immediately following a critical incident*
- *Discuss complex return-to-work issues*
- *Consider real life scenarios of more and less successful post-critical incident leadership*
- *Discover what services the Metro CISM Team can provide and when to call the Team for support*
- *Practice using new skills in psychological first aid*

Training includes-

- *An easy to use tool outlining specific recommended actions to initiate immediately after a critical incident*
- *A guide to assess the impact of a critical incident on personnel and operations*

Education for First Responder Families

A curriculum focusing on the needs of the families of First Responders is completed. We have begun Beta testing to insure our training meets the needs and expectations of the families of First Responders.

Topics include-

- *Contributors to chronic stress for both the first responder and their family*
- *Shift work and call-out impact on family dynamics*
- *Isolation from the "normal" population because of overexposure to societal dysfunction*
- *Challenges of Overtime Work*
- *Family and friend relational impacts*
- *Job Complaints and conflicts impact*
- *Finding support from other families with similar experiences*
- *How to talk with your children*

Officer Involved Shootings

The increasing attention to officer involved shootings has clarified a need for specialized and tailored handling of high profile incidents such as officer involved shootings. We are developing training related to how the Metro CISM Team handles

these highly scrutinized event services and the benefits of providing peer counseling services to all those involved.

IN-KIND SUPPORT

For the first time, this year we have determined the amount of time donated to the Metro CISM Team by its 46 members.

Volunteer hours contributed by Team Members

Estimate of hours per occurrence	Number of Occurrences		
1	**54**	Attend Board Meeting	54
1.5	**204**	Attend Team Meeting	306
0.2	**522**	Call in for Peer Service	104
8	**30**	Attend Team Retreat	240
2	**64**	Coordinate an Event	128
3	**43**	Mental Health Professional on a service	129
10	**6**	Special Project	60
3	**190**	Provide Peer Service	570
6	**18**	Provide Training outside team	108
20	**3**	Staff Informational Booth	60
4	**36**	Attend mandatory meeting	144
		Administrative Tasks – cumulative for the year	
		Co-Chair (2)	200
		Vice-chair	16
		Secretary	36
		Treasurer	100
		Training Coordinator	12
		Training Liaison	24
		Approximate total hours: 2291	

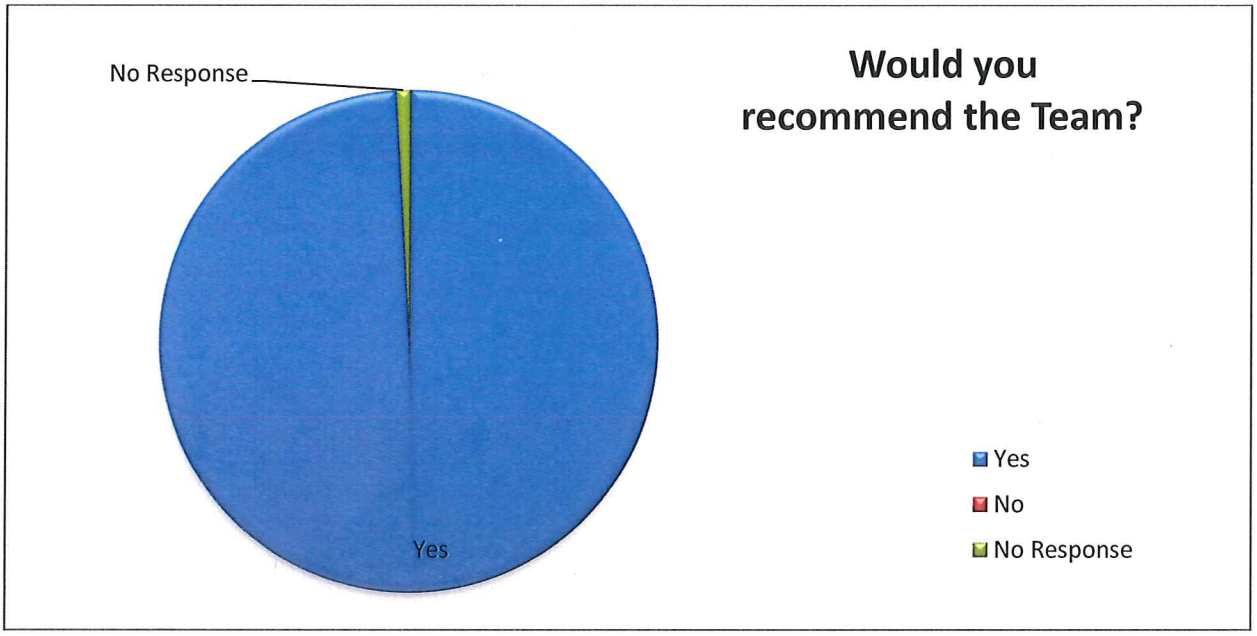
MEASURE OF SUCCESS

How do you ethically measure the successful mitigation of stress in a group of people already self-selected to have a high tolerance for stress exposure? While there may be some scholars or professionals with clinical interest in this question, we have not been able to establish a connection with this group. But we, The Metro CISM Team, are an organization of volunteer First Responders who have seen the problem first-hand in our professions and have developed research-informed services to address that question.

We meet ten times a year to train and expect our members to continue to hone the art of peer support through practice of learned skills. We conduct internal reviews of challenging services because we are ultimately dealing with people who may have just been through a traumatic experience and, above all else, we must do no harm to those people at a time when they are most vulnerable. We strive to learn from the services we provide as our team members bring different past experiences, different perceptions and different expectations to the services we provide. We constantly try to improve how we interact with first responders to give them best experience we can.

We provide exit surveys to participants after debriefing services. These surveys are anonymous and are destroyed after review. Completion of the survey is voluntary and we never document, in any way, to whom we provide services.

As seen in the chart below, those hundreds of first responders who choose to complete the survey told us good news – that what we do was so helpful to them that they would recommend our services to others. We are very proud of this feedback.



THE FUTURE

We believe in the value of ongoing training and improvement of the skills of team members. To enhance our basic CISM training and improve peer support, we incorporate into our service information gleaned from the latest neurological, biological and psychological research on the effects of trauma exposure. We are currently exploring how to more effectively reach out to family members of First Responders and support them before and after critical incidents. We are also investigating the best methods for dealing with officer involved shooting incidents. The Metro CISM Team must prepare for the evolution of services based on identified needs in the First Responder community and the latest scholarly research.

We believe we are having a positive and effective impact on First Responders as we are finding more and more that they have come to expect to have CISM Team services after critical incidents. We are pleased to be able to provide professional, safe and compassionate volunteers to be there for them.

We volunteer because we know the Team's services make a positive impact on, and a real difference in, the lives of our brothers and sisters. We know this because we continue to see First Responders return again and again to participate in debriefings and because of the genuine thanks we receive from them at the end of each service we provide.

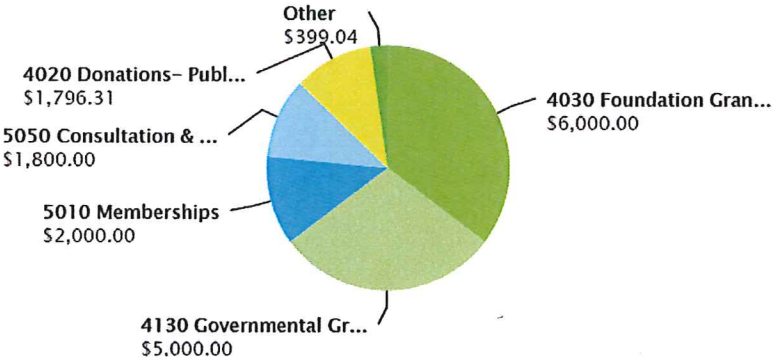
While we are only a small group of volunteers, the Metro CISM Team has broad impact in the First Responder community. The Team provides a safe space for rescuers to explore and validate the emotional consequences and feelings that result from the inevitable trauma of their chosen careers. While the impact ethically can

only be measured indirectly through anecdotal reports of participants, but it is vital the Metro CISM Team continues "Serving Those Who Serve Others."

The support of stakeholders, like you, allows us to continue to help others. Thank you.

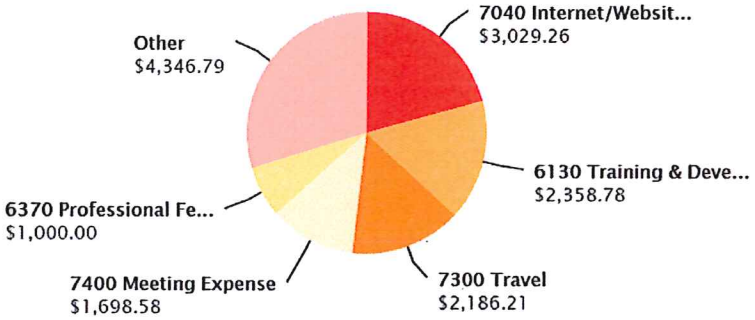
FINANCIAL REPORT[1]

Metro CISM Team
Revenue By Category



%	Category	($)Amount
35.30%	4030 Foundation Grants	6,000.00
29.42%	4130 Governmental Grants	5,000.00
11.77%	5010 Memberships	2,000.00
10.59%	5050 Consultation & Training	1,800.00
10.57%	4020 Donations- Public Source	1,796.31
2.35%	Other	399.04

Metro CISM Team
Expenditure By Category



%	Category	($)Amount
20.72%	7040 Internet/Website	3,029.26
16.13%	6130 Training & Development	2,358.78
14.95%	7300 Travel	2,186.21
11.62%	7400 Meeting Expense	1,698.58
6.84%	6370 Professional Fees- Other	1,000.00

[1] (unaudited statement of revenues and expenditures)

Metro CISM Team

STATEMENT OF ACTIVITY YTD COMPARISON

July 2015 - June 2016

	TOTAL	
	JUL 2015 - JUN 2016	JUL 2014 - JUN 2015 (PY)
REVENUE		
4010 Individual Contributions		1,564.63
4020 Donations- Public Source	1,796.31	2,557.59
4030 Foundation Grants	6,000.00	5,000.00
4130 Governmental Grants	5,000.00	5,000.00
5010 Memberships	2,000.00	2,750.00
5030 Conference Registrations	350.00	2,150.00
5050 Consultation & Training	1,800.00	2,275.00
5310 Interest Income	17.04	17.25
5999 Other Income		305.93
Total Revenue	**$16,963.35**	**$21,620.40**
GROSS PROFIT	**$16,963.35**	**$21,620.40**

