



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 9, 2019, 10:00 a.m.

1. **Call to Order** – 2018 Board Chair, Council Member Andrew Johnson
2. **Approval of Agenda** – Council Member Johnson
3. **Election of 2019 Officers of the Board and 2019 Executive Committee Designation**
– Rohret (**page 5**)
4. **Oath of Office** – Council Member Johnson
5. **Thank You to 2018 Chair** – Commissioner Miron
6. **Letter of Representation/Policy 17** – Rohret (**page 9**)
7. **Consent Agenda** – Rohret (**page 11**)
 - A. Approval: November 14, 2018 Meeting Minutes
 - B. Approval: October 2018 Treasurer's Report
 - C. Approval: November 2018 Treasurer's Report
 - D. Approval 2019 9-1-1 TOC Chair/Vice Chair
 - E. Approval 2019 Radio TOC Chair/Vice Chair
 - F. Approval 2019 MESB Meeting Schedule
 - G. Correspondence
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendments to Anoka County's Participation Plan (**page 35**)
 - B. Approval of Change to Metro Interoperability System (**page 37**)
 - C. Approval of St. Paul Park Refinery Fire Request (**page 41**)
 - D. Approval of City Center ARMER Lease Amendment (**page 45**)
9. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services – No items
10. **EMS Items** – Ron Robinson, EMS Coordinator
 - A. Acceptance of EMSRB Training Grant and Ratification of EMS Chart Documentation Class Contract (**page 49**)
11. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Additional MESB GIS Specialist (**page 61**)
 - B. Approval of New MESB Policy 031 – OPEB (**page 67**)
 - C. Approval of Amendments to MESB Policy 030 – Purchasing (**page 71**)
 - D. Approval of Executive Director Travel Request (**page 75**)
 - E. Approval of Appointments to SECB/SECB Committees (**page 69**)
12. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron
 - B. Statewide Emergency Communications Board (SECB) Reports:
 - 1) Finance – Commissioner Huffman/Rohret



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 9, 2019, 10:00 a.m.

- 2) Legislative – Commissioner Egan/Rohret – Meeting Cancelled
- 3) Steering – Rohret/Fredrick
- 4) Other SECB Committees – Eggimann/Fredrick
- 5) Board – Council Member Johnson/Rohret

- 13. **Old Business** – None
- 14. **New Business** – None
- 15. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 9, 2019, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Julie Braastad
Commissioner Rhonda Sivarajah*

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Tom Egan* (2019 Secretary)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Debbie Goettel* (2019 Treasurer)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson*

Ramsey County

Commissioner Blake Huffman* (2019 Vice Chair)

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Felix Schmiesing*

Washington County

Commissioner Stan Karwoski
Commissioner Fran Miron* (2019 Chair)

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 3. Election of 2019 MESB Officers & Executive Committee Designation
Presenter: Rohret

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: Washington County (Fran Miron)
Vice-Chair: Ramsey County (Blake Huffman)
Secretary: Dakota County (Tom Egan)
Treasurer: Hennepin County (Debbie Goettel)

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 service only one term in 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 2018 were:

Chair: City of Minneapolis (Andrew Johnson)
Vice-Chair: Washington County (Fran Miron)
Secretary: Ramsey County (Blake Huffman)
Treasurer: Dakota County (Tom Egan)

Article II, Section 5 of the Joint Powers Agreement prescribes the following representation by Board officers: *"Section 5: Membership in Executive Officers. 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 2019:

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 3. Election of 2019 MESB Officers & Executive Committee Designation
Presenter: Rohret

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

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MESB Officer Rotation Schedule

	2018	2019	2020	2021	2022
Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Vice-Chair	Washington	Ramsey	Dakota	Hennepin	Isanti
Secretary	Ramsey	Dakota	Hennepin	Isanti	Ramsey
Treasurer	Dakota	Hennepin	Isanti	Ramsey	Carver
	2023	2024	2025	2026	2027
Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Vice-Chair	Ramsey	Carver	Minneapolis	Scott	Ramsey
Secretary	Carver	Minneapolis	Scott	Ramsey	Anoka
Treasurer	Minneapolis	Scott	Ramsey	Anoka	Hennepin
	2028	2029	2030	2031	2032
Chair	Ramsey	Anoka	Hennepin	Chisago	Ramsey
Vice-Chair	Anoka	Hennepin	Chisago	Ramsey	Sherburne
Secretary	Hennepin	Chisago	Ramsey	Sherburne	Minneapolis
Treasurer	Chisago	Ramsey	Sherburne	Minneapolis	Washington
	2033	2034	2035	2036	2037
Chair	Sherburne	Minneapolis	Washington	Ramsey	Dakota
Vice-Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Secretary	Washington	Ramsey	Dakota	Hennepin	Isanti
Treasurer	Ramsey	Dakota	Hennepin	Isanti	Ramsey
	2038	2039	2040	2041	2042
Chair	Hennepin	Isanti	Ramsey	Carver	Minneapolis
Vice-Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Secretary	Ramsey	Carver	Minneapolis	Scott	Ramsey
Treasurer	Carver	Minneapolis	Scott	Ramsey	Anoka

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.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

January 9, 2019
7. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the November 14, 2018 meeting of the Board are attached for review and approval.
- B. **October 2018 Treasurer’s Report** – The Treasurer has reviewed the October 2018 financial statements and has given his approval of the report.
- C. **November 2018 Treasurer’s Report** – The Treasurer has reviewed the November 2018 financial statements and has given his approval of the report.
- D. **2019 9-1-1 TOC Chair/Vice-Chair** – The 9-1-1 TOC recommends approval of Christine McPherson of Minneapolis Emergency Communications Center as 2019 Chair, and Cheryl Pritzlaff of Dakota Communications Center as 2019 Vice-Chair of the 9-1-1 TOC.
- E. **2019 Radio TOC Chair/Vice-Chair** – The Radio TOC recommends approval of Scott Haas of Scott County Sheriff’s Office as 2019 Chair, and Ron Jansen of Dakota County as 2018 Vice-Chair of the Radio TOC.
- F. **2019 MESB Meeting Schedule** – The Executive Committee recommends the Board approve the 2019 MESB meeting schedule.
- G. **Correspondence** – Correspondence includes a letter to the SECB Finance chair indicating the metro region’s support for keeping the Motorola service contract at the SUA2 level, as well as the December ECN newsletter.
- H. **Informational Only** – Draft minutes of the December 12, 2018 MESB Executive Committee meeting.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Minutes November 14, 2018

Commissioners Present:

Greg Anderson, Isanti County
Julie Braastad, Anoka County-**absent**
Gayle Degler, Carver County
Tom Egan, Dakota County
Debbie Goettel, Hennepin County
Mary Liz Holberg, Dakota County
Blake Huffman, Ramsey County-**absent**
Jim Ische, Carver County

Andrew Johnson, City of Minneapolis
Jeff Johnson, Hennepin County
George McMahon, Chisago County
Fran Miron, Washington County
Janice Rettman, Ramsey County-**absent**
Rhonda Sivarajah, Anoka County
Barb Weckman Brekke, Scott County-**absent**
Tom Wolf, Scott County

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

Others Present: Jay Arneson, MESB Board Counsel; and Matthew Bergeron, Larkin Hoffman.

1. Call to Order

The meeting was called to order at 10:01 a.m. by MESB Chair, Council Member Andrew Johnson.

2. Approval of November 14, 2018 Agenda

Motion by Commissioner Degler, seconded by Commissioner Johnson to approve the November 14, 2018 agenda. The motion carried.

3. Approval of Consent Agenda

Motion by Commissioner Egan, seconded by Commissioner Miron to approve the November 14, 2018 Consent Agenda. The motion carried.

4. Radio Items

A. Acceptance of FY2019 SECB Grant

Jill Rohret said that the Statewide Emergency Communications Board (SECB) approved a grant allocation of \$49,382.00 to the MESB as part of the FY2019 SECB Grant. The source of the grant is state funds. The grant will be used in the following ways: \$15,000.00 for a bi-directional amplifier for the Dakota County Northern Service Center; \$500.00 for the annual Communications Response Task Force (CRTF) exercise; \$33,428.00 for vendor technical training; and \$6,900.00 to provide assistance for metro personnel to attend the 2019 Minnesota Public Safety Communications Conference.

Motion by Commissioner Egan, seconded by Commissioner Ische to accept the FY2019 SECB grant. The motion carried.

B. Approval of Amendments to Metro ARMER Standard 3.35.0 – NWS

Rohret said the Metro Standard 3.35.0 establishes policy and procedure use of the ARMER system by the National Weather Service. There are no substantive changes to the standard. It was recommended by the 9-1-1 TOC to format the standard in bulleted format to make it easier for telecommunicators to read. No procedures have changed.

Motion made by Commissioner Miron, seconded by Commissioner Degler to approve amendments to Metro ARMER Standard 3.35.0. The motion carried.

