

**M E T R O P O L I T A N E M E R G E N C Y  
S E R V I C E S B O A R D**

**EXECUTIVE COMMITTEE**

**August 9, 2017**

**\*\*\*10:00 AM\*\*\***

**OFFICERS**

Chair  
Commissioner George McMahon\*  
Chisago County

Vice Chair  
Council Member Andrew Johnson\*  
City of Minneapolis

Secretary  
Commissioner Fran Miron\*  
Washington County

Treasurer  
Commissioner Blake Huffman\*  
Ramsey County

**BOARD MEMBERS**

Commissioner Mike Gamache  
Anoka County

Commissioner Rhonda Sivarajah\*  
Anoka County

Commissioner Gayle Degler  
Carver County

Commissioner James Ische\*  
Carver County

Commissioner Tom Egan\*  
Dakota County

Commissioner Mary Liz Holberg  
Dakota County

Commissioner Debbie Goettel  
Hennepin County

Commissioner Jeff Johnson\*  
Hennepin County

Commissioner Greg Anderson\*  
Isanti County

Commissioner Janice Rettman  
Ramsey County

Commissioner Barb Weckman Brekke  
Scott County

Commissioner Tom Wolf\*  
Scott County

Commissioner Karla Bigham  
Washington County

\* Executive Committee

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**1. Call to Order (Commissioner McMahon)**

**2. Approval of Agenda (McMahon)**

**3. Approval of June 14, 2017 Minutes  
(McMahon)**

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**4. Issues and Action Requests – None**

**5. Old Business – None**

**6. New Business  
A. Presentations from Potential Lobbying  
Firms (McMahon)**

**7. Adjourn**

**METROPOLITAN EMERGENCY SERVICES BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
JUNE 14, 2017**

**Commissioners Present:**

<b>ANOKA</b>	Rhonda Sivarajah	<b>ISANTI</b>	Greg Anderson
<b>CARVER</b>	Jim Ische - <b>Absent</b>	<b>RAMSEY</b>	Blake Huffman - <b>Absent</b>
<b>CHISAGO</b>	George McMahon	<b>SCOTT</b>	Tom Wolf
<b>DAKOTA</b>	Tom Egan	<b>WASHINGTON</b>	Fran Miron
<b>HENNEPIN</b>	Jeff Johnson	<b>MINNEAPOLIS</b>	Andrew Johnson - <b>Absent</b>

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

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

**1. Call to Order**

Meeting was called to order at 10:00 a.m. by Commissioner McMahon.

**2. Approval of June 14, 2017 Agenda.**

*Motion made by Commissioner Johnson seconded by Commissioner Wolf to approve the June 14, 2017 agenda. Motion carried.*

**3. Approval of April 12, 2016 Minutes.**

*Motion made by Commissioner Anderson, seconded by Commissioner Egan to approve the April 12, 2017 Executive Committee minutes. Motion carried.*

**4. MESB TOC Issues and Action Requests**

**A. Radio TOC Action Items**

**1. Princeton High School Conventional resource installation of 8TAC91**

Troy Tretter said the Radio TOC recommended the Executive Committee recommend approval of the installation of an 800MHz conventional resource repeater (8TAC91) at the Princeton High School. Per state standard, approval is needed because Princeton High School is within thirty miles of Anoka, Chisago, Hennepin, and Isanti Counties, which are in the metro region. The purpose of the repeater is to increase building coverage and prevent any co-channel interference that might affect another region.

The Radio TOC noted two irregularities in the FCC license application form and requested those be addressed before the request went before the SECB OTC. The two irregularities were the antenna height and power output wattage. Those items were corrected on the application form and the request was approved by the SECB Operations and Technical Committee yesterday.

Commissioner McMahon asked how was it proved that it would work? Tretter said that on installation there is a signal analysis that measures the coverage. Commissioner McMahon said that they did not have a very good experience at the Chisago High School. There are still blind spots. Tretter said that the channel for Princeton is a national channel which would not affect ARMER day to day channels.