▾ EXPENDITURES		
6130 Training & Development	2,358.78	6,109.79
6310 Accounting Fees	289.95	
6370 Professional Fees- Other	1,000.00	
6380 Administrative Fees	60.00	25.00
6390 Organization Membership ...	50.00	50.00
7010 Office Supplies	41.82	109.71
7011 Computer Software		187.65
7030 Telephone	268.46	179.40
7035 Paging Services	562.50	614.44
7040 Internet/Website	3,029.26	1,275.09
7050 Postage & Delivery	42.68	369.20
7060 Printing & Reproduction	744.49	372.23
7200 Conference or Training Exp...	250.00	84.07
7300 Travel	2,186.21	1,411.95
7400 Meeting Expense	1,698.58	1,669.55
7510 Insurance	937.00	937.00
7530 Advertising/Marketing		6,379.75
7540 Honorarium	307.61	
7550 Bank Fees	93.37	
7580 Memorial Donations	200.00	100.00
7590 Team Support	390.62	376.56
7900 Other Expenses	63.29	118.51
Total Expenditures	**$14,574.62**	**$20,369.90**

NET OPERATING REVENUE	**$2,388.73**	**$1,250.50**
▾ OTHER REVENUE		
5410 Reimbursement to Team	32.00	
Total Other Revenue	**$32.00**	**$0.00**
▾ OTHER EXPENDITURES		
50001 Team Apparel	45.00	1,505.00
Total Other Expenditures	**$45.00**	**$1,505.00**
NET OTHER REVENUE	**$ -13.00**	**$ -1,505.00**
NET REVENUE	**$2,375.73**	**$ -254.50**

Do what you can, with what you have, where you are. - Theodore Roosevelt

Thank you for your support!

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8A.**
January 11, 2017	**Rohret**	**2017 Appointments to SECB/SECB Committees**

RECOMMENDATION

It is recommended that the following Commissioners be appointed to the Statewide Emergency Communications Board (SECB) and SECB Committees:

SECB
Primary: Commissioner Mike Gamache
Alternate: Council Member Andrew Johnson

SECB Finance
Primary: Commissioner Blake Huffman
Alternate: TBD
Alternate (2): Jill Rohret

SECB Legislative
Primary: Commissioner Thomas Egan
Alternate: Commissioner Karla Bigham
Alternate (2): Jill Rohret

SECB Steering
Primary: TBD
Alternate: Commissioner Tom Wolf
Alternate (2): Troy Tretter

SECB NG911
Primary: Christine McPherson (Minneapolis)
Alternate: Susan Bowler (Carver Co.)

SECB OTC
Primary: John Gundersen (Hennepin Co.)
Alternate: Nate Timm (Washington Co.)

SECB Interoperability
Primary: Jake Thompson (Anoka Co.)
Alternate: Chris Kummer (MSP Airport)

SECB Interoperable Data
Primary: Jake Thompson (Anoka Co.)
Alternate: Rod Olson (Minneapolis)

SECB IPAWS
Primary: Scott Haas (Scott Co.)
Alternate: Scott Williams (Ramsey Co.)

BACKGROUND

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the Statewide Emergency Communications Board, and has maintained seats on all SECB Committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January.

The SECB governs the ARMER system, Next Generation 911 (NG911), and interoperable data (FirstNet).

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2016. Most of the appointees who served in 2016 were willing to serve again and thus are included in the recommendation. The exception the alternate to the SECB Finance Committee, which was Commissioner Randy Johnson. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting. The intent in asking the 2016 representatives was to have suggestions as a starting point for discussion.

The SECB Finance and Legislative Committees meet via conference call; the Steering Committee and the SECB itself meet in person, with conference call options.

The meeting days are as follows:

SECB Finance:	second Thursday at 9:00 a.m.
SECB Legislative:	first Thursday at 10:00 a.m.
SECB Steering:	second Wednesday at 1:00 p.m.; in-person meeting at North Memorial Ambulance, 4501 68th Avenue North, Brooklyn Center
SECB:	fourth Thursday at 12:30 p.m.; in-person meeting at MnDOT, 1900 West County Road I, Arden Hills

FINANCIAL IMPACT

None to the MESB.

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

MOTION:

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8B1.**
January 11, 2017	**Eggimann**	**Approval of Designated Regional PSAP for Text-to-9-1-1**

RECOMMENDATION

The 9-1-1 TOC recommends the Board approve Hennepin Co. Sheriff's Office PSAP as the designated regional PSAP to receive SMS text-to-9-1-1 messages on behalf of metro area PSAPs that are unable to receive their own text messages at the time the service is implemented statewide.

BACKGROUND

In 2013, the MESB adopted a resolution to implement SMS text-to-9-1-1messaging region-wide, rather than on a PSAP by PSAP basis. This was done to prevent the general public from being confused about where the service would work and where it would not work within the metro area. In 2015, the SECB adopted a similar resolution to implement the service statewide. Text-to-911 service is included in the new 9-1-1 Service Provider contract that was signed in December and is currently being prepared to be implemented.

ISSUES & CONCERNS

It is not technically feasible to implement the service statewide with the capability being available on day one at all of the PSAPs in the state. Many of the PSAPs across the state require a significant upgrade or replacement of their 9-1-1 answering application in order to accept and process text messages. The State 9-1-1 Program has developed an implementation plan that relies on having one PSAP in each of the regions across the state agree to accept text messages on behalf of all the other PSAPs within that region which are not capable of processing text messages at the time of the statewide implementation. The use of designated regional PSAPs will allow for the service to be implemented uniformly statewide.

The 9-1-1 TOC has discussed text implementation at length. At the October 9-1-1 TOC meeting, the committee approved a motion designating the Hennepin Co. Sheriff's Office PSAP to serve as the designated regional PSAP to accept text messages on behalf of the other metro region PSAPs that are not able to receive and process their own text messages at the time of the statewide implementation.

It should be noted that if other metro PSAPs are ready and the service can be tested at those PSAPs, without detrimentally affecting the deployment of the designated regional PSAPs in Greater Minnesota, they may be able to process text messages for their PSAP when the feature goes live. It is likely, due to the unique nature of both PSAPs, that the Metropolitan Airports Commission PSAP and the University of Minnesota PSAP will be able to take their texts at the start of the service.

FINANCIAL IMPACT

None to the MESB. It should be noted that the MESB has included funds in the 2017 budget for printing brochures and other materials regarding text-to-9-1-1. These funds will be expended in 2017.

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

MOTION:

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8C1.**
January 11, 2017	**Tretter**	**Approval of Amendments to Metro Mobility's Participation Plan**

RECOMMENDATION

The Radio TOC recommends Board approval of the amendment to Metro Mobility's participation plan, which moves the agency's MCC7100 consoles connection from the Metropolitan Council's enterprise network to two (2) leased T1s.

BACKGROUND

Per ARMER standards, equipment or applications which touch or interface with the ARMER system must be approved by the MESB and the Statewide Emergency Communications Board (SECB).

ISSUES & CONCERNS

Metro Mobility currently has 12 dispatch MCC7100 consoles connected to ARMER via the Metropolitan Council's enterprise network. To improve reliability, Metro Mobility is requesting a direct connection with ARMER via two leased T1s. The use of the Metropolitan Council's enterprise network and the related network translation equipment has proved somewhat problematic in terms of system reliability. There have been times that the consoles have lost connection, forcing dispatchers to revert to the use of portables to dispatch.

Metro Mobility does not anticipate any adverse effect as a result of the connection change. The changes will likely not materially reduce or increase its airtime use. It is assumed that the elimination of the Council's enterprise network, network translation equipment, and proxy server will contribute to improved reliability for Metro Mobility and will enhance overall system security.

The request requires MESB approval, prior to going through the Statewide Emergency Communications Board, Operations & Technical Committee (SECB OTC) and full Statewide Emergency Communications Board (SECB) process.

FINANCIAL IMPACT

None to the MESB.

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

MOTION:

Mr. Troy Tretter
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Mr. Tretter,

Please consider this letter a request by Metro Mobility for a change in its participation plan.

Background
Metro Mobility is required under Minnesota Statute 174.30 Operating Standards, Special Transportation Services (STS) Regulation 8840.5925 to equip all vehicles for two-way voice communications. Metro Mobility currently is using approximately 364 radio IDs with 6 talk groups active. This number includes consoles, back-ups, and handhelds in addition to mobile radios.

Change Request
Metro Mobility would like to move all dispatch MCC7100 consoles currently equipping its providers to direct connection with ARMER via two leased T1s. Doing this would eliminate the need to use the Metropolitan Council's enterprise network as a primary link in the dispatch system. The use of the Metropolitan Council's enterprise network and the related network translation equipment has proved somewhat problematic in terms of system reliability.

Impact on ARMER
It is not anticipated that using direct connections to the core will adversely affect Metro Mobility's airtime use, nor is it anticipated that this change would materially improve use rates. It is assumed that the elimination of the council's enterprise network, network translation equipment, and proxy server will contribute to improved reliability for Metro Mobility and will probably enhance overall system security.

Thank you

Dana E. Rude
Project Administrator
Metro Mobility, Metropolitan Council

SECTION 1

SYSTEM DESCRIPTION

1.1 OVERVIEW

The ARMER regional 800 MHz Project 25 trunked radio system consists of multiple ASTRO 25 radio subsystems, which are connected to form a single trunked radio network. This system complies with APCO Project 25 Phase I requirements. Overall control of the radio network is accomplished through the use of electronics distributed throughout the network. The master site equipment includes a SmartZone Controller, which is used to process all voice calls in the system. Master Site equipment is currently installed at the Water's Edge site for Zone 1, Golden Valley site for Zone 2, Rochester site for Zone 3, St. Cloud site for Zone 4, Duluth for Zone 5, and Detroit Lakes for Zone 6. Metro Mobility dispatch will be connected to the Water's Edge Master Site (Zone 1). Zone 1 is made up of multiple subnetworks consisting of Simulcast radio systems and ASR sites. The ARMER System is currently at release 7.15.