C. Approval of Amendments to Metro ARMER Standard 3.14.0 – METACs

Rohret said Metro Standard 3.14.0 governs the use of metro regional interoperability talkgroups. The standard was last changed in 2016 when additional talkgroups were added. The language is incorrect

METROPOLITAN EMERGENCY SERVICES BOARD

on page four stating only certain disciplines could use certain ME TACs. ME TACs 1-10 can be used by any user needing interoperability resources. The Radio TOC recommends deleting this sentence.

Motion made by Commissioner Goettel, seconded by Commissioner Johnson to approve amendments to Metro ARMER Standard 3.14.0. The motion carried.

D. Approval of 2019 Regional Funding Priorities

Rohret said this item is also a 9-1-1 item since 9-1-1 projects are now eligible for grant funding. Annually at this time, the MESB approves regional funding priorities for grant opportunities in the following year.

The 9-1-1 TOC identified the following items in this priority order:

- A study to determine feasibility of pooled testing for hiring telecommunicators
- Vendor provided resiliency training for telecommunicators
- Creation of a business plan for CAD-to-CAD interoperability
- PSAP back-up equipment cache

The Radio TOC identified the following items in priority order:

- Vendor provided training
- Assistance to attend the 2019 Minnesota Public Safety Communications Conference
- Communications Response Task Force (CRTF) training
- Deployable interoperability equipment

Rohret said the radio items are the same as last year. The State has expressed interest in a statewide CAD-to-CAD interoperability plan, which is why the 9-1-1 TOC gave that project a lower priority.

Motion made by Commissioner Degler, seconded by Commissioner Ische to approve the 2019 regional funding priorities. The motion carried.

5. 9-1-1 Items

A. Approval of Agreement with Minneapolis Related to Shared Call Handling Equipment

Pete Eggimann said the City of Minneapolis requested a new agreement with the MESB in relation to the MESB's role as contract manager for the shared call handling system. The MESB pays shared bills for the system and bills system owners for their proportionate share. Minneapolis requires agreements to pay bills and did not have one relating to the system's fiber lease. He noted that this is an accounting issue for the City; there is no financial impact to the MESB.

Motion made by Commissioner Goettel, seconded by Commissioner Miron to approve the agreement with the City of Minneapolis related to shared call handling equipment. The motion carried.

B. Approval of One Year Contract Extension with CenturyLink and State

Eggimann said the MESB is in a two-year contract with the State of Minnesota and CenturyLink to provide 9-1-1 system services; the contract includes three one-year options for extension. The initial contract terminates on November 16, 2018 and the State and MESB staff would like to exercise one of the one-year extension options at the same terms and conditions as the current contract.

Rohret said that the new document is not available for this meeting, but when it is received it will be reviewed by counsel and sent to the Chair for signature.

Motion made by Commissioner Miron, seconded by Commissioner McMahon to approve a one-year contract extension with CenturyLink and State. The motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

6. EMS Items

A. Acceptance of FY2018 SHSP Grant

Ron Robinson said the \$50,000 grant from State Homeland Security (SHSP) to the MESB will be used to continue to provide regional 3ECHO training. 3ECHO is a training program that brings together all three first responder disciplines when responding to a hostile event, such as an active shooter or post blast, to create rescue task forces to evacuate victims. The state has supported this training since 2009; 4,000-5,000 people have been trained in 3ECHO over the last ten years.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to accept the 2018 SHSP grant. The motion carried.

7. Administrative Items

A. Approval of 2019 Legislative Agenda

Rohret said the 2019 legislative agenda is similar to last year's legislative agenda. The general items that stay on the agenda include keeping the SECB under the Department of Public Safety and maintaining that the 9-1-1 special revenue fund for public safety communications use only.

The new item on the agenda is the bill sponsored by the American Heart Association requiring all PSAPs to provide telephone CPR (TCPR) instruction or transfer calls to a PSAP that does provide TCPR. This is how it is currently done in the metro region, but not necessarily in greater Minnesota. Wisconsin passed a bill last year which allows PSAPs to transfer cardiac calls which require CPR instruction to a PSAP which can provide such instruction. The MESB will work with the AHA to negotiate language for the bill.

Amendments to MS 403 remain on the agenda. These would update the balance of the SECB by adding a seat for tribal governments and update the definition of the metro from seven to ten counties. Additionally, legislation dealing with VoIP telephone providers will be monitored to ensure compliance with 9-1-1 requirements.

EMS legislative items include long-term sustainable funding for EMS, including additional General Revenue Funds and possibly receiving an allocation from distracted driving fines; maintaining the EMS regional grant program under the EMSRB, rather than moving it under the Department of Health; amending EMS rules to repeal 4690.1900; and the preservation of the EMS mission if the opiate tax revenues are passed.

Commissioner Goettel asked if any of these agenda items would be passed this year. Chair Johnson said Mathew Bergeron of Larkin Hoffman could address this during his legislative report.

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve the 2019 MESB legislative agenda. The motion carried.

B. Approval of 2019-2020 Lease with MMCD

Rohret said the new lease with Metro Mosquito Control District (MMCD) increased the MESB's monthly rent by three percent, or \$62.00 per month.

Commissioner Miron noted that MMCD has been talking about some facility upgrades, will these affect the MESB? Rohret said that some upgrades have already been made for security. There are ongoing discussions about further upgrades such as additional security locks. There is a MMCD-MESB armed intruder drill in two weeks.

Motion made by Commissioner Sivarajah, seconded by Commissioner Wolf to approve the 2019-2020 lease with MMCD. The motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

C. Acceptance of GASB 75 Actuarial Study

Rohret said that GASB 75 requires actuarial study to determine the liability for other post-employment benefits. In September, the MESB awarded the RFP to Hildi, Inc. Hildi, Inc. has completed the study and provided its report. The report was also reviewed by the MESB's auditors, who noted that there were no surprises in the results of the study. The liability estimates were slightly higher than anticipated, but that is due to the inclusion of the implicit rate subsidy and other rates. Staff recommend the Board accept the actuarial study.

Commissioner Goettel asked what the higher liability means to the MESB. Rohret said it is an accounting mechanism; it is an estimation of the Board's liability.

Motion made by Commissioner McMahon, seconded by Commissioner Degler to accept Hildi Inc.'s MESB GASB 75 actuarial study. The motion carried.

8. Reports

A. Legislative Report

Matthew Bergeron of Larkin Hoffman gave the legislative report. Some of the individuals that have chaired the House and Senate public safety committees are no longer in the Legislature. The November budget number will give a glimpse of what the dynamics will be this year. The figure will be adjusted in February. The shift in power at the legislature may not have much impact on the MESB. However, the greater number of Democrats this year might provide more spending support.

B. Statewide Emergency Communications Board (SECB) Reports

1. Finance – No report

2. Legislative

Commissioner Egan said Minnesota Statute 403 was discussed at last month's meeting.

3. Steering

Rohret said the Steering Committee met in October. A change to the SECB by-laws attendance requirements was discussed. It was confirmed that appointments to the committee do not need to go through the Secretary of State.

4. Other Committees

Rohret said couple of metro requests were approved by the Operations and Technical Committee and will move to the SECB for approval. Eggimann said the November NG9-1-1 Committee meeting was cancelled, however the focus of the October meeting was the August 9-1-1 service disruption. The topic will remain on the agenda.

5. SECB – No report

9. Old Business – None

Rohret said that a new Radio Services Coordinator has been hired. Tracey Fredrick will start on November 27.

10. New Business – Closed Session

A. Executive Director Annual Performance Review – closed session

Motion made by Commissioner Wolf, seconded by Commissioner Degler to move into closed session. The motion carried.

The meeting was re-opened at 11:10 a.m. Chair Johnson summarized the discussion of the closed session and noted that a motion was made.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Johnson, seconded by Commissioner Egan to rate the Executive Director as exceeds standards, with a 3.5% base salary increase and a 2% lump sum, as well as directing the Executive Director to make a similar one percent base salary increase adjustment on all MESB staff during performance reviews. The motion carried.

Motion made by Commissioner Degler, seconded by Commissioner Johnson to adjourn. The motion carried.

Meeting adjourned at 11:17 a.m.

DRAFT



METROPOLITAN
EMERGENCY SERVICES BOARD

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SUITE 201
SAINT PAUL, MINNESOTA
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FAX 651-603-0101
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board
FROM: Dakota County Commissioner Thomas Egan, MESB Treasurer
RE: Treasurer's Report – October 2018
DATE: November 26, 2018

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 21, 2018.

Sincerely,

Thomas Egan, Commissioner
Dakota County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN
EMERGENCY SERVICES BOARD

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TO: Metropolitan Emergency Services Board
FROM: Dakota County Commissioner Thomas Egan, MESB Treasurer
RE: Treasurer's Report – November 2018
DATE: December 26, 2018

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 21, 2018.