Commissioner Sivarajah asked what other areas have used this type of technology and was it successful? Tretter said that Stevens County and the City of Chokio have and have reported back they were working extremely well. Commissioner Sivarajah asked if the vendor was reputable? Tretter said that a letter of reference is provided in this packet.

Commissioner McMahon also asked if the analysis was adjusted with the corrected antenna height. Tretter will confirm that with Mille Lacs County.

Commissioner Sivarajah asked when the other installations were done, was the tower higher than this proposed one? Was the height why it was successful? Tretter will also verify that the forms filed with the FCC for the Stevens County project reflected the correct antenna height. Commissioner McMahon suggested this be moved on to the full board but that these questions are answered at that time.

*Motion made by Commissioner Egan, seconded by Commissioner Johnson to recommend sending this request on to the full board with the stipulation that the questions are answered at that time. Motion carried.*

## **2. Approval of Deletion of Metro Standard 3.23.0- Connecting to the 800 MHz System**

The Radio TOC recommended the Executive Committee recommend approval to delete Metro Standard 3.23.0 – Connection to the 800 MHz because it is no longer applicable. This standard was written in March 2001, well before everyone migrated to the ARMER system. The state standard was deleted in May 2017.

*Motion made by Commissioner Sivarajah, seconded by Commissioner Miron. Motion carried.*

## **B. Approval of 2018 MESB Budget**

### **Operational Budget**

Jill Rohret said the 2018 Operational Budget reflects a 2% decrease overall.

A 3% merit increase for staff is included in the budget based on the 2016 Dakota County Merit Compensation Plan. The overall salary and benefits lines each decreased by 2% due to the January Board action to combine two former positions into one. The EMS Coordinator position is now fully incorporated into the 2018 budget.

Travel for conferences increased by 6% due to new state conference for the now permanent GIS Specialist position, a national GIS conference for the 9-1-1 Data Coordinator, and an additional conference for the Executive Director.

Professional Contract Services increased by 4% due to the uncertainty regarding the RFP for lobbying services and the needs of NG9-1-1 in 2018.

Communications increased by 2% to cover the anticipated needs for cellular service for the 9-1-1 Data Coordinator.

Equipment decreased by 6%.

The Audit line increased by 5% per the fee schedule included in the 2016 Audit Services RFP award.

The biggest change to the budget was the decrease of the Contingency line by 47%. Radio is the only fund to use the majority of its allocation, so staff feels justified in cutting Administrative and 9-1-1 contingency funds to avoid consistently going under budget in this area.

The interest revenue contribution was reduced to reflect actual returns from past years from Washington County.

The other major change to the budget is the calculation of Radio Administrative costs. When the Metropolitan Radio Board and the Metropolitan 9-1-1 Board merged, the City of Minneapolis had a contract with the former radio board which guaranteed a seat on the MESB. Hennepin County agreed to pay the 9-1-1 portion of administrative costs but Minneapolis was to pay for the Radio administrative costs. This is still being done but staff is changing how the administrative costs are figured to limit tracking of administrative staff time.

Commissioner Johnson asked if the 3% merit increase was really a merit increase. Rohret said performance evaluations are done and salary increases depend upon where the evaluation score staff falls in the Dakota County merit matrix.

Commissioner Egan asked why the interest revenue contribution was reduced. Rohret said it is solely due to interest rates.

### **Five-year Capital Budget**

Rohret said that the 2018-2022 capital budget is to be updated annually through the regular budgeting process. This five-year capital budget is broken up into Administrative projects, Next Generation 9-1-1 and Radio projects. EMS may be added in the future.

The line items are very similar to last year's lines. Rohret said that the 2017 funds not used in the operational budget will be used before drawing from investment funds.

IT Upgrades under Administrative projects will be a standing line items. The network will require regular upgrades and a major upgrade in 2020.

\$5,000 unspent and budgeted for AV equipment in 2017 is pushed to 2018.

Rohret stated that the 2017-2021 capital budget included \$8,500 for conference room chairs in 2018; she expects to be able to make that purchase in 2017 using regular operational budget funds. Office furniture upgrades are listed as possible items for 2019-2021.