Motorola Solutions Inc. (Motorola) offers Metro Mobility a network reconfiguration of their existing MCC7500/7100 dispatch console sites that integrates into the ARMER Trunked Radio System as three separate locations: Robert Street (MCC7500's), First Transit East Area (MCC7100's), and Transit Team West Area (MCC7100's). Although the DARTS site was part of the original console design, it is Motorola's understanding the equipment from this site was allocated instead to either the East and/or West locations, and no console equipment resides at the DARTS location. The First Transit East and Transit Team West sites will establish a new non–redundant direct connection to the Water's Edge Master Site, instead of through the Roberts Street location as it is configured today. This will offer improved performance and capacity of the existing MCC7100 dispatch consoles. The proposed integrated MCC7100 dispatch system design is subject to approval by the Statewide Radio Board (SRB) and Statewide Operations & Technical Committee (OTC). The required resource allocation at the Master Site needs to be coordinated between Metro Mobility and MNDOT prior to equipment programming and optimization.

1.2 SYSTEM DESIGN

The MCC 7100 network reconfiguration design for Metro Mobility consists of two GGM8000 Gateway and Switch, one for each MCC 7100 dispatch console site that provides a non–redundant ARMER 800MHz Trunked System interface to the Water's Edge Master Site.

Detailed information on each of the MCC 7500 interfaces is provided below.

1.2.1 Trunked System Interface

Motorola has included services and the necessary networking equipment to interface the First Transit East Area and Transit Team West Area MCC7100 console sites into the ARMER 800 MHz Trunked System. The console site design for Metro Mobility includes single non–redundant site router and network switch. One T1 is required from each console site to the ARMER network. This design requires Metro Mobility to provide two T1's between the dispatch locations (First Transit East Area and Transit Team West Area) and the Master Site WAN Switch. Metro Mobility is responsible for working with MNDOT to make sure the T1's are identified through the shared Microwave network if required to interface to the Water's Edge Master Site. All talk group traffic will be delivered to the console site via the T1 interface.

1.2.2 Spares

No spare equipment has been included in this proposal.

1.2.3 Power and Heat Requirements

Table 1–1 shows typical power consumption figures for new Site Network Equipment based on using 120VAC power source. Table 1–2 shows typical thermal figures for new Site Network Equipment.

Table 1–1: Dispatch Console Power Consumptions

Device	Power Input (Maximum)	Power Input (Typical)
Site Network Equipment	280 Watts	240 Watts

Table 1–2: Dispatch Console Thermal Outputs

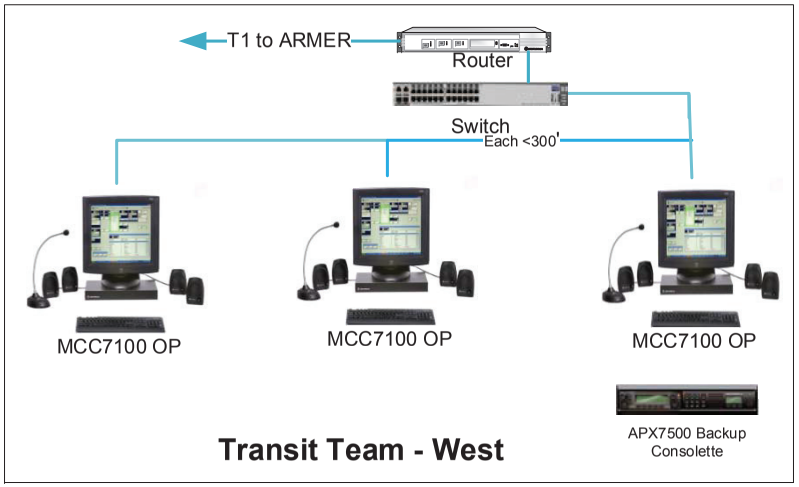
Device	Thermal Output (Maximum) Each	Thermal Output (Typical) Each
Site Network Equipment	953 BTU/Hr	816 BTU/Hr

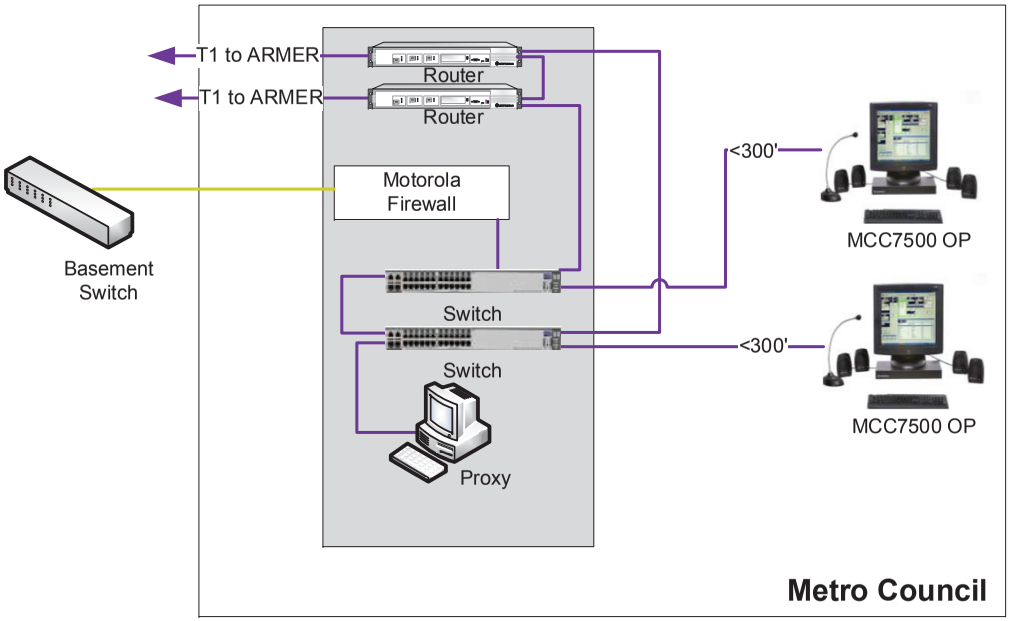
1.3 SUMMARY

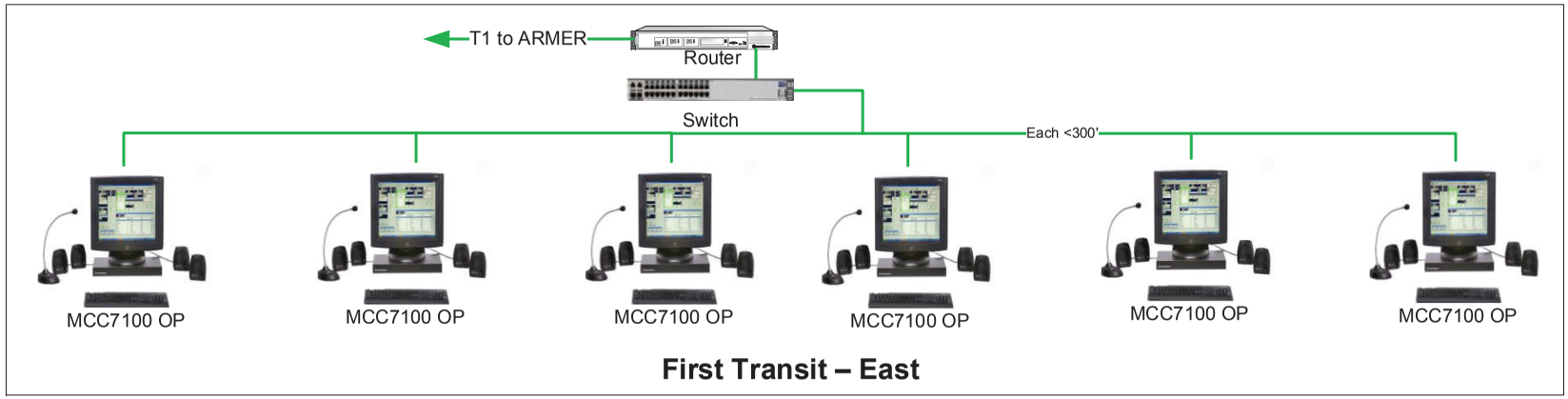
Motorola's MCC 7500 Dispatch Console offers Metro Mobility an updated design along with flexibility to allow their dispatchers the ability to do their job in the most efficient way possible. Each dispatch position can be configured to reflect the exact needs of those dispatchers, while being able to be changed and modified when needed.

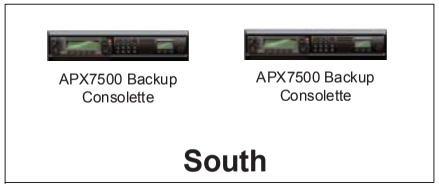
1.4 METRO MOBILITY BLOCK DIAGRAM

Please see the following page.









MOTOROLA SOLUTIONS

Metro Mobility Dispatch
Network Re-Configuration

ENGINEER: BRE KRECH/DAN NOHR

DATE: 08-05-2015

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8C2.**
January 11, 2017	**Tretter**	**Approval of Additional Metro Interoperability Talkgroups (ME TACs) and Amendments to Associated Metro Standards**

RECOMMENDATION

The Radio TOC recommends allowing ME TAC 1-4 to be utilized by all users and the addition of four (4) additional metro interoperability talkgroups (ME TACs), two of which will be non-encrypted resources available to all users (ME TAC9 & ME TAC10), and two encrypted resources, to be used only by Law Enforcement (ME TAC11E & ME TAC12E).

BACKGROUND

When the ARMER system was first started in the metro region, there were lengthy discussions regarding the naming and usage of the regional tactical interoperability talkgroups, then called ATACs and PTACs. ATACs were for all users and PTACs were only for public safety use. In 2013, through the change management process outlined in MESB Standard 1.5.2 – Revisions and Changes, the talkgroups were renamed to ME TACs, but the restriction of public safety only on PTACs carried over to the current ME TAC1 through ME TAC4 resources.

Per MESB standard, the change management process was repeated in 2016, with a solicitation period for proposals being open from February through May, 2016. Regional change management solicitations were received from Hennepin County for regional encrypted talkgroups and from Washington County for additional non-encrypted talkgroups, removal of the restrictions on ME TAC 1-4 and the creation of a regional hailing resource.