Sincerely,

Thomas Egan, Commissioner
Dakota County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 7D. Approval of 2019 9-1-1 TOC Chair
& Vice-Chair
Presenter: Eggimann

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Christine McPherson of the City of Minneapolis as 2019 9-1-1 TOC Chair and Cheryl Pritzlaff of Dakota County as the 2019 9-1-1 TOC Vice Chair.

BACKGROUND

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

ISSUES & CONCERNS

The 9-1-1 TOC voted to appoint Christine McPherson of Minneapolis as the 2019 Chair and Cheryl Pritzlaff of Dakota County as the Vice Chair for 2019.

9-1-1 TOC Chair: Christine McPherson is the Interim Director of the Minneapolis Emergency Communications Center, and until recently was an alternate to the committee, who regularly attended and participated in the meetings.

9-1-1 TOC Vice-Chair: Cheryl Pritzlaff is the Operations Director for Dakota Communications Center, a position she has held since 2011, and has been an active member of the 9-1-1 TOC since July 2016.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 7E. Approval of 2019 Radio TOC Chair
& Vice-Chair
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Board approve Captain Scott Haas as Radio TOC Chair and Ron Jansen as Radio TOC Vice Chair for 2019.

BACKGROUND

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

ISSUES & CONCERNS

The Radio TOC voted to reappoint Captain Scott Haas as the Chair and Ron Jansen as the Vice-Chair for 2019.

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 since 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 2014-2018. He has served many positions with 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:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 7G. Approval of 2019 MESB Meeting Schedule
Presenter: Rohret

RECOMMENDATION

The Executive Committee recommends the Board approve the 2019 MESB meetings schedule.

BACKGROUND

In the 2000's the Metropolitan 9-1-1 Board and later the Metropolitan Emergency Services Board had meetings twice a month; the Executive Committee met on the first Wednesday of each month, followed by the full Board on the second Wednesday. That schedule changed in the late 2000's, to having the Board meet in odd numbered months and the Executive Committee in even numbered months.

ISSUES & CONCERNS

The Executive Director recommends following the schedule from recent history, with the Board meeting in odd numbered months and the Executive Committee in even numbered months.

FINANCIAL IMPACT

None to the MESB. Board and Executive Committee meetings, following the recommended schedule, are included in the 2019 operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



2019 MESB Meetings

Full Board

January 9

March 13

May 8

July 10

September 11

November 13

Executive Committee

February 13

April 10

June 12

August 14

October 9

December 11

All meetings are 10:00 a.m. – 11:30 a.m.

Full Board meets the second Wednesday of odd months

Executive Committee meets the second Wednesday of even months



**METROPOLITAN
EMERGENCY SERVICES BOARD**

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December 12, 2018

Micah Myers
City of St. Cloud I.T. Department
400 2nd Street South
St. Cloud, MN 56301

Dear Mr. Myers:

MESB staff and metro region system administrators have been attending meetings and providing feedback on Motorola's proposal for a System Upgrade Agreement 2 (SUA2) with service starting January 1, 2021.

The MESB received a request from one system administrator to have the Radio Technical Operations Committee (RTOC) discuss a regional stance on whether the proposal should be pursued as presented. The RTOC met on November 28, 2018 and discussed the proposal, as well as the region's desire to continue to have an SUA in place, maintaining the service level the ARMER system has had in place since 2014. SUAs allow for all ARMER participants to better budget for costs. Reducing the support contract to a System Management Agreement (SMA) or System Support Agreement (SSA), makes budgeting difficult. The SSA agreement only covers software for upgrades. In the past, system administrators were not provided figures for the labor and equipment charges associated with system upgrades in a timely manner to be included in their budgets. This resulted in large unbudgeted expenditures for local entities. The SUA agreement eliminates those unbudgeted expenses. Though the costs of the SUA portion of the agreement has increased, it is less than system owners are paying under the current SUA2+ agreement, thus it is already a budgeted expense. The RTOC determined that a letter of support from the metro region should be sent to the SECB Finance Committee on the matter, once reviewed by the MESB's Executive Committee.

On December 12, 2018 the MESB's Executive Committee met and discussed the proposal. The committee members did express some concerns regarding the proposal, but ultimately voted to support the proposal to meet public safety needs.

Page 2, Letter to Micah Myers
December 12, 2018

The major concern expressed is as follows:

- Detailed information is needed regarding any major hardware changes which will be required of ARMER system owners beyond system release 2019.x. Motorola should provide this information as soon as possible so that system owners can begin their capital budgeting process for the replacement.

Additionally, the MESB Executive Committee urges the Minnesota Departments of Public Safety and Transportation to pursue legislation to ensure the state can fully finance its portion of the proposed SUA2 agreement, to begin on January 1, 2021.

I urge you to share this letter with the Statewide Emergency Communications Board (SECB), the SECB Finance Committee, the SECB Steering Committee, and the Division of Emergency Communication Networks. Metro region system administrators would like to know answers from the SECB perspective. I do plan to attend future meetings of the SECB Finance Committee and the SECB Steering Committee and would be available to answer any questions from the committees.

Please feel free to contact me if you have any questions. I can be reached at (651) 643-8394 or jrohret@mn-mesb.org.

Thank you for your time and consideration.

Sincerely



Jill Rohret
Executive Director

cc: Joe Glaccum, SECB Vice Chair and Steering Committee Chair
Dana Wahlberg, ECN
Jim Stromberg, ECN
Tim Lee, MnDOT
Council Member Andrew Johnson, MESB Chair
Captain Scott Haas, MESB Radio TOC Chair
Tracey Fredrick, MESB

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES DECEMBER 12, 2018

Commissioners Present:

Greg Anderson, Isanti County
Tom Egan, Dakota County
Debbie Goettel, Hennepin County
Blake Huffman, Ramsey County-**absent**
Jim Ische, Carver County

Andrew Johnson, City of Minneapolis
George McMahon, Chisago County
Fran Miron, Washington County
Rhonda Sivarajah, Anoka County
Tom Wolf, Scott County

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

Others Present: Jay Arneson, MESB Board Counsel; Commissioner Felix Schmiesing, Sherburne County; Sheriff Joel Brott, Sherburne County; and Kyle Breffle, Sherburne County.

1. Call to Order

The meeting was called to order at 10:01 a.m. by MESB Chair, Council Member Andrew Johnson.

2. Approval of December 12, 2018 Agenda

Staff requested the addition of one agenda item, 5E, Update on Metro Mobility's ARMER Usage. *Motion by Commissioner Sivarajah, seconded by Commissioner Anderson to approve the December 12, 2018 Executive Committee agenda, as amended. Motion carried.*

3. Introduction of Sherburne County Commissioner Felix Schmiesing and Sherburne County Sheriff Joel Brott

4. Approval of October 10 Executive Committee Minutes

Motion by Commissioner Wolf, seconded by Commissioner Egan to accept the October 10, 2018 Executive Committee minutes. Motion carried.

5. Radio Items

Jill Rohret introduced Tracey Fredrick as the new MESB Radio Services Coordinator.

A. Approval of Amendments to Anoka County's Participation Plan

Rohret said Anoka County is requesting approval to amend its ARMER participation plan to add one new MCC7500 console to its PSAP. The Radio TOC recommends approval.

Motion made by Commissioner Sivarajah, seconded by Commissioner McMahon to approve amendments to Anoka County's ARMER participation plan. Motion carried.

B. Approval of Change to the Metro Interoperability System

Rohret said the metro VHF interoperability system has transmitters and receivers for a few VHF channels at various sites throughout the region. All metro region public safety agencies operate on the ARMER system. The VHF interoperability system has remained to offer interoperability VHF users, such as Wisconsin EMS agencies transporting patients to Twin Cities hospitals.

MnDOT would like to make some configuration changes to the system. One of the locations of the VHF interoperability channels is located in Bayport, at the Xcel King Stack site. The lease for this site is \$71,100 per year and is one of the most expensive leases. The lease is set to expire on June 30, 2019.

METROPOLITAN EMERGENCY SERVICES BOARD

MnDOT and Washington County have reached an agreement with St. Croix County, WI that will allow them to move the ARMER system equipment from King Stack to a new tower St. Croix County is building in Houlton, WI. The tower will be complete in Spring 2019, and ARMER equipment will be moved to it prior to June 30, 2019, which negates the need to renew the King Stack lease. Additionally, Washington County has agreed to take over the interoperability equipment for the VHF channels of VCALL10, VLAW31, and VFIRE23. There is one remaining VHF interoperability frequency, VMED28, which would need to be moved to a new tower site. MnDOT has suggested the tower at its Oakdale facility. The Radio TOC recommends approval of the configuration change to the metro VHF interoperability system, including moving VMED28 to the tower at MnDOT's Oakdale facility.