NG9-1-1 has four line items, three of which were included in the 2017-2021 capital budget. The lines are: Network Design/Transition Plan, MSAG Transition to GIS- based, Independent System Integration and ESInet WAN Equipment for PSAPs. Network Design/Transition, Independent System Integration and ESInet WAN Equipment lines were included in the 2017-2021 budget, but are now pushed up one year. These are best estimates as things are constantly evolving in the Next Generation 9-1-1 realm.

MSAG Transition to GIS Based MSAG item is new. The amount of \$75,000 is an estimate. The transition of tabular, legacy MSAG to a GIS-based MSAG is necessary. It is unsure if there will be costs involved. A pilot project will hopefully take place by the end of 2017.

The Radio line is new this year. The MESB cache radios were purchased in 2002 and need to be replaced. The capital budget includes half being replaced in 2018 and half in 2019.

Commissioners Sivarajah and McMahon expressed appreciation to Rohret and staff for decreasing the budget. Rohret added that the assessment is a maximum number and that in the coming months there could be additional items that would decrease assessments. She also noted that even though there was a slight decrease in the 2018 budget, it does not mean that a future year's budget will not include increases.

*Motion made by Commissioner Sivarajah, seconded by Commissioner Wolf to move budget request onto full board. Motion carried.*

### **C. Approval of FY 2018-2019 EMS Grant Budget**

Ron Robinson asked for a recommendation to the Board to approve the FY 2018 – 2018 EMS grant budget. For FY2018-2019, the Emergency Medical Services Regulatory Board (EMSRB) is granting extensions to the FY2016-2017 grants, rather than going out for RFP.

The EMSRB provided revenue estimates for both the EMS System Support Grant and the EMS Relief Account Grant, which were used to determine the budget. The total estimated amount of funding available for the two-year grants period from July 1, 2017, through June 30, 2019 is estimated to be \$336,250; a decrease of \$225,000 due to the higher compliance with Minnesota's seatbelt laws which fund the grants.

*Motion made by Commissioner Johnson, seconded by Commissioner Egan to move the EMS 2018-2019 grant budget to the full board. Motion carried.*

### **5. Old Business – None**

### **6. New Business**

#### **A. 2017 Legislative Session Overview.**

Margaret Vesel said that the legislature did not come up with a global bill by the end of the session, so the Governor called them back in for a special session on March 23. They were able to get all bills signed with the exception of the preemption bill that contained a number of provisions, one being the pension bill.

The budget passed and is now law. However, a line item veto took out the legislature's operating budget. The House and Senate filed a lawsuit against the governor. The Senate said that in order to pay its staff, payments on their new office building will be deferred.

The 9-1-1 special revenue account was left intact. The EMS special funding request was not signed into law. This is the first year of the biennial budget. Larkin Hoffman feels confident they have a good chance of securing some of the fifty million surplus dollars for EMS regional grant programs next year.

Commissioner McMahon said that the Governor will put the bonds in default if the office building payments are not made.

Commissioner McMahon asked members if they wanted a RFP done for Lobbyists Services or renew Larkin Hoffman for another five-year period. Commissioner Johnson said he felt an RFP is desirable. Commissioner Sivarajah agreed. Rohret has a draft RFP prepared to post in the July 3<sup>rd</sup> State Register, with responses due towards the end of July. Interviews would be held in early August and board action could be taken at the September meeting. Commissioner McMahon said he felt the Executive Committee could be part of that process. Rohret will bring proposals back to members.

#### **B. Executive Director Annual Review**

Rohret asked members if last year's survey review form was adequate. It was agreed that the form and process will remain the same.

*Motion made by Commissioner Wolf, seconded by Commissioner Miron to close the Executive Committee meeting for the purpose of attorney-client privilege and to open to adjourn.*

*The meeting re-opened at 11:27 a.m.*

*Motion made by Commissioner Wolf, seconded by Commissioner Egan to adjourn. Motion carried.*

Meeting adjourned at 11:27 a.m.

DRAFT