The Hennepin County request was driven by the four highly utilized state law enforcement-only encrypted talkgroups, LTACE's. Intra-metropolitan region interoperability use makes up the highest percentage the use of these statewide resources. The metro region current does not have any encrypted resources. The non-encrypted regional ME TACs are also in high demand, particularly in summer months which have a large number of preplanned events requiring the use of these talkgroups. Finding available ME TAC talkgroups poses a challenge for both emergent situations and preplanned events. The metro is the only region where regional interoperability TAC talkgroups are restricted by public safety/non-public safety.

The reason a regional hailing talkgroup was requested was for field units to hail any PSAP in the region, which is in place in all non-metro regions. The metro region uses a PSAP to PSAP hailing talkgroup (METCOM) which is not allowed in field units. To date, regional PSAP hailing field units in the metro region has been handled by the State Patrol on their hailing resource, MSP CALL.

ISSUES & CONCERNS

The Radio TOC formed a workgroup to solicit feedback from metro region users and stakeholders. The findings, particularly those from the 9-1-1 TOC, provided great insight into the need for an update to the regional interoperability talkgroups. The position of the 9-1-1 TOC was that the restriction of public safety-only on ME TAC 1 - 4 only makes it a challenge for dispatchers to find an open talkgroup for emergent events. In regards to a regional hailing channel, the 9-1-1 TOC's position is that the current process of using METCOM for PSAP hailing works well and that adding an additional talkgroups for hailing field users would require dispatchers to actively monitor the resource, causing additional strain to an already saturated dispatcher and dispatch console. The 9-1-1 TOC stated that if a regional field user hailing resource were implemented, they would like to have a

resource which currently requires monitoring to be removed; metro dispatchers cannot actively monitor another resource. The 9-1-1 TOC said that adding ME TAC encrypted resources was a move in the right direction.

The metro CRTF performed the operational evaluations, including table top scenarios, communication plan creation and review of conformity with the region's Tactical Interoperability Communications Plan (TICP), as required by standard. The CRTF found that additional ME TACs are needed and that removing user restrictions on the non-encrypted resources makes sense.

These reports were shared with the Radio TOC, which accepted the findings and recommended the approval of two additional non-encrypted talkgroups (ME TAC9 & ME TAC10) and two encrypted, Law Enforcement-only channels (ME TAC11E & ME TAC12E). The Radio TOC also recommends removing the usage restrictions on ME TAC 1-4, allowing use by to all users. The Radio TOC found there was not a need for a regional hailing resource.

The Radio TOC determined an implementation schedule to coincide with the state's change management process, roughly 24 months, ending December 31, 2018. It is highly recommended that agencies which may be involved in Super Bowl 52, have their radios re-programmed by the end of 2017. It is recognized that Minneapolis will be an exception as they will not be replacing their subscriber fleet, which has limited space for resources, until 2020.

The Radio TOC also reviewed the workgroup's recommendations for amendments to affected metro standards and recommended approval of them. Those standards are:

- 3.10.0 - Recommended Interoperability Channels & Talkgroups for U.S. Government Radios
- 3.14.0 – Use of Metro ARMER ME TACs
- 3.20.0 – Use of Metro Regional 800 MHz Common Talk Groups – METPHs
- 3.31.0 - ARMER System StatusBoard Application Talkgroup or Channel Minimum Requirements
- 3.34.0 - Metropolitan Region Cache Radio Standard Programming
- Appendix 2 – Definitions & Acronyms: Page 6, updates to ME TACs in the table

FINANCIAL IMPACT

There is some financial impact to the MESB. In addition to staff time managing the change management process, the MESB will need to send out information and training materials to user agencies on the changes. The MESB will use its training contractors to create the training materials; this is an estimated cost of $2,500.00, which fits into the 2017 budget.

Additionally, there is a cost to all metro user agencies on the ARMER system as consoles and end user radios will have to be reprogrammed. Additionally, users will have to receive training from their agencies on how to use these talkgroups, using MESB-supplied materials. Though the cost is large, it is mitigated by the fact that these changes will occur at the same time as the statewide changes, thus reprogramming and retraining will occur only once.

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

MOTION:

Existing Channels		
Talkgroup	**Usage**	**Notes**
ME TAC-1	Public Safety	
ME TAC-2	Public Safety	
ME TAC-3	Public Safety	
ME TAC-4	Public Safety	
ME TAC-5	All Users Metro	
ME TAC-6	All Users Metro	
ME TAC-7	All Users Metro	
ME TAC-8	All Users Metro	

2017 Proposed Change		
Talkgroup	**Usage**	**Notes**
ME TAC-1	All Users Metro	
ME TAC-2	All Users Metro	
ME TAC-3	All Users Metro	
ME TAC-4	All Users Metro	
ME TAC-5	All Users Metro	
ME TAC-6	All Users Metro	
ME TAC-7	All Users Metro	
ME TAC-8	All Users Metro	
ME TAC-9	*All Users Metro*	
ME TAC-10	*All Users Metro*	
ME TAC-11E	*L.E. Only Metro*	*Encrypted*
ME TAC-12E	*L.E. Only Metro*	*Encrypted*

Shaded area indicates changes to be approved on January 11, 2017.

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

Document Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.10.0**	Date: 3/26/08
Procedure Title:	**Recommended Interoperability Channels & Talkgroups for U.S. Government Radios**	
Date Established:	**3/5/08**	MESB Approval - Signature:
Replaces Document Dated:	1/27/16,	Date: 4/16/08
Date Revised:	12/21/16	

Deleted: 4/8/13

Deleted: 1/27/16

1. Purpose or Objective

To establish policy for recommended interoperability channels and talk groups for U.S. Government radios.

2. Technical Background:

- **Capabilities**

These channels and talk groups can be programmed into user VHF, UHF and 800 MHz ARMER radios, incident command posts and emergency operations centers. These nationwide, statewide and region-wide channels and talk groups can meet a wide range of interoperability needs and can function as the primary communications component in local, regional, statewide and national plans.

- **Constraints**

The availability of and the use of these channels and talk groups must be easily understood by radio user personnel who are primarily concerned with their mission and not with the operation of radios under stressful conditions. Because U.S. Government agencies may need to work with any local agency in any part of the state, it is highly recommended that when agencies purchase 800 MHz ARMER system radios, they obtain radios that have displays, are capable of DES-OFB encryption, and allow a minimum of 10 zones.

3. Operational Context:

These channels and talk groups can be used to facilitate communications among agencies and service branches that typically do not communicate with each other on a regular day to day basis and to support effective command and management of major incidents under the NIMS protocols.

4. Recommended Protocol/ Standard:

It is recommended that U.S. Government agencies program selected nationwide, statewide and region-wide interoperability channels into their day to day VHF and UHF radios that can be patched to the ARMER trunked system. It is also recommended that U.S. Government agencies each acquire a small quantity of 800 MHz P25 trunked radios for use on the ARMER trunked system and direct interoperability with state and local users. A list of recommended shared interoperability resources is attached to this Standard. Specific programming information will be provided to the federal agency's technical personnel upon request.

5. Recommended Procedure:

Best Practices Encouraged

All agencies are encouraged to follow practices outlined by the U.S. Department of Homeland Security SAFECOM Program. Key elements of SAFECOM include:

- Regional and statewide interoperability SOPs for incident response should be developed and should be molded to conform to the elements of the National Incident Management System.
- Users should be provided with regular comprehensive training on the interoperability SOPs.
- Interoperability SOPs should be tested through realistic exercises to address potential problems.
- The interoperability systems and SOPs should be used every day for managing routine as well as emergency incidents requiring interoperability. In this optimal solution, users are familiar with the operation of the system and routinely work in concert with one another.
- Trained Communications Unit Leaders should be developed to assist with incident pre-plans and to provide on-scene incident support by managing communications and apply available technical solutions at larger or unexpected interoperability incidents.

6. Management

The MESB's Radio Technical Operations Committee and the Interoperability Subcommittee will periodically review and update the recommended resource listing attached to this document.

VHF CHANNELS

HIGHLY RECOMMENDED	ELIGIBILITY
FEDCOM-MP	ALL FEDERAL DEPARTMENTS
FEDCOM-SP	ALL FEDERAL DEPARTMENTS
VCALL10	ALL FEDERAL DEPARTMENTS
VTAC14R	ALL FEDERAL DEPARTMENTS
LE-2	LAW ENFORCEMENT ONLY
IR-2	ALL FEDERAL DEPARTMENTS
VLAW31	LAW ENFORCEMENT ONLY
VTAC11	ALL FEDERAL DEPARTMENTS
OPTIONAL	ELIGIBILITY
VTAC12	ALL FEDERAL DEPARTMENTS
VTAC13	ALL FEDERAL DEPARTMENTS
VTAC14	ALL FEDERAL DEPARTMENTS
MNCOMM	ALL FFEDERAL DEPARTMENTS
VFIRE23	FIRE SUPPRESSION ONLY
VMED28	MEDICAL ONLY
HTAC-3	PUBLIC SAFETY ONLY

UHF CHANNELS

HIGHLY RECOMMENDED	ELIGIBILITY
UTAC41	ALL FEDERAL DEPARTMENTS
LE-12	LAW ENFORCEMENT ONLY
IR-12	ALL FEDERAL DEPARTMENTS
OPTIONAL	ELIGIBILITY
UCALL40	ALL FEDERAL DEPARTMENTS
UCALL40D	ALL FEDERAL DEPARTMENTS
UTAC41D	ALL FEDERAL DEPARTMENTS
UTAC42	ALL FEDERAL DEPARTMENTS
UTAC42D	ALL FEDERAL DEPARTMENTS
UTAC43	ALL FEDERAL DEPARTMENTS
UTAC43D	ALL FEDERAL DEPARTMENTS

700 MHz CONVENTIONAL CHANNELS

HIGHLY RECOMMENDED	ELIGIBILITY
7SOA1	ALL USERS
7SOA2	ALL USERS
7SOA3	ALL USERS
7SOA4	ALL USERS
7SOA5	ALL USERS
7SOA6	ALL USERS
7SOA7	ALL USERS
7SOA8	ALL USERS
7SOA9	ALL USERS
7SOA10	ALL USERS
7SOA11	ALL USERS
7SOA12	ALL USERS