Commissioner Egan asked if the savings would be \$71,100, or would the new site need to be factored in. Rohret said the Houlton site is a no cost lease.

Commissioner Sivarajah asked about the difference in the coverage foot print for VMED28. Rohret said there would be a slight reduction in the coverage footprint because the tower is not quite as high and a bit further inland. EMS representatives at the Radio TOC stated that the move will create an obstacle for the Wisconsin EMS agencies, as they will learn the new coverage. Additionally, they use cell phones as back-up communication.

Commissioner Miron asked about the expected costs be for the transfer. Rohret said it is possible there would be some cost for MnDOT to move the equipment.

Motion made by Commissioner Miron, seconded by Commissioner McMahon to approve the configuration change to the metro interoperability system. Motion carried.

C. Approval of St. Paul Park Refinery Fire Request

Rohret said St. Paul Park Refinery has a fire department which responds to hazmat and disaster incidents outside of the refinery. They have specialized equipment that is of value to local first responders when experiencing environmental issues.

St. Paul Refinery is a part of two participation plans, the Wakota CAER plan, which is an association of local governments and industries in Washington and Dakota Counties that works on environmental issues. In 2015, Washington County added St. Paul Refinery as a Washington County user, and the Refinery received more radios. Because of ARMER standards, the Refinery Fire Department, as a private entity, does not have its own talkgroup. The Refinery Fire Department is requesting its own talkgroup to be used for coordination when it leaves the refinery grounds for mutual aid requests.

Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve St. Paul Park Refinery Fire talkgroup request. Motion carried

D. Approval of Letter to SECB Regarding the Motorola Service Contract

Rohret said discussions have begun on the 2021-2025 Motorola support contract. She provided some history on the support agreement. She noted that in the early days of the ARMER system, the support agreement was a System Management Agreement (SMA), which provided a dedicated Motorola technician, technical support and software for ARMER system upgrades; the agreement did not cover labor or equipment replacement associated with upgrades. Because of that agreement, agencies faced unbudgeted costs during upgrades.

In 2012, Motorola proposed changing the service contract to a System Upgrade Agreement II (SUA2) for the 2014-2015 contract. The SUA2 proposal included software, labor, and regular minor hardware changes for system upgrades, as well as technical support and a dedicated Motorola technician. The

METROPOLITAN EMERGENCY SERVICES BOARD

SUA2 does not include major system hardware replacement, such as base radio or console equipment.

Facing major system component replacements in 2019 or 2020, Motorola proposed in 2015 a new five-year service agreement for the 2016-2020 contract which covered replacement of major system components via a System Upgrade Agreement II Plus (SUA2+). The majority of base radio stations in the metro region, plus some in the St. Cloud and Olmsted County areas needed to be replaced prior to the 7.19 system upgrade (now called the 2019.x upgrade). The SUA2+ was more expensive, but included a savings for the equipment replacement, which would have cost local governments \$60+ million. In an effort to get all system owners on board, given differences in returns on investment, ECN offered a 50% grant for the equipment related costs.

In early 2018, Motorola provided a proposal for the SUA2 for 2021-2025 at a cost of \$33 million. The price includes a six percent increase from the SUA2 portion of the current agreement. Additionally, Rohret noted that even with the increase, metro system owners will pay less than they are currently paying due to the difference in the level of agreement. Some entities may pay more, but it is either a minor amount, or due to equipment additions for those entities.

ECN is concerned that it will be short about \$1 million dollars for the state's share of the agreement. This issue will be discussed at the SECB Finance Committee meeting tomorrow. The metro radio system managers felt it necessary to show support from this region and requested a letter of support be sent to the SECB. Rohret said she is requesting approval of her draft letter to the SECB Finance Committee which states the MESB's need for more information regarding any major hardware changes which will be required beyond system release 2019.x.

Commissioner McMahon asked what entities should expect for cost increases.

Rohret said that cost would depend on the amount of equipment the agency owns and varies across agencies.

Commissioner Goettel said it is necessary that this committee is kept updated.

Motion made by Commissioner McMahon, seconded by Commissioner Ische to approve letter of support for Motorola SUA. Motion carried.

E. Metro Mobility System Usage Discussion

Rohret provided some history regarding Metro Mobility's use of the ARMER system. The Metropolitan Council provided \$15 million in bonds toward the building of the ARMER backbone in the late 1990s with the intent that Metro Transit would be an ARMER user. In the early 2000s, the Metropolitan Radio Board approved Metro Mobility as a regional system user. Metro Mobility is a heavy user of the system. Rohret pointed out the areas of the metro where their usage is highest.

In 2012 and 2013, many discussions were had with Metro Mobility regarding its heavy usage of the system. It was been determined that the target usage would be 150 hours per month on the City Center site and 75 hours per month on the local subsystems. Metro Mobility does not pay anything for rent, utilities or maintenance, though Metro Transit does. Some system owners visited a couple of Metro Mobility sites in 2012 to see if they could assist in lowering their usage. Rohret said that recently she had learned that while there, some of the system owners were told that cutting off Metro Mobility's usage would be in violation of the American Disabilities Act.

Rohret noted that once the target usage levels were implemented, Metro Mobility had its best usage year in 2014 when it largely met its usage targets. Looking at October 2018 usage data, Metro Mobility's usage is twice as high as it should be.

METROPOLITAN EMERGENCY SERVICES BOARD

Rohret noted that Metro Mobility has made several changes to its operations and has provided some training to users; there was initial improvement but eventually the numbers creep up again. She noted that it appears staff turnover is high at Metro Mobility contract agencies requiring a lot of training. Metro Mobility has plans to tie a scheduling software called Trapeze with a Motorola console in the hopes that it will reduce usage, but this project is taking a long time to come to fruition. The Radio TOC has asked Metro Mobility to deliver a realistic timeline for this solution. Rohret also noted that Metro Mobility's ridership has increased and is projected to continue to increase for some time.

Rohret said a couple of other solutions have been discussed. One possibility would be to restrict Metro Mobility to MnDOT licensed frequencies. A second possible solution would be to add some 700 MHz frequencies to the ARMER system and have Metro Mobility operate on those, since they have minimal interoperability needs.

Commissioner Sivarajah asked about the cost to add 700 MHz channels. Rohret said she was not sure, but there would be a licensing fee. Commissioner Sivarajah asked if we were still seeing the type usage seen in 2012, such as talking about where to go for lunch. Rohret said that it is possible that that type of use is occurring. She noted that it is possible the radio training drivers and dispatchers receive is insufficient due to the high turnover rate. She stated that training materials were provided to Metro Mobility in 2012 or 2013.

Commissioner Sivarajah suggested their usage be tallied up and they be sent a bill. They need to know what this usage costs. They would not need to pay it, but legislators need to be aware of this issue, particularly if Metro Mobility tries to make a violation of ADA case. Other emergency services could be affected because they are not getting a timely response due to Metro Mobility blocking up available ARMER channels.

Commissioner McMahon said that we didn't put a deadline in place to decrease usage in 2012. The 800 MHz was designed for public safety only. Now it is a problem that won't get resolved unless we have a plan and resolution date in place.

Rohret stated that creating a bill could be difficult depending on how it is billed. Should it be a flat rate for x amount of usage and then a charge per minute over? Is it billed like cell phones at the beginning of the month and the previous month's overage? She will ask Ancom how they bill users of its radio system.

Andrew Johnson said it would be helpful to have Metro Mobility leadership address this issue at the March meeting. Sivarajah asked how does the MESB permanently fix this problem so that it doesn't improve and slowly go back to heavy usage?

Rohret will put this on the March agenda and contact Metro Mobility leadership.

6. 9-1-1 Items – None

7. EMS Items

A. Acceptance of 2018 EMSRB VTR Grant

B. Approval of EMS Chart Documentation Class Contract

Rohret noted that the agenda lists two action items, however the two items are so linked there is only one action sheet in the packet. It is up to the committee to determine if it wants to make one or two motions.

Ron Robinson said after the November MESB meeting, he was notified that the EMSRB would provide a \$20,547.37 grant from its Volunteer Training Reimbursement fund. The paperwork for the grant, including a work plan, is due by December 14. The EMS TOC has recommended using the

METROPOLITAN EMERGENCY SERVICES BOARD

funds for a Certified Ambulance Documentation Specialist course, provided by the National Academy of Ambulance Coding, as well as for metro region 3ECHO classes. The EMSRB must approve the work plans for the grants. The funds must be used by June 30, 2019. The documentation course accommodates approximately 100 students over two eight-hour classes. The National Academy of Ambulance Coding is only available to provide the course on February 19 and 20, 2019.

Rohret stated the class contract requires a \$5,000.00 down payment to hold the dates. Because of the tight timeline to sign this contract, Rohret requests the Executive Committee to grant the Chair authority to execute the class contract and authorization for the down payment. The Board will need to ratify the action at the January Board meeting, per MESB bylaws.

