

**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**

March 12, 2014

**MESB Board
MEETING NOTICE**

OFFICERS

Chair
Commissioner Linda Higgins*
Hennepin County

Vice Chair
Commissioner Rhonda Sivarajah*
Anoka County

Secretary
Commissioner Blake Huffman*
Ramsey County

Treasurer
Commissioner George McMahon*
Chisago County

**The next meeting of the
Metropolitan Emergency Services
Board
will be held on
Wednesday,
March 12 at 10:30 AM**

BOARD MEMBERS

Commissioner Carol LeDoux
Anoka County

Commissioner Gayle Degler
Carver County

Commissioner James Ische*
Carver County

Commissioner Tom Egan*
Dakota County

Commissioner Chris Gerlach
Dakota County

Commissioner Randy Johnson
Hennepin County

Council Member Andrew Johnson*
City of Minneapolis

Commissioner Greg Anderson *
Isanti County

Commissioner Jim McDonough
Ramsey County

Commissioner Mary Jo McGuire
Ramsey County

Commissioner Dave Menden
Scott County

Commissioner Tom Wolf*
Scott County

Commissioner Ted Bearth*
Washington County

Commissioner Fran Miron
Washington County

* Executive Committee

at the Board Offices

2099 University Avenue West

St. Paul, MN 55104

Please call 651-643-8381 to confirm your attendance.

**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**

Board Meeting

March 12, 2014

*****10:30 AM*****

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- 1. CALL TO ORDER (Comm. Higgins)**
 - A. Oath of Office to Commissioners Ische, Huffman, Menden, McDonough and A. Johnson (Comm. Higgins)** **1**

- 2. CONSENT AGENDA**
 - A. Approval of previous meeting minutes (January 8, 2014)** **3**
 - B. Appvl: 2014 Radio TOC Chair & Vice Chair (Jill Rohret)** **6**
 - C. Appvl: 2014 – 2015 EMS TOC Chair & Vice Chair (Ron Robinson)** **7**

- 3. REPORTS**
 - A. Statewide Emergency Communications Board (SECB) Reports:**
 - 1. Finance (Comm. Blake Huffman /Randy Johnson)**
 - 2. Legislative (Comm. Tom Egan /Chris Gerlach)**
 - 3. OTC (Jill Rohret)**
 - 4. Steering (Comm. Carol LeDoux /Tom Wolf)**
 - 5. Board (Comm. George McMahon /Mary Jo McGuire)**

 - B. MN Public Safety Communications Funding Study (Jackie Mines, Director, Emergency Communication Networks, Minnesota Department of Public Safety)**

3. REPORTS (continued)

**C. Legislative Session Update (Dave Johnson /
Margaret Vesel)**

**4. MESB TOC ISSUES and ACTION
REQUESTS**

A. Radio TOC

1. None

B. EMS TOC

1. None

C. 9-1-1 TOC

**1. Shared CPE RFP and NG9-1-1
Transition Planning Overview
(Jeff Nelson of PSC)**

5. OLD BUSINESS

**A. Executive Director's Performance
Review Status (Comm. Tom Wolf)**

6. NEW