ARMER 800MHz CONVENTIONAL CHANNELS AND TALKGROUPS

CONVENTIONAL	ELIGIBILITY
8CALL90	ALL USERS
8CALL90D	ALL USERS
8TAC91	ALL USERS
8TAC91D	ALL USERS
8TAC92	ALL USERS
8TAC92D	ALL USERS
8TAC93	ALL USERS
8TAC93D	ALL USERS
8TAC94	ALL USERS
8TAC94D	ALL USERS
8SOA1	ALL USERS
8SOA2	ALL USERS
8SOA3	ALL USERS
8SOA4	ALL USERS
FSOA-1	FIRE/EMS ONLY
FSOA-2	FIRE/EMS ONLY
STATEWIDE TALKGROUPS	ELIGIBILITY

Deleted: PSOA-1 [8SOA3]

LTAC1	LAW ENFORCEMENT ONLY
LTAC2	LAW ENFORCEMENT ONLY
LTAC3	LAW ENFORCEMENT ONLY
LTAC4	LAW ENFORCEMENT ONLY
STAC1	ALL USERS
STAC2	ALL USERS
STAC3	ALL USERS
STAC4	ALL USERS
STAC5	ALL USERS
STAC6	ALL USERS
STAC7	ALL USERS
STAC8	ALL USERS
STAC9	ALL USERS
STAC10	ALL USERS
STAC11	ALL USERS
STAC12	ALL USERS
STAC13E	ENCRYPTED ALL USERS
STAC14E	ENCRYPTED ALL USERS
BCATAC7	LAW ENFORCEMENT ONLY
LTAC5E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC6E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC7E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC8E	ENCRYPTED LAW ENFORCEMENT ONLY
SIU1E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU2E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU3E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU4E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SEMTAC	All USERS
MDH-EM1	PUBLIC HEALTH – REQUIRES PERMISSION
MDH-EM2	PUBLIC HEALTH – REQUIRES PERMISSION
METRO REGION TALKGROUPS	ELGIBILITY
ME TAC1	ALL USERS
ME TAC2	ALL USERS
ME TAC3	ALL USERS
ME TAC4	ALL USERS
ME TAC5	ALL USERS
ME TAC6	ALL USERS
ME TAC7	ALL USERS

Deleted: PUBLIC SAFETY ONLY

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ME TAC8	ALL USERS
ME TAC9	ALL USERS
ME TAC10	ALL USERS
ME TAC11E	ENCRYPTED LAW ENFORCEMENT ONLY*
ME TAC12E	ENCRYPTED LAW ENFORCEMENT ONLY*
*Agencies not included in the MESB JPA, requires written permission from the MESB for the ME TACE talk groups	
METPH1	PUBLIC HEALTH & PUBLIC SAFETY ONLY
METPH2	PUBLIC HEALTH & PUBLIC SAFETY ONLY
METPH3	PUBLIC HEALTH & PUBLIC SAFETY ONLY
METPH4	PUBLIC HEALTH & PUBLIC SAFETY ONLY
ME RVR HAIL	PUBLIC SAFETY ONLY
ME RVR OPS	PUBLIC SAFETY ONLY
METEM	ALL USERS
CENTRAL REGION TALKGROUPS	ELIGIBILITY
CM CALL	ALL USERS – REQUIRES PERMISSION
CM 2	ALL USERS – REQUIRES PERMISSION
CM 3	ALL USERS – REQUIRES PERMISSION
CM 4	ALL USERS – REQUIRES PERMISSION
CM 5	ALL USERS – REQUIRES PERMISSION
CM 6	ALL USERS – REQUIRES PERMISSION
CM 7	ALL USERS – REQUIRES PERMISSION
CM 8	ALL USERS – REQUIRES PERMISSION
CM 9	ALL USERS – REQUIRES PERMISSION
CM 10	ALL USERS – REQUIRES PERMISSION
CM 11	ALL USERS – REQUIRES PERMISSION
CM 12	ALL USERS – REQUIRES PERMISSION
NORTHEAST REGION TALKGROUPS	ELGIBILITY
NE CALL	ALL USERS – REQUIRES PERMISSION
NE 2	ALL USERS – REQUIRES PERMISSION
NE 3	ALL USERS – REQUIRES PERMISSION
NE 4	ALL USERS – REQUIRES PERMISSION
NE 5	ALL USERS – REQUIRES PERMISSION
NE 6	ALL USERS – REQUIRES PERMISSION
NE 7	ALL USERS – REQUIRES PERMISSION
NE 8	ALL USERS – REQUIRES PERMISSION

NE 9	ALL USERS – REQUIRES PERMISSION
NE 10	ALL USERS – REQUIRES PERMISSION
NE 11	ALL USERS – REQUIRES PERMISSION
NE 12	ALL USERS – REQUIRES PERMISSION
NORTHWEST REGION TALKGROUPS	ELGIBILITY
NW CALL	ALL USERS – REQUIRES PERMISSION
NW 2	ALL USERS – REQUIRES PERMISSION
NW 3	ALL USERS – REQUIRES PERMISSION
NW 4	ALL USERS – REQUIRES PERMISSION
NW 5	ALL USERS – REQUIRES PERMISSION
NW 6	ALL USERS – REQUIRES PERMISSION
NW 7	ALL USERS – REQUIRES PERMISSION
NW 8	ALL USERS – REQUIRES PERMISSION
NW 9	ALL USERS – REQUIRES PERMISSION
NW 10	ALL USERS – REQUIRES PERMISSION
NW 11	ALL USERS – REQUIRES PERMISSION
NW 12	ALL USERS – REQUIRES PERMISSION
SOUTH CENTRAL REGION TALKGROUPS	ELIGIBILITY
SR CALL	ALL USERS – REQUIRES PERMISSION
SR 2	ALL USERS – REQUIRES PERMISSION
SR 3	ALL USERS – REQUIRES PERMISSION
SR 4	ALL USERS – REQUIRES PERMISSION
SR 5	ALL USERS – REQUIRES PERMISSION
SR 6	ALL USERS – REQUIRES PERMISSION
SR 7	ALL USERS – REQUIRES PERMISSION
SR 8	ALL USERS – REQUIRES PERMISSION
SR 9	ALL USERS – REQUIRES PERMISSION
SR 10	ALL USERS – REQUIRES PERMISSION
SR 11	ALL USERS – REQUIRES PERMISSION
SR 12	ALL USERS – REQUIRES PERMISSION
SOUTHEAST REGION TALKGROUPS	ELIGIBIITY
SE CALL	ALL USERS – REQUIRES PERMISSION
SE 2	ALL USERS – REQUIRES PERMISSION
SE 3	ALL USERS – REQUIRES PERMISSION
SE 4	ALL USERS – REQUIRES PERMISSION
SE 5	ALL USERS – REQUIRES PERMISSION
SE 6	ALL USERS – REQUIRES PERMISSION
SE 7	ALL USERS – REQUIRES PERMISSION
SE 8	ALL USERS – REQUIRES PERMISSION

SE 9	ALL USERS – REQUIRES PERMISSION
SE 10	ALL USERS – REQUIRES PERMISSION
SE 11	ALL USERS – REQUIRES PERMISSION
SE 12	ALL USERS – REQUIRES PERMISSION
SE 13	ALL USERS – REQUIRES PERMISSION
SE 14E	ENCRYPT. ALL USERS – REQUIRES PERMISSION
SE 15E	ENCRYPT. ALL USERS – REQUIRES PERMISSION
SOUTHWEST REGION TALKGROUPS	ELIGIBILITY
SW CALL 1	ALL USERS – REQUIRES PERMISSION
SW TAC2	ALL USERS – REQUIRES PERMISSION
SW TAC3	ALL USERS – REQUIRES PERMISSION
SW TAC4	ALL USERS – REQUIRES PERMISSION
SW TAC5	ALL USERS – REQUIRES PERMISSION
SW TAC6	ALL USERS – REQUIRES PERMISSION
SW TAC7	ALL USERS – REQUIRES PERMISSION
SW TAC8	ALL USERS – REQUIRES PERMISSION
SW TAC9	ALL USERS – REQUIRES PERMISSION
SW TAC10	ALL USERS – REQUIRES PERMISSION
SW TAC11	ALL USERS – REQUIRES PERMISSION
SW TAC12	ALL USERS – REQUIRES PERMISSION
SW TAC13	ALL USERS – REQUIRES PERMISSION

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

Document Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.14.0**	Date: 5/24/01
Procedure Title:	**Use of Metro ARMER ME TACs**	
Date Established:	**1/6/2001**	MESB Approval - Signature:
Replaces Document Dated:	11/18/2015	
Date Revised:	12/21/16	06/01/01

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1. Purpose or Objective

To establish policy & procedures for use of the metro region ARMER ME TAC 1-10 & METAC 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.

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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.

ME TAC's 1-10 shall not be encrypted

ME TAC's 11E & 12E are always encrypted

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 TAC1-10 are available for use by all users.

ME TAC11E-12E are available for Law Enforcement Only

Agencies not included in the MESB JPA, requires written permission from the MESB for the ME TACE talk groups

4. Recommended Protocol/ Standard:

ME TAC 1-10 TALK GROUPS

TG Requirements	**For Whom?**
Highly Recommended	All public safety and public service mobiles, portables, PSAPs
Recommended	All public safety and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	None

Cross Patch Standard	**YES / NO**	**To TalkGroups**
Soft Patch	Optional	As Needed
Hard Patch	No	

In order to meet the communications needs for an event, the ME TAC1-10 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 talkgroups, although this would not be preferred as a method of resolving communications needs.

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ME TAC11E-12E TALK GROUPS

TG Requirements	For Whom?
Highly Recommended	All Law Enforcement mobiles, portables, PSAP's primarily supporting Law Enforcement
Recommended	All Law Enforcement mobiles, portables, PSAP's primarily supporting Law Enforcement
Optional	None
Not Allowed	Non-Law Enforcement Users

Cross Patch Standard	YES / NO	To TalkGroups
Soft Patch	Optional	As Needed*
Hard Patch	No	

ME TAC11E & 12E talk groups may only be patched to another encrypted talk group, ADP, DES, or AES encryption.

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

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.

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.

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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 talkgroups, although this would not be preferred as a method of resolving communications needs.

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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.¶

The usage of ME TAC 1-10 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. . .10 in that order.