Motion made by Commissioner Goettel, seconded by Commissioner McMahon to accept EMSRB Training Grant and authorize the Chair to execute the contract for the Certified Chart Documentation Specialist classes. Motion carried.

8. Administrative Items

A. Approval of Additional MESB GIS Specialist

Rohret stated she was seeking approval to create an additional MESB GIS Specialist position. Wireless 9-1-1 sector provisioning has exploded in volume and the current GIS Specialist spends 90% of her time on wireless issues. The addition of Sherburne will add to that workload and the data synchronization project still needs to be completed. The part-time contractor is not able to address all the data synchronization and 9-1-1 issues.

Rohret noted that the position is not included in the 2019 budget, however in 2008 the MESB was awarded a \$450,000 allocation from the MESB investments funds for a pilot project; later the Board authorized using those funds for the data synchronization project. In 2016, Rohret asked the board for an additional \$50,000 in hopes of completing the project. Between the two allocations there is \$128,000 remaining; Rohret is requesting to use those funds to pay for the new GIS Specialist position in 2019 and then to gradually increase the budget over the course of five years to incorporate the salary into the MESB's operational budget. Kelli Jackson provided some examples to explain any financial impact. Two assumptions were made on the figures: first, the example assumes no other increases in assessments, and second, that the GIS Specialist's salary would remain the same over five years. Both assumptions are faulty but were made for example purposes. Adding the salary over the course of five years results in a one percent increase in assessments per year.

Motion made by Commissioner McMahon, seconded by Commissioner Goettel to approve the additional MESB GIS Specialist position. Motion carried.

B. Approval of New MESB Policy 031 – OPEB

Rohret recommends the Committee recommend approval of new MESB Policy 031-OPEB, to provide a common understanding of the MESB's OPEB program for those who may need to administer it in the future. The recent actuarial study revealed information regarding the program that was previously unknown by Rohret and Jackson. A written policy should create a common understanding of the benefit program.

Motion made by Commissioner Ische, seconded by Commissioner Egan to approve new MESB Policy 031. Motion carried.

C. Approval of Amendments to MESB Policy 030 – Purchasing

Rohret said that MESB Policy 030 was amended to reflect recent changes in the micro-purchase amount. She noted that the amendments only reference the micro-purchase threshold rather than a

METROPOLITAN EMERGENCY SERVICES BOARD

specific dollar figure; this will help to eliminate the need to amend the policy in the future. The threshold was increased in 2017 from \$3,500 to \$10,000.

Motion made by Commissioner Wolf, seconded by Commissioner McMahon to approve amendments to MESB Policy 030. Motion carried.

D. Approval of Executive Director Travel Request

Rohret said she is seeking approval to attend two conferences. The first travel request is for the 2019 Motorola Trunked Users Group (MTUG) Chapter President's Meeting in Austin, TX. The meeting will be April 14-16, 2019.

The second request is to attend the 2019 NENA Conference in Orlando, FL. The conference will be June 16-20, 2019.

Motion made by Commissioner Sivarajah, seconded by Commissioner Wolf to approve Executive Director travel requests. Motion carried.

E. Proposed 2019 MESB Meeting Dates

Rohret stated that the proposed 2019 MESB meeting dates were included in the packet and follow the same schedule set for recent years.

9. Old Business – None

10. New Business – None

11. Adjournment

Meeting adjourned at 10:53 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 8A. Approval of Anoka Co. Console Add
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the amendment to the Anoka County ARMER participation plan, which will allow Anoka County to add one new MCC7500 console.

BACKGROUND

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

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

ISSUES & CONCERNS

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

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Participation Plan Amendment

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

Respectfully,

Jake Thompson



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 8B. Approval of Change to Interop. System
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the configuration change to the metro interoperability system.

BACKGROUND

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

ISSUES & CONCERNS

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

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

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

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

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 8B. Approval of Change to Interop. System
Presenter: Fredrick

FINANCIAL IMPACT

None to the MESB, but the site change will save \$71,100.00 in ARMER system expenses annually.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Memo

Office of Statewide Radio Communications
1500 W County Road B2
Roseville, MN 55113

Office Tel:(651) 234-7963
Fax:(651) 234-7960

November 19, 2018

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

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

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

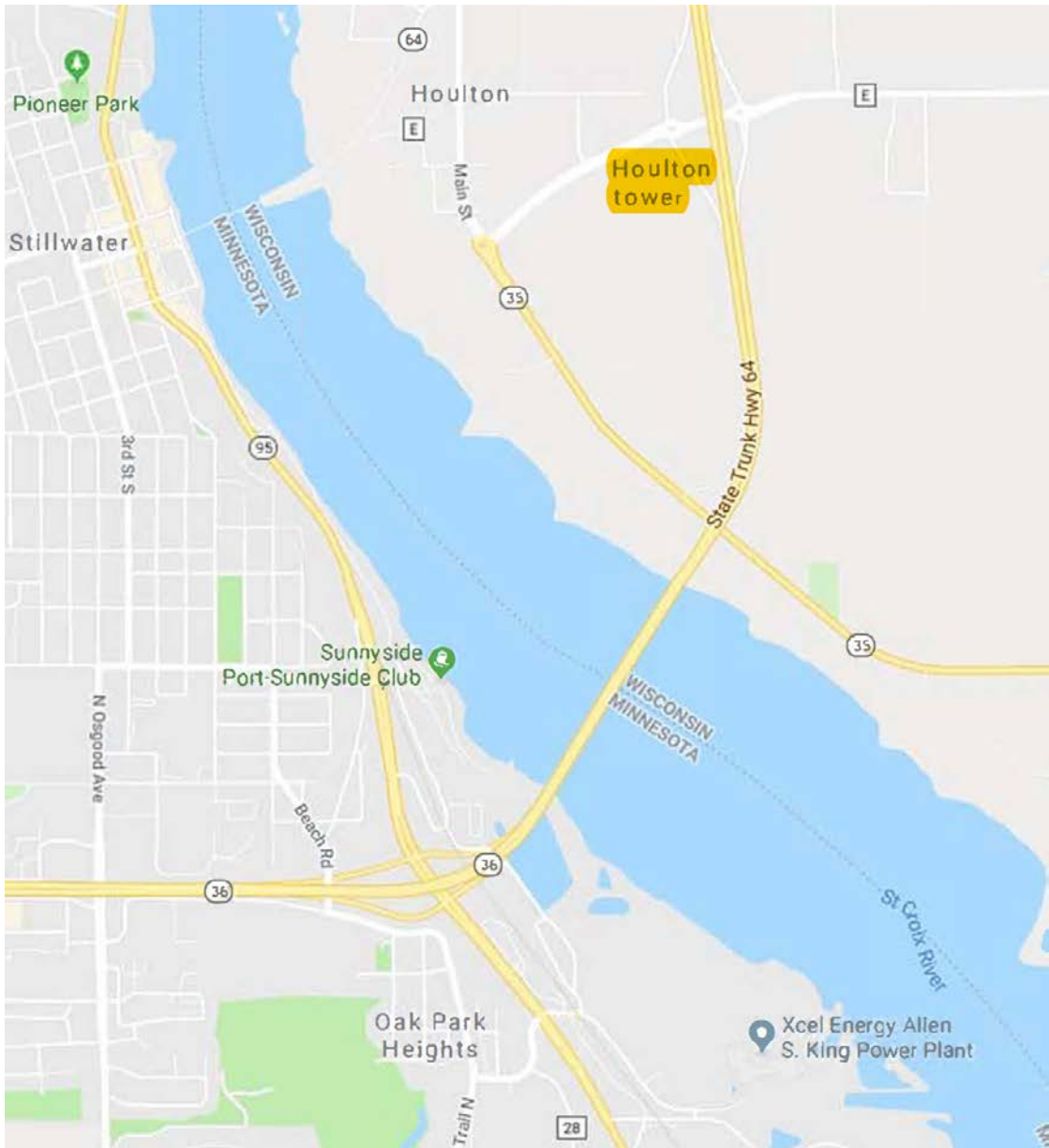
MnDOT and Washington County are working on plans to move from the King Stack to a tower in Houlton, WI, see below for approximate location on new site. This move is expected to be complete before June of 2019 which coincides with the expiration of the Regional lease at King Stack.

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

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

The plan is to transfer the VLAW31 base to Washington County and this base will be relocated under the Washington County lease to the 600 foot level. This station will be relicensed to contain multiple VHF interop channels and tied to a CCGW connected back to the ARMER network through Washington County microwave.

One of the other stations, VMED28 will be relocated to the MnDOT tower in Oakdale. Another option possible is to keep VMED28 at King Stack and relocate it to the 600 foot level. This option would require that a lease be identified to accommodate the VMED28 station and an agency is found to take the responsibility for ongoing maintenance of the VMED28 station.





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 8C. Approval of St. Paul Park Refinery Request
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the request for a talkgroup from St. Paul Park Refinery Fire Department, via Washington County.

BACKGROUND

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

ISSUES & CONCERNS

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

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

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

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Dan Starry
Sheriff

Brian R. Mueller
Chief Deputy

November 19, 2018

Chair Scott Haas
Technical and Operations Committee
Metro Emergency Service Board

Chair Haas,

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

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

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

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

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

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

I am not aware of any other private fire departments that have an internal talkgroup, although the CAER radios do have an assigned talkgroup for that organization.

Chief Saito does not wish to use the CAER talkgroup for refinery coordination in order to avoid potential conflicts; both his fire staff and that organization could be deployed to the same event.

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

Respectfully Submitted,

Nate Timm
Radio System Manager
Washington County Sheriff's Office



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 8D. Approval of City Center ARMER Lease Amendment
Presenter: Fredrick

RECOMMENDATION

Staff recommends the Board approve and authorize the execution of the lease amendment with City Center 33 South Property, LLC for the City Center ARMER site.

BACKGROUND

The Metropolitan Radio Board entered into a lease agreement with City Center 33 South Property, LLC for an ARMER tower site at the City Center building in Minneapolis in May 1999. The term of the lease was ten years at \$9,333.33 per month. The original agreement included the right for one option to renew the lease for an additional ten years. The MESB executed that renewal option in April 2009. Rent was increased at this time to \$9,800.00 per month for the first five years of the agreement, and \$10,780.00 per month for the second five years of the agreement. The lease renewal ends on April 30, 2019.

ISSUES & CONCERNS

MESB staff worked with Ryan Companies, which acquired City Center 33 South Property, LLC, and MnDOT on the terms of the lease amendment. The proposed amendment for an additional ten years will include two rent increases, of ten percent each. The first will be on May 1, 2019, and the second will be on May 1, 2024.

At this time, MESB and MnDOT staff do not believe it to be cost effective to find an alternative site in downtown Minneapolis for the lease, as moving the site would change site coverage and incur additional costs to move and reinstall the equipment.

MESB counsel reviewed the lease agreement and offered changes, to which City Center 33 South Property, LLC agreed; those changes are included in the attached lease agreement.

FINANCIAL IMPACT

Rent for the first five years of the renewal, May 1, 2019-April 30, 2024, will be \$11,858.00 per month. This is an increase of \$1,078.00 per month over the previous lease agreement. Rent for the second five years of the renewal, will be \$13,043.80. This is an increase of \$1,185.80 per month over the first five years of the renewal.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

SECOND AMENDMENT TO LEASE

THIS SECOND AMENDMENT TO LEASE (this "**Amendment**") is made as of the ___ day of _____, 2019, by and between **CITY CENTER 33 SOUTH PROPERTY, LLC**, a Delaware limited liability company ("**Lessor**") and **METROPOLITAN EMERGENCY SERVICES BOARD**, a political subdivision of the State of Minnesota ("**Lessee**").

WITNESSETH:

A. Lessor (as successor in interest by mesne assignments to City Center Associates Limited Partnership) and Lessee (as successor in interest to Metropolitan Radio Board) are parties to that certain Lease dated May 11, 1999 (the "**Original Lease**", and as previously amended by instrument dated April 17, 2009, the "**Lease**"), with respect to a portion of the roof for microwave dishes and antennas and a portion of the penthouse, 15th floor, and 51st floor (collectively defined in the Original Lease and herein as the "**Leased Premises**"), within the building located at 33 South Sixth Street, Minneapolis, Minnesota (the "**Building**"). The Lease permits Lessee's use of the Leased Premises for the provision of a public safety radio communication system, all as more particularly described in the Original Lease.

B. The parties desire to further extend the Term of the Lease upon the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby amend the Lease as follows:

1. **Recitals; Definitions.** The foregoing recitals are incorporated herein as if fully restated herein. All defined terms used herein shall have the same meanings ascribed to them in the Lease unless otherwise defined herein.

2. **Extension of Term of the Lease.** The Term of the Lease is hereby further extended for a period of one hundred twenty (120) months (the "**Second Extended Term**"), commencing on May 1, 2019, and expiring on April 30, 2029. Except as hereinafter provided, all of the provisions of the Lease shall be applicable during the Second Extended Term.

3. **Rent.** During the Second Extended Term Lessee shall pay monthly installments of rent as follows:

Period	Monthly Amount
5/1/19 – 4/30/24	\$11,858.00
5/1/24 – 4/30/29	\$13,043.80

Such monthly amounts shall be payable during the Second Extended Term at the same times and in the same manner as the same were payable under the terms of the Lease; provided, however that the address for such payment is as set forth in Section 4 below.

4. **Lessor's Address for Notices.** Section 26 of the Original Lease is amended to provide that Lessor's address for Notices is:

City Center 33 South Property, LLC
c/o Ryan Companies US, Inc.
533 South Third Street, Suite 100
Minneapolis, Minnesota 55415

5. **Acknowledgement.** Lessee hereby acknowledges and agrees that Lessee is accepting the Leased Premises and Building in their "as is" condition as of the commencement of the Second Extended Term, that Lessor shall not be obligated to make any improvements to the Leased Premises or the Building, nor shall Lessee be entitled to any construction, buildout, or other allowance with respect thereto, because of the extension of the Term of the Lease. Lessee hereby further acknowledges and agrees that Lessee now has no rights of refusal, offer, expansion, renewal, or extension with respect to the Lease, the Leased Premises, or any other space in the Building pursuant to any term or condition of the Lease or any Exhibit thereto, and that any provision in the Lease that might be interpreted to establish any of the same is hereby deleted.

6. **Miscellaneous.** Lessee represents that Lessee has not dealt with any broker in connection with this Amendment and agrees to indemnify, defend and hold Lessor harmless from all damages, liability and expense (including reasonable attorneys' fees) arising from any claims or demands of any brokers or finders for any commission alleged to be due such brokers or finders in connection with their participation in the negotiation with Lessee of this Amendment. Submission of this instrument for examination or negotiation shall not bind Lessor, and no obligation on the part of Lessor shall arise until this instrument is signed and delivered by both Lessor and Lessee. Except as expressly modified or amended by this Amendment, all of the terms and provisions of the Lease shall remain unchanged and in full force and effect. Lessor's obligations and liability with respect to this Amendment and the Lease shall be limited solely to Lessor's interest in the Building, as such interest is constituted from time to time, and neither Lessor nor any partner or member of Lessor, or any officer, director, shareholder, or partner or member of any partner or member of Lessor, shall have any individual or personal liability whatsoever with respect to this Amendment or the Lease.

THIS AMENDMENT is executed by the undersigned as of the date first above written.

LESSOR:
CITY CENTER 33 SOUTH PROPERTY,
LLC, a Delaware limited liability company

By: _____
Name: _____
Title: _____

LESSEE:
METROPOLITAN EMERGENCY
SERVICES BOARD, a political subdivision
of the State of Minnesota

By: _____
Name: _____
Title: _____

Approved as to Form:

MESB Counsel



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 7A. Acceptance of 2018 EMSRB VTR Grant
& Ratification of EMS Chart Documentation Class Contract
Presenter: Robinson

RECOMMENDATION

The Executive Committee recommends acceptance of the 2018 Emergency Medical Services Regulatory Board (EMSRB) Volunteer Training Reimbursement (VTR) Grant and, per the MESB bylaws, ratification of the EMS Chart Documentation class contract.

BACKGROUND

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

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

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

ISSUES & CONCERNS

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

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

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

MESB Bylaws, Article III, Section 1 Executive Committee states: "The Executive Committee shall have the authority to authorize the Chair to sign any contracts which require approval prior to the holding of a Board meeting; provided that said approval is subject to ratification by the Board, and provided that the full membership of the Board is notified prior to any meeting at which the Executive Committee authorizes the Chair to sign a contract."

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 7A. Acceptance of 2018 EMSRB VTR Grant
& Ratification of EMS Chart Documentation Class Contract
Presenter: Robinson

FINANCIAL IMPACT

None to the MESB budget. The Executive Committee approved authorization for the Chair to execute the training contract and approved staff paying the \$5,000 deposit required by the contract. The Board must ratify the Executive Committee's action, per MESB bylaws.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

November 8, 2018

Via Electronic Mail Only

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

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

Dear Ron:

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

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

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

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

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

Sincerely,



Tony Spector
Executive Director

ADS/st

Enclosure: FY 2018 Limited Purpose Grant Work Plan

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.

FY 2018 Volunteer Training Reimbursement Limited Purpose Grant

Work Plan

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

Project Description:

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

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

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Enter any additional narrative here:.