The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC 10, 9, 8, 7, . .1 in that order. ***ME TAC1 will not be reserved for planned events.***

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.

The Metropolitan Emergency Services Board will be responsible for the ME TACE encryption key.

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

Document/ Section:	**3 -Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.20.0**	Date: 2/27/08
Procedure Title:	**Use of Metro Regional 800 MHz Common Talk Groups – METPHs**	
Date Established:	**8/2/07**	MESB Approval - Signature:
Replaces Document Dated:	8/2/07	
Date Revised:	12/21/16	Date: 04/16/08

1. Purpose and Objective:
To establish operational policy for use of the Metro Region Public Health 800 MHz common talk groups (METPH). These talk groups are shared resources that allow interoperability between local, regional and state public health authorities during a public health incident, exercise or drill.

2. Technical Background:

- **Capabilities**

It is possible to have access to one or more common talk groups in radios used by agencies that share use of the regional 800 MHz radio system. These common talk groups can be used for a wide range of intercommunication when there is a need to coordinate activities of different public health agencies.

- **Constraints**

The availability of and the use of the common talk groups should be easily understood by radio user personnel who are primarily concerned with their mission and not with the operation of complex radios.

3. Operational Context:
Public health authorities may need to collaborate across their normal jurisdictions during crises such as arrival of an infectious disease. An example may be the need to suddenly establish polio clinics within several counties, to be operated by the county and city health agencies but coordinated by the state health department. The METPHs should be used to conduct business for such an incident, as well as to exercise for incidents.

4. Recommended Protocol/ Standard:
Talk Group requirements:
METPH TALK GROUPS

TG Requirements	For Whom?
Highly Recommended	State, county and local public health personnel who are ARMER users
Optional	Public Safety ARMER users
Not Allowed	None

Cross Patch Standard	YES / NO	To Talkgroups
Soft Patch	**No**	
Hard Patch	**No**	

METPHs are intended for use by public health agencies using the ARMER (800 MHz) trunked radio system. Additional METPHs may be added as needed.

None of the METPH talk groups shall be part of any multi-group.

To facilitate uniform field access to the shared statewide incident response talkgroups it is STRONGLY ENCOURAGED that all public health user radios be programmed to include the following standardized "Public Health Zone"

	Public Health
1	Loc Choice
2	METPH1
3	METPH2
4	METPH3
5	METPH4
6	DRO1
7	DRO2
8	DRO3
9	DRO4
10	LOC CH/Blank
11	LOC CH/Blank
12	LOC CH/Blank
13	LOC CH/Blank
14	LOC CH/Blank
15	LOC CH/Blank
16	MSP CALL

Loc Choice = LOCAL CHOICE - TYPICALLY USER'S DISPATCH MAIN

5. Recommended Procedure:

Deleted: Incident Command Zone" or "ICS Zone", or have an exception report on file with the Statewide Radio Board.

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When a METPH resource is needed, public health agencies may coordinate use of the METPH directly with other agencies using land line or other conventional methods prior to deployment or during an event. Once in use, it is up to each public health agency to monitor the METPH talk groups.

6. Management:

Users of radios containing METPH talk groups shall receive initial and continuing training on the use of this procedure.

Responsibility for monitoring compliance and talkgroup permissions for METPH1, METPH2, METPH3 and METPH4 shall be a function of the Metro Local Public Health Association (MLPHA).

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

Document/ Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.31.0**	Date: 9/25/13
Procedure Title:	**ARMER System StatusBoard Application Talkgroup or Channel Minimum Requirements**	
Date Established:	9/25/13	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:	12/21/16	Date: 11/13/13

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1. Purpose and Objective:
To establish a guideline for the minimum talkgroups or channels that shall be required on all ARMER System radio consoles Status Board applications in the Metro Region. This standard does not relate to console resource requirements.

2. Technical Background:

- **Capabilities –**
  The Status Board Application, maintained Department of Public Safety Emergency Communication Networks (ECN), is a statewide web-based dispatch tool accessible through the public internet and is intended to help facilitate and advise what interoperable talkgroup or channel may be in use for an urgent, emergent or preplanned event.
- **Constraints –**
  This standard will give guidance to all metro region agency dispatch centers as to what talkgroups or channels should be on their Status Board Application, and will serve to minimize usage conflicts when multiple incidents may be occurring simultaneously.

  Status Board is accessed via the public internet. If a user has no internet access, then he or she cannot access Status Board.

  Status Board is provided on a "best effort" basis without a Service-Level Agreement or any guarantee of service. However, as of this writing, DPS' web infrastructure hosting the application has had 100% uptime since launching its new website in 2011.

3. Operational Context:
The Status Board Application is to be used for day to day, urgent or emergency situations. It is a tool to advise all dispatch centers what interoperable talkgroups or channels may be in use (real time) at any given time.

Metro Region interoperability resources will be maintained in Status Board by the regional Status Board administrator appointed by the Radio TOC. No other person shall make any changes in the Status Board application regarding these resources.

Please refer to State Standard 3.31.0 – Status Board for a discussion on the types of reservations and users in the Status Board application.

4. Recommended Protocol/ Standard:

The following matrix shall serve as guidance and as the minimum requirements of which interoperable talkgroups and channels will be included in any Metro Region agency's dispatch center Status Board Application.

Resource Name	**Public Safety** *LE Dispatch Centers*	**Public Safety** *Fire Dispatch Centers*	**Public Safety** *EMS Dispatch Centers*	**Public Service** *Hwy. Maint. Dispatch Centers*	**Public Service** *Transit Dispatch Centers*	**Public Service** *Other Public Service Dispatch Centers*
Statewide						
STACs (STAC 1-12)	R	R	R	R	R	R
STAC 13E & 14E	R	R	R	N	N	N
LTAC 1-4	R	N	N	N	N	N
LTAC5-12E	R	N	N	N	N	N
SIU 1-4E	R	N	N	N	N	N
VLAW31	R	O	R	N	N	N
VFIRE23	O	R	O	N	N	N
VMED28	O	O	R	N	N	N
MN COMM	R	R	R	N	N	N
VTAC14R	R	R	R	R	R	R
FEDCOM	R	R	R	N	N	N
8TAC91-94	R	R	R	R	R	R
8TAC91-94D	R	R	R	R	R	R
Metro Region						
ME TACs 1-10)	R	R	R	R	R	R
ME TAC11E & 12E	R	N	N	N	N	N

R=Required resource in agency's Status Board
O=Optional resource in agency's Status Board
N=Not Allowed in agency's Status Board

5. Recommended Procedure:

Anytime an interoperable talkgroup or channel is used for a preplanned, urgent, or emergency event the Status Board shall be used to indicate this.

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A brief description of the event and an estimated end time should be in the description field. In times of urgent or emergency use, at minimum, the Status Board shall be marked “Resource in Use”.

The Status Board shall be marked “Resource Available” when the interoperable talkgroup or channel is no longer being used.

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6. Management:

The dispatch center managers for agencies on the metro region ARMER system shall insure that there is a procedure for use of the Status Board in the dispatch center for which they are responsible.

Dispatch center operators shall receive initial and continuing training on the use of the Status Board.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the Radio TOC for resolution.

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

Document/ Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.34.0**	Date: 4/22/09
Procedure Title:	**Metropolitan Region Cache Radio Standard Programming**	
Date Established:	**3/4/09**	MESB Approval - Signature:
Replaces Document Dated:	1/27/16	
Date Revised:	12/21/16	Date: 6/3/09

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1. Purpose and Objective:
To establish policy & procedures for the programming and use of metro region ARMER system cache radios to promote consistency of use and to minimize usage conflicts when an interoperability talk group is needed for an event.

The cache radios are to be a metro-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis or may have a shortage of radios for a large scale or mutual aid incident. These radios are typically reserved for use for intercommunication when coordination of activities between personnel of different agencies is needed for an incident or event.

2. Technical Background:

- **Capabilities -**
  Shared interoperability talkgroups exist for the purpose of providing communications within and among ARMER system radio users. These talkgroups can be programmed into user radios including cache radios. .

- **Constraints –**
  ARMER system radios have a finite number of programmable talkgroups. In many ARMER radios these talkgroups are organized into zones. Some ARMER radios have fewer zones than others. Recommendations for the standardization of zones of interoperable talkgroups in cache radios are difficult when different types of radios are part of the radio cache.

3. Operational Context:
It is important when radios are deployed to make sure that users are not changing the assigned zone. It is not permissible to have one branch of public safety / public service use a zone not assigned.

For cache radios having fewer than three zones it is recommended that as many as possible of the talkgroups in the zones listed below be programmed into the radios.

All SOAs can be used in the State of Minnesota only.

4. Recommended Protocol/ Standard:

State
Talkgroup requirements:

Requirements	For Whom?
Mandatory	None
Highly Recommended	800MHz cache radios–Branch Specific Incident Command Zones
Optional	National Zone
Not Allowed	N/A

Cross Patch Standard:
Refer to individual talkgroup standards for patching availability.

*Denotes required zone

Statewide Interop*			**Conventional Interop***		
Zone Display Name	Channel Selector	Channel Display Name	Zone Display Name	Channel Selector	Channel Display Name
MN	1	STAC1	8C	1	8CALL90
MN	2	STAC2	8C	2	8TAC91
MN	3	STAC3	8C	3	8TAC92
MN	4	STAC4	8C	4	8TAC93
MN	5	STAC5	8C	5	8TAC94
MN	6	STAC6	8C	6	8CALL90D
MN	7	STAC7	8C	7	8TAC91D
MN	8	STAC8	8C	8	8TAC92D
MN	9	STAC9	8C	9	8TAC93D
MN	10	STAC10	8C	10	8TAC94D
MN	11	STAC11	8C	11	8SOA1
MN	12	STAC12	8C	12	8SOA2
MN	13	STAC13E**	8C	13	8SOA3
MN	14	STAC14E**	8C	14	8SOA4
MN	15		8C	15	FSOA1***
MN	16		8C	16	FSOA2***

**STAC 13E and STAC 14E are required in those radios equipped with Data Encryption Standard (DES).
***FSOA1 and FSOA2 are restricted to Fire and Emergency Medical Service (EMS) radios only.