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

Project Goal 2: To support a metro 3ECHO class in 2019.					
Objective	Strategies	Expected Outcomes	Person(s) Responsible	Timeframe	Budget
Support a metro regional 3ECHO class, DHS-FEMA approved MN-005-RESP, tentatively scheduled April 5-6, 2019	The emphasis on regional multi-disciplinary 3ECHO training has been a priority in the metro EMS regional plan for the past 10 years.	Provide support for an upcoming 3ECHO classes that will have 60-80 metro EMS and other public safety students.	MESB EMS Coordinator	April 5-6, 2019	Up to \$5547.37

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Enter any additional narrative here:

Project Goal 2:

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

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



November 28, 2018

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

Re: Agreement for On-Site CADS Program

Dear Ron:

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

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

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

Sincerely,

Jason J. Leet, CAC, CACO, CAPO, CADS
Program Coordinator
NAAC, Inc.

ON-SITE CADS COURSE AGREEMENT

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

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

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

Responsibilities of NAAC:

1. NAAC will, utilizing qualified instructor(s), present two complete On-Site CADS Courses on **February 19-20, 2019**. This date may be rescheduled upon mutual written agreement of the parties. Such written agreement to reschedule the Course date may be done via electronic mail.
2. NAAC shall be responsible to make all travel arrangements for Course staff.
3. NAAC will provide Host with an agenda and schedule in advance of the Course.
4. NAAC will provide Course materials for all students registered for the Course. NAAC may provide these materials in hard copy and/or electronic format.
5. At the conclusion of the Course, NAAC will administer a final examination to the students. NAAC will provide students who pass the final examination with a certificate, card and patch evidencing their CADS certification.
6. NAAC reserves the right to display, market and sell NAAC promotional products, such as apparel and other items, at the Course.
7. Upon request, NAAC will furnish Host with approved Course logos for use in promotional materials. Any materials promoting Event must include the logos provided to Host by NAAC. NAAC reserves the right to review and approve, prior to distribution or usage, all promotional materials prepared by or on behalf of Host. Host shall not use any NAAC brand elements in a manner that is offensive, inappropriate or, in the sole discretion of NAAC, injurious or contrary to the good reputation of NAAC. Host shall immediately discontinue all use of all NAAC brand elements following completion of the Course.
8. After acceptance of this Agreement by NAAC, NAAC will provide to Host a registration link for use by Host to enter the required information for each Course participant, as set forth below.

Responsibilities of Host:

1. Host agrees to pay NAAC an instructional fee of \$13,500 for the Course, not including the expenses described below, which will be billed at cost. A deposit of \$5,000 is payable at the time of signing this Agreement to book the Course. The remaining \$8,500, plus the expenses listed below, will be billed following Course completion.
2. In addition to the instructional fee set forth above, Host is responsible to pay the following travel expenses, which will be billed at cost, for no more than two (2) NAAC representatives: airfare (coach class), rental car (economy class), lodging, meals and parking.
3. Host will provide classroom facilities and adequate space for registration suitable for the Training that include a number of restrooms adequate for the total class size, a computer projector, screen, lavalier microphone and all other facilities and equipment necessary for conducting the Course. The classroom space should allow for no more than two (2) students per six (6) feet of table space or five (5) students per sixteen (16) feet of table space. Host must share all classroom and equipment arrangements with NAAC at least two (2) weeks prior to Course to ensure all necessary arrangements have been made. Host shall ensure that the facility owner carries adequate premises liability insurance.
4. Host will be responsible for arranging for and paying the costs for meals, snacks, and all food and drink items that Host elects to make available to students during the Course. If Host elects not to provide food and drink items during Event, Host must ensure that Event participants and NAAC personnel and instructors have adequate access to food and drink within the time allotted for breaks and lunch.
5. No later than 14 days prior to the start of the Course, Host agrees to provide NAAC with a completed template spreadsheet as provided by NAAC with complete registration information for all Course participants. This is necessary to allow NAAC to produce certificates and cards to be presented to the participants on-site immediately following their successful completion of the final examination. NAAC can't guarantee that materials for late registrants will be available on site. Late registrants will get the course binder mailed afterward.
6. The parties agree that Host is permitted to advertise and charge a registration fee for the Course. Such registration fee shall be at a price not to exceed \$249.00 per person.
7. Host agrees that no more than fifty (50) participants shall be permitted to attend the Course. In the event that Host desires more than 50 individuals to attend the Course, Host, shall pay NAAC an additional fee of \$50 per person for all persons in excess of 50.
8. Host expressly agrees that the Course and all associated content and materials, including the final examination, are the intellectual property of NAAC and may not be copied, distributed, resold or utilized in any form. The materials are licensed for the sole and exclusive use of the individual, enrolled students for purposes of taking the Course. Host further agrees and acknowledges that the Course materials may not be used for in-house training of other employees who are not enrolled in the On-Site CADS Course given on the date agreed to in this Agreement. Prior to beginning the Course all student must sign a Copyright Statement and

Agreement in a form provided by NAAC. Students who elect not to sign Copyright Statement and Agreement shall not be eligible to take the Course or sit for the final examination.

9. Host shall provide a site coordinator for the duration of the Course to coordinate site logistics, ensure food and drink are provided as planned, if applicable, and assist NAAC personnel and instructors with other logistics as needed.
10. Host agrees to defend, indemnify and hold harmless NAAC from and against all claims, actions, causes of action, or liabilities including reasonable attorney's fees, arising out of or resulting from any act undertaken or committed by Host pursuant to the obligations under this Agreement. Host also agrees to defend, indemnify and hold harmless NAAC from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Host's performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of NAAC.

Additional Provisions:

1. Host may cancel the event for any reason without penalty more than 45 days prior to the Course date upon written notice to NAAC. In such event, NAAC shall refund to Host all deposit amounts paid. If Host elects to cancel with notice of 45 days or less, NAAC will refund the deposit less liquidated damages of \$2,500.
2. In the event that NAAC cancels the event for any reason, NAAC shall refund to Host the full amount of the deposit.
3. Should events beyond the control of the Parties, such as acts of God (including weather events), disaster, war, acts of terrorism, epidemics, strikes or similar acts, or any other cause beyond the Parties' control, which, in the Parties' reasonable judgment would tend to make it unable to perform its obligations under the Agreement, such party may cancel the Agreement without liability upon written notice to the other Party.
4. The Parties each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities arising out of or resulting from this Agreement. Each Party agrees to provide proof of such insurance to the other Party upon request.
5. Any changes to this Agreement must be made in writing and signed by both Parties to be effective. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the Parties.
6. This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.
7. If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any other terms of this Agreement.
8. If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.



Acceptance:

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

HOST: NATIONAL ACADEMY OF AMBULANCE CODING, INC.

Printed Name of Entity

Signature

Printed Name and Title of Authorized Signer

Date Signed

Signature

Printed Name and Title of Authorized Signer

Date Signed



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11A. Approval of Additional GIS Staff
Presenter: Rohret

RECOMMENDATION

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

BACKGROUND

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

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

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

ISSUES & CONCERNS

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

MOTION BY:
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MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11A. Approval of Additional GIS Staff
Presenter: Rohret

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

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

FINANCIAL IMPACT

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

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

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

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

See attached spreadsheet detailing possible funding options.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board
GIS Specialist Salary/Benefit Funding Schedule
5 Year Assessment Funding Example

Salary/Benefits	\$ 64,000.00	Investment														
		<table border="0"> <tr> <td style="padding-right: 20px;"><u>Fund</u></td> <td style="padding-right: 20px;"><u>Assessments</u></td> </tr> <tr> <td>2019</td> <td>100%</td> </tr> <tr> <td>2020</td> <td>80%</td> </tr> <tr> <td>2021</td> <td>60%</td> </tr> <tr> <td>2022</td> <td>40%</td> </tr> <tr> <td>2023</td> <td>20%</td> </tr> <tr> <td>2024</td> <td>0%</td> </tr> </table>	<u>Fund</u>	<u>Assessments</u>	2019	100%	2020	80%	2021	60%	2022	40%	2023	20%	2024	0%
<u>Fund</u>	<u>Assessments</u>															
2019	100%															
2020	80%															
2021	60%															
2022	40%															
2023	20%															
2024	0%															

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

	<u>INVESTMENT FUNDS</u>	<u>ASSESSMENT \$ INCREASE</u>	<u>ASSESSMENT % INCREASE</u>
2019	64,000	0	0.00%
2020	51,200	12,800	1.01%
2021	38,400	25,600	2.02%
2022	25,600	38,400	3.02%
2023	12,800	51,200	4.03%
2024	-	64,000	5.04%

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

	2019 Approved Budget <u>Assessments</u>	2020 \$ Increase from <u>2019 Assessments</u>	2021 \$ Increase from <u>2019 Assessments</u>	2022 \$ Increase from <u>2019 Assessments</u>	2023 \$ Increase from <u>2019 Assessments</u>	2024 \$ Increase from <u>2019 Assessments</u>
Anoka	137,101	1,382	2,764	4,147	5,529	6,911
Carver	39,567	399	798	1,197	1,596	1,994
Chisago	21,536	217	434	651	868	1,086
Dakota	164,541	1,659	3,318	4,976	6,635	8,294
Hennepin	455,797	4,595	9,190	13,785	18,381	22,976
Isanti	15,340	155	309	464	619	773
Ramsey	212,602	2,143	4,287	6,430	8,573	10,717
Scott	56,010	565	1,129	1,694	2,259	2,823
Sherburne	36,750	370	741	1,111	1,482	1,852
Washington	99,538	1,003	2,007	3,010	4,014	5,017
Minneapolis	30,867	311	622	934	1,245	1,556
	1,269,649	12,800	25,600	38,400	51,200	64,000

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

Metropolitan Emergency Services Board
 GIS Specialist Salary/Benefits Funding Schedule
 100% Assessment funded in 2020 Example

Salary/Benefits	\$ 64,000.00	Investment
		<u>Fund</u>
	2019	100%
	2020	100%
		<u>Assessments</u>

	INVESTMENT FUNDS	ASSESSMENT \$ INCREASE	ASSESSMENT % INCREASE
2019	64,000	-	0.00%
2020	-	64,000	5.04%

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

	2019 Approved Budget <u>Assessments</u>	2020 \$ Increase from <u>2019 Assessments</u>
Anoka	137,101	6,911
Carver	39,567	1,994
Chisago	21,536	1,086
Dakota	164,541	8,294
Hennepin	455,797	22,976
Isanti	15,340	773
Ramsey	212,602	10,717
Scott	56,010	2,823
Sherburne	36,750	1,852
Washington	99,538	5,017
Minneapolis	30,867	1,556
	1,269,649	64,000

Metropolitan Emergency Services Board
GIS Specialist Salary/Benefits Funding Schedule
3 Year Assessment Funding Example

Salary/Benefits	\$ 64,000.00	Investment	
		<u>Fund</u>	<u>Assessments</u>
		2019	100%
		2020	67%
		2021	33%
		2022	0%

**Example assumes salary/benefits will be the same for 3 years*

	<u>INVESTMENT FUNDS</u>	<u>ASSESSMENT \$ INCREASE</u>	<u>ASSESSMENT % INCREASE</u>
2019	64,000	0	0.00%
2020	42,669	21,331	1.68%
2021	21,331	42,666	3.36%
2022	-	64,000	5.04%

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

	2019 Approved Budget <u>Assessments</u>	2020 \$ Increase from <u>2019 Assessments</u>	2021 \$ Increase from <u>2019 Assessments</u>	2022 \$ Increase from <u>2019 Assessments</u>
Anoka	137,101	2,303	4,607	6,911
Carver	39,567	665	1,330	1,994
Chisago	21,536	362	724	1,086
Dakota	164,541	2,764	5,529	8,294
Hennepin	455,797	7,658	15,317	22,976
Isanti	15,340	258	515	773
Ramsey	212,602	3,572	7,144	10,717
Scott	56,010	941	1,882	2,823
Sherburne	36,750	617	1,235	1,852
Washington	99,538	1,672	3,345	5,017
Minneapolis	30,867	519	1,037	1,556
	1,269,649	21,331	42,666	64,000

**Example assumes no other assessment increases other than the new GIS position will happen over the 3 years*



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11B. Approval of Draft Policy 031
Presenter: Rohret

RECOMMENDATION

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

BACKGROUND

The Metropolitan Emergency Services Board has established 30 policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 911 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 911 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made.

The MESB established Policy 030 – Purchasing in May 2017.

ISSUES & CONCERNS

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

Over the course of several years, MESB staff has had various understandings of what OPEB benefits were available to those on staff prior to December 13, 2006, as well as how those benefits are to be administered.

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

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

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Other Post-Employment Benefits Policy Number: 031 Effective Date: xx-xx-2019
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PURPOSE: The intent of this policy is to establish a consistent policy and understanding of the MESB’s policy on Other Post-Employment Benefits (OPEB).

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

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

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

Health Insurance

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

Years of Benefit Eligible Service	Individual Health Insurance Coverage
10 – 15 years	One-half of the employer’s contribution for single coverage.
16 years and beyond	Full amount of the employer’s contribution for single coverage.

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

To receive premium reimbursement, the retiree must annually submit proof of payment of health insurance premiums to the MESB in order to be reimbursed. MESB staff will consult with Anoka County to determine the amount it provides to retirees that either remain on the County’s plans or the amount it provides to retirees with Medicare Parts A & B. The amount is adjusted annually in the same manner it is adjusted for Anoka County employees.

Metropolitan Emergency Services Board

Subject: Other Post-Employment Benefits Policy

Number: 031

Effective Date: xx-xx-2019

Life Insurance

Retirees with at least ten years of interrupted or uninterrupted benefit-eligible MESB service will receive a \$2,000 group term life insurance policy at no cost to the retiree.

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

Dental Insurance

A retired employee may continue on the MESB's dental insurance plan at the time of retirement. Retirees who elect to do so must pay the entire premium.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11C. Approval of Amendments to Policy 030
Presenter: Rohret

RECOMMENDATION

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

BACKGROUND

The Metropolitan Emergency Services Board has established 29 policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 911 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 911 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made.

The MESB established Policy 030 – Purchasing in May 2017.

ISSUES & CONCERNS

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

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

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

FINANCIAL IMPACT

None to the MESB.

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SECONDED BY:
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Metropolitan Emergency Services Board

Subject: Purchasing – General
Number: 030

Effective Date: 05-10-2017
Revision Date: 01-xx-2019

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

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

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

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

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

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

Ordinary space costs include rent, utilities, and insurance.

Metropolitan Emergency Services Board

Subject: Purchasing – General

Number: 030

Effective Date: 05-10-2017

Revision Date: 01-xx-2019

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

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

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

Additional Purchasing Guidelines for Federal Grant Programs

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

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

Sole Source Justification

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

Emergency Purchases

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

CONFLICT OF INTEREST: In accordance with MESB Policy 017 – Conflict of Interest, no MESB member or employee may participate in the selection, award or administration of a

Metropolitan Emergency Services Board

Subject: Purchasing – General
Number: 030

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contract funded by grant dollars or other funds, if he/she has an actual or apparent conflict of interest.

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

The MESB maintains an Internal Accounting Procedures document, which is reviewed annually in conjunction with the MESB's annual financial audit.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11D. Approval of Exec. Director Travel Request
Presenter: Rohret

RECOMMENDATION

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

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director is seeking approval for two travel requests.

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

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

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

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

FINANCIAL IMPACT

None. The MTUG Chapter President's Meeting is not in the 2019 budget, however the Executive Director has declined to attend a higher cost NENA meeting in January. The costs associated

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11D. Approval of Exec. Director Travel Request
Presenter: Rohret

with the MTUG meeting will fit in the 2019 budget. The 2019 National NENA Conference was included in the 2019 budget.

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11E. Approval of 2019 SECB Appointments
Presenter: Rohret

RECOMMENDATION

It is recommended that the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2019:

SECB

Primary: Commissioner Fran Miron
Alternate: Jill Rohret

SECB Finance

Primary: Commissioner Blake Huffman
Alternate: Jill Rohret

SECB Legislative

Primary: Commissioner Thomas Egan
Alternate: Jill Rohret

SECB Steering

Primary: Jill Rohret
Alternate: Tracey Fredrick

SECB NG9-1-1

Primary: Nancie Pass (Ramsey Co.)
Alternate: Jim Scanlon (Bloomington)

SECB OTC

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

SECB Interoperability

Primary: Jake Thompson (Anoka Co.)
Alternate: Nate Timm (Washington Co.)

SECB Interoperable Data

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

SECB IPAWS

Primary: Scott Haas (Scott Co.)
Alternate: Nancie Pass (Ramsey Co.)

SECB COMU Subcommittee

Primary: Dan Anderson (Hennepin Co.)
Alternate: Nate Timm (Washington Co.)

SECB STR Subcommittee

Primary: Ron Jansen (Dakota Co.)
Alternate: Butch Gillum (Bloomington)

BACKGROUND

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, 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. Statute states the MESB representative to the SECB is the Chair, though some Chairs have chosen to delegate that assignment.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 9, 2019
Agenda Item: 11E. Approval of 2019 SECB Appointments
Presenter: Rohret

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2018. The appointees who served in 2018 and are willing to serve again are included in the recommendation above. The spots without names need to be filled. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting. The intent in asking the 2018 representatives was to have suggestions as a starting point for discussion.

The SECB Finance and Legislative Committees meet via conference call; the SECB itself meets 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: fourth Thursday at 12:30 p.m.; in-person meeting at Department of Corrections, 1450 Energy Park Drive, St. Paul.

FINANCIAL IMPACT

None to the MESB.

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SECONDED BY:
MOTION:

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