All cache radios in the metropolitan region are *highly recommended* to have the following zone programmed:

Metro Regional Interop Zone		
Zone Display Name	Channel Selector	Channel Display Name
ME	1	MSP CALL
ME	2	ME TAC1
ME	3	ME TAC2
ME	4	ME TAC3
ME	5	ME TAC4
ME	6	ME TAC5
ME	7	ME TAC6
ME	8	ME TAC7
ME	9	ME TAC8
ME	10	ME TAC9
ME	11	ME TAC10
ME	12	ME TAC11E****
ME	13	ME TAC12E****
ME	14	
ME	15	
ME	16	

****Encrypted, Law Enforcement Radio Cache's Only

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5. Recommended Procedure:

Cache radios capable of three or more zones should be programmed consistent with the talkgroup requirements specified in Section 4. Radios with fewer than three zones should be programmed with as many as possible of the talkgroups listed in Section 4.

Cache radios should be issued with the appropriate service branch zone enabled.

Cache radios should be reported in the TIC Plan.

Fleetmap documentation **must** be included with the radio cache for deployment purposes.

Channels 1 and 16 in the ME Zone can be left to local choice (ex: agency main).

6. Management:

System managers and sub-system managers are responsible for the proper programming and reporting of cache radios as specified above.

Communications Leaders (COMLs) or their designee(s) are responsible for the enabling of the appropriate service branch zone when cache radios are disbursed at a critical incident.

METRO REGION
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Document Section:	**Appendices**	Radio TOC Recommendation:
Sub-Section:	**METRO Appendix 2**	Date: 5/24/01
Procedure Title:	**DEFINITIONS & ACRONYMS**	
Date Established:	**12/17/00**	MESB Approval - Signature:
Replaces Document Dated:	12/16/15	Deleted: 2/25/09
Date Revised:	12/21/16	Date: 1/13/16 Deleted: 12/16/15

1. Purpose or Objective

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

2. Management

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

3. DEFINITIONS (in alphabetical order)

Backbone System	A statewide public safety radio communication system that consists of a shared infrastructure, the elements of which are identified in the STATE PUBLIC SAFTEY RADIO COMMUNICATIONS PLAN.
Common, Pool or "TACtical" talkgroups	Common/ pooled talkgroups (TG) are those that are set-aside for communicating across multiple agencies. Agency radio users in appropriate service areas who need to talk to one another for day to day business or for mutual aid will all put the appropriate common or pool talk group in their radios to be available in time of need. Example: Fire Departments will all have the common Statewide Fire Mutual Aid TG in their radios. "Pool" is distinguished from "common" in that pool implies more than one, such as RTAC 1- 4 is a *pool* of *common* regional tactical TGs for law enforcement.
Control Station (Consolette)	A fixed radio station that may or may not interact with radios, remotes or desktops.

Critical Operations - Agency Critical Operations	Those governmental, quasi-governmental and non-governmental operations by authorized users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact or impair the successful operation of the Agency. • Does not meet the definition of Mission Critical criteria above. • Significantly impacts or impairs the Department / Agencies ability to operate in an effective and efficient manner to provide continuous, accurate and reliable services to its clients. • Significant internal disruption to the agency. • Public convenience. • Significant disruption to ongoing operational budget.
Critical Operations - Mission Critical Operations	Those governmental, quasi-governmental and non-governmental operations carried out by Authorized Users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact and/or impair the successful delivery of a vital service or mission. Operations would include, but are not limited to the categories below: **Public Safety** Those functions of government that exist to protect the physical well-being of the public as a whole from physical danger - continuous delivery of essential public services. **Public Health** Those functions of the government that exist to protect longevity of life and quality of life for the public as a whole - continuous delivery of essential public health services. **Law & Justice** Those functions of government that exist to prevent violations of the laws and rules of society by individuals and groups.

	Transportation Those functions of the government that exist to provide safe, effective and efficient multi-modal movement of the public and commodities including public roads, highways, waterways, railways, airways and public transportation systems. **Environmental Protection** Those functions of the government that exist to protect the environment from changes that are detrimental to the existence and continuance of that environment. **Human Services** Those functions of the government that exist to provide for individuals that are physically, emotionally, financially, academically, intellectually disadvantaged when compared to established social norms. Loss of these services would significantly impair individual's ability to function or operate in society. When such operational impairments have the effect of: • Posing significant risk to health and safety, loss of a vital service provided by an agency. • Causing negative perceptions that have high Public Relations (P/R) impact or Media and Press impact, that would cause significant embarrassment to the agency. • Directly affecting its command, control, dispatch and information systems and their effective and efficient functionality. • Inflicting secondary effects upon a service's critical resources (financial, supply-chain, and response capability). Impeding the delivery or availability of an otherwise functioning vital system or service.
Critical Operations - Non-Critical Operations	All other governmental, quasi-governmental and non-governmental operations, which are reliant upon a functioning two-way, radio communications that do not meet the above mission critical or department critical definitions.
EMS Provider	An EMS Provider is defined as one licensed by the Minnesota Emergency Service Regulatory Board (EMSRB) to provide

(for the purpose of full ARMER eligibility)	services with a designated emergency primary service area (PSA) where they are responsible to response to medical 911 calls for service; or ambulance, also licensed by the EMSRB that provides emergency response.
EMSRB	The Minnesota Emergency Medical Services Regulatory Board (EMSRB) is the state agency responsible for licensing ambulance services, certifying emergency medical personnel, and approving emergency medical services training programs.
Encryption	Digital encoding and decoding of audio (scrambling). If listening on a radio without encryption capabilities, no audio will be heard.
Logging	Audio recording of a radio communication
Mobile Radio	Generally installed in a vehicle, intended to be used while in motion.
Patch	Permanent (hard) Patch: A patch between two or more audio resources on the system, which is fixed and cannot be controlled or edited by the dispatcher. Manual (soft) Patch: A patch between two or more audio resources on the system, which is setup and controlled by the dispatcher. The dispatcher owning the patch can add & delete resources as needed.
Portable Radio	A radio that is completely freestanding and may be hand-carried or worn by the radio user.
Public Safety Agency	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.
Public Service	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.
Regional System	In the context of these standards this term is intended to represent the metropolitan portion of the ARMER system.

Simulcast Cluster	A group of radio frequency (RF) sites that function as a single site in transmit and receive.
Site	A group of individual radio tower stations in a simulcast cluster.
SOAs	Scene of Action Channels • 8SOA & 7SOA – available for All users (ex: 8SOA1 & 7SOA1) • FSOA – available for Fire users only (ex: FSOA1 & FSOA2) • PSOA – available for Public Safety users only, names changed to 8SOA3 & 8SOA4
System Management/ Administrative Positions	▪ System Manager - individual in charge of the radio system of a participating agency ▪ System Administrators – individual who is responsible for the day to day radio system operations of a participating agency ▪ Sub-System Administrators - individual who is responsible for the day to day radio sub-system operations of a participating agency
Variance	An allowed divergence from full adherence of an adopted standard, protocol or procedure
Waiver	A complete release from an adopted standard, protocol or procedure

4. ACRONYMS (in alphabetical order)

ALS	Advanced Life Support
APCO	Associated Public Safety Communications Officials
ARMER	Allied Radio Matrix for Emergency Response
AVL	Automatic Vehicle Locator
BLS	Basic Life Support

CCGW	Conventional Channel Gateway
~~CEB~~	~~Central Electronics Bank~~
CPS	Customer Programming Software
CTCSS	Continuous Tone Coded Squelch System
DIU	Digital Interface Unit
DTMF	Dual Tone Multiple frequency
EMH	Emergency Medical Hospital
EMRS	Emergency Medical Radio Service
EMS	Emergency Medical Services
FCC	Federal Communications Commission
LTACEs	Law Enforcement-only Encrypted Tactical talkgroups (allowed on consoles) Ex: LTAC5E-8E
LTACs	Law Enforcement only Tactical talkgroups (statewide) Ex: LTAC1-4
MACs	Moves, additions and changes
MCI	Multiple Casualty Incident
MDH	MN Department of Health
ME TAC	Metro-wide interoperability talkgroups. Ex: ME TAC1 through ME TAC 10
ME TACE's	Metro-wide encrypted interoperability talkgroups (Law Enforcement-only) Ex: ME TAC11E & ME TAC12E
MESB	Metropolitan Emergency Services Board

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Deleted: (public safety only) & ME TAC5 through ME TAC8 (all users)

METCOM	Metropolitan region PSAP to PSAP talkgroup (not allowed in subscriber units)
METPH 1-4	Metropolitan region public health talkgroups
MHz	Megahertz
MIMS	Major Incident Management System
MINSEF	Minnesota State Emergency Frequency, now called VLAW31
MNFOG	Minnesota Communications Field Operations Guide
MRCC	Medical Resource Control Center
NAEMSD	National Assn. of State EMS Directors
NPSPAC	National Public Safety Planning Advisory Committee
PSAP	Public Safety Answering Point
PTT	Push to talk, i.e., talk button
RF	Radio Frequency
RSS	Radio Service Software
SEMTAC	Statewide Emergency Management Tactical talkgroup
SIUs	Law Enforcement Encrypted Special Investigative Unit Tactical talkgroups (not allowed on consoles) Ex: SIU1E
SOA	Scene of Action – conventional simplex channels that are isolated from the ARMER system
STACs	Statewide (All Users) Tactical talkgroups
TOC	Technical Operations Committee
UHF	Ultra-High Frequency

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VHF	Very High Frequency

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8D.**
January 11, 2017	**Robinson**	**Acceptance of FY16 SHSP Grant**

RECOMMENDATION

Staff recommends the Board accept the FY16 State Homeland Security Program (SHSP) grant for the continuation of regional 3-ECHO training in the amount of $50,000.00.

BACKGROUND

In 2009, the MESB-Metro Region EMS System was awarded federal Metropolitan Medical Response System (MMRS) funds to develop a regional post-blast response plan. Early in the planning process, a larger multi-discipline active shooter response gap was uncovered. The planning team noted similarities to both active shooter and post-blast response strategies and incorporated them in to what now is 3-ECHO Hostile Event training and response plan. Since 2009, the MESB-Metro Region EMS System has been awarded additional funding from various sources to continue 3-ECHO development and training. During the last six (6) years, the MESB-Metro Region EMS System and the 3-ECHO cadre of instructors have successfully trained over 4,000 first responders to use this unique response strategy. The Minnesota Department of Public Safety and HSEM have stated they are committed to continue funding 3-ECHO training and have stated that this program is looked upon by them and other states as a "best practice" response strategy.

ISSUES & CONCERNS

Though this grant is for fiscal year 2016, the grant period is January 1 through December 31, 2017. The grant is administered by Minnesota Homeland Security Emergency Management (HSEM).

The grant provides funding for a minimum two (12) hour 3-ECHO trainings and two (2) 10 hour Train-the-Trainer classes.

FINANCIAL IMPACT

The only impact to the MESB is staff time to administer the grant, file reimbursement requests and progress reports.

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

MOTION:

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8E.**
January 11, 2017	**Rohret**	**Approval of Organizational Changes to MESB Staff**

RECOMMENDATION

The Executive Director recommends the Board approve the organizational changes to MESB staff, namely combining the 9-1-1 Coordinator and GIS Coordinator positions into one position, and making the temporary GIS Technician position a permanent position.

BACKGROUND

For much of the MESB's existence, including when it was solely the Metropolitan 9-1-1 Board, staff included a 9-1-1 Coordinator position which focused on 9-1-1 data, including quality assurance and quality control (QA/QC) of the Master Street Address Guide (MSAG), as well as telephone record compliance with the MSAG, and determining whether carriers met MESB standards requiring the correct location information to be sent with 9-1-1 calls a certain percentage of the time. The 9-1-1 Coordinator worked closely with PSAPs to manage their MSAG changes and communicating those changes with the 9-1-1 database vendor. The 9-1-1 Coordinator also worked with PSAPs to ensure their compliance with the data processes.

In 2004, the Board added a GIS Coordinator position. The original intent of the position was to create E9-1-1 GIS datasets to assist PSAPs in determining the location of wireless callers, establish E9-1-1 dataset error correction and update processes, and to create a PSAP map display functionality standard.

ISSUES & CONCERNS

In 2013, the 9-1-1 Coordinator position became open. The previous Executive Director chose not to fill it immediately due to likely changes to the position due to Next Generation 9-1-1 (NG9-1-1), which would require a focus on GIS data, and its manipulation, in NG9-1-1. It is the current Executive Director's belief that the previous director was waiting to see exactly how changes would be effected before filling the position. To date, the remaining functions of this position have been satisfied by contractors.

At present, the GIS Coordinator position is also open. This requirements of this position have changed since its initial inception and implementation in 2004. This position has been working on NG9-1-1 strategy and communicating with county GIS departments NG9-1-1 requirements for GIS datasets. This work will need to continue throughout the transition to NG9-1-1. Additionally, because 9-1-1 data in NG9-1-1 is GIS data, this position will need to oversee the QA/QC of the data in a NG9-1-1 environment.

Given the changes to 9-1-1 data becoming GIS data, the Executive Director would like to effectively combine the remaining responsibilities of the former 9-1-1 Coordinator and GIS Coordinator positions and create a new 9-1-1 Data Coordinator position.

Since 2008, the MESB has had a temporary GIS Technician on staff; lately, this person has focused most of her time on the NG9-1-1 data synchronization project. At present, however, this person is also responsible for wireless tower 9-1-1 routing requests. Given the previous discussion of the transition of 9-1-1 data to GIS data, there will be continued GIS work for the MESB beyond the aforementioned data synchronization project. The MESB would be best served to make the GIS Technician position a permanent position. It in envisioned that the new permanent position would do much of the technical QA/QC work for the GIS-based 9-1-1 data.

The Executive Director has discussed the proposed changes with Ray Kennedy, the Compensation Administrator at Dakota County Employee Relations; Mr. Kennedy is in concurrence that this is a sound decision based on the forthcoming changes to 9-1-1, and his analysis of the job descriptions of each of the former positions. The Executive Director will continue to work with Mr. Kennedy to develop job descriptions and determine appropriate salary ranges.

Note: though these changes are recommended at this time, it is possible that additional GIS staff may be needed in the future, once NG9-1-1 is fully implemented. At this time, staff can only conjecture what future requirements will be placed upon the MESB.

FINANCIAL IMPACT

The 2017 MESB budget includes salaries for both the 9-1-1 and GIS Coordinators. The 9-1-1 Coordinator was evaluated to be a Grade 108, with a salary range of $56,566.00 - $88,680.00. The GIS Coordinator position held a Grade 109, with a salary range of $63,566.00 - $99,321.00. Mr. Kennedy has stated that the new 9-1-1 Data Coordinator position, which combines the former 9-1-1 Coordinator and GIS Coordinator positions, would likely maintain the same grade as the former GIS Coordinator position, which was included in the 2017 budget.

Depending on how the GIS Technician position is structured, its grade could range from a 106 (salary range $46,150.00 - $72,109.00) to a 108. Because the 2017 budget includes salary and benefits for a grade 108 position, the GIS Technician position will fit well within the budget. Additionally, the 2017 also includes salary and health benefits for the temporary GIS Technician position.

It should be noted that the MESB will continue to rely on contractors to assist with the 9-1-1 data synchronization project throughout 2017; this project is scheduled to be completed in 2017.

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

MOTION:

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **8F.**
January 11, 2017	**Rohret**	**City of Minneapolis Request to Change MESB Meeting Dates**

RECOMMENDATION

Staff has no recommendation at this time, as this decision depends on when other boards and commissions meet. Input is required from MESB Commissioners before a decision can be made. Staff recommends a thorough discussion on the matter.

BACKGROUND

For many years, there were two MESB meetings per month; the Executive Committee met on the first Wednesday of each month and the Board met on the second Wednesday of each month. This schedule changed in the late 2000s to the alternating meetings each month on the second Wednesday we have today.

ISSUES & CONCERNS

The City of Minneapolis' Committee of the Whole meets the second and fourth Wednesdays of each month through June 2017 at 10:00 a.m. After June 2017, the committee meets the first and third Wednesdays at 10:00 a.m. Because of the schedule for the first half of the year, the City of Minneapolis' representative to the MESB cannot attend MESB Executive or Board meetings.

The City's representative to the MESB has requested the MESB consider changing its meeting date or time so that the Minneapolis representative can attend.

From MESB staff perspective, there are several factors to consider. First, MESB staff does not know when other regional boards/commissions meet and whether rescheduling the MESB meetings will interfere with other meetings and/or create conflicts with other MESB member schedules. Additionally, MESB staff is unaware if appointments to the MESB are made in conjunction with when other boards/commissions meet.

Second, moving the MESB meeting time to the afternoon of the second Wednesday of each month would conflict with the Statewide Emergency Communications Board (SECB) Steering Committee meeting, which is a policy committee for the SECB, and would effectively mean the MESB could not participate on that committee.

Third, staff thinks that a consistent meeting date/time is needed throughout the year. Given that the Minneapolis Committee of the Whole changes from meeting mornings of the second and fourth Wednesdays to the first and third Wednesdays mid-year, it means that the MESB could not effectively move its meeting to mornings on the first or third Wednesdays. If the MESB is going to change its meeting date/time, it would need to move to afternoons on either the first or third Wednesdays of the month.

FINANCIAL IMPACT

None to the MESB.

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

MOTION:

Jill Rohret

From: Johnson, Andrew <Andrew.Johnson@minneapolismn.gov>
Sent: Tuesday, December 27, 2016 11:03 AM
To: Martha Ziese; Jill Rohret
Subject: RE: Draft of MESB meeting schedule for 2017

These dates and times have always overlapped with the City Council calendar for Minneapolis, specifically the Committee of the Whole meetings which are on every other Wednesday at 10am.

Is there any way to please shift dates so that they are on the Wednesdays where we do not have Committee of the Whole? You can see the calendar here: http://apps.ci.minneapolis.mn.us/CalendarApp/EX_Monthly.aspx?linkname=Calendars+Home&linkurl=http%3a%2f%2fwww.minneapolismn.gov%2fgovernment%2fcalendars%2findex.htm&datebook=4&calendar=13&date=1%2f10%2f17&view=monthly

That way it would still be on Wednesdays at 10am for folks, but just a week off from what is being proposed.

This will otherwise become an issue when the Minneapolis seat is scheduled to be President of the board. It's also the reason why I only make it to a few meetings a year when I would otherwise attend every meeting.

Thanks and Happy Holidays,

Andrew Johnson
Council Member - Ward 12
Office #: (612) 673-2212
minneapolismn.gov/ward12

From: Martha Ziese [mailto:MZiese@mn-mesb.org]
Sent: Thursday, December 22, 2016 11:21 AM
To: Abby Goldsmith; Alyssa Soderlund; Anderson, Greg ; Johnson, Andrew; Barbara Marschall; Becky Sells ; Beverly W Hammond (Beverly.Hammond@hennepin.us); BJ Battig; Blake Huffman; Chase Burnham; Deb Brazil ; Diane Eichinger; Diane Wabbe; Donna Hughes; Fran Miron; Gayle Degler; George McMahon ; Gordy Chinander; Jake Thompson ; Janice Rettman; Jay.Arneson; JB Guiton; Jeff johnson ; Jeff Nelson; Jill Rykhus; Jim Ische ; Jim McDonough ; Joann Ellis; Judy Larson; Karla Bigham ; Nelson, Kate R.; Kay Simons; Kelli Jackson; Kelly Olson; Kim Burback ; Kristin J Mellstrom; Linda Higgins ; Mara Robinson; Marcia Broman; Margaret vesel; Mark Voerding; Martha Ziese; MaryLiz Holberg; Melinda Miller ; Mike Gamache; Mike Risvold ; Mike Slavik; Nancy Brase; Pete Eggimann; Johnson, Randy; Rhonda Sivarajah; Rick Juth; Olson, Rodney A.; Ron Jansen; Ron Robinson; Sandi Thompson; Scott Williams; Tina Sanz; Tom Egan ; Tom Wolf ; Trent Danielson; Troy Tretter; Ulie Seal
Subject: Draft of MESB meeting schedule for 2017

It will be proposed at our first Full Board 2017 meeting January 11, 2017

Martha Ziese
Senior Administrative Assistant
Metropolitan Emergency Services Board
2099 University Avenue
Saint Paul, MN 55104
651-643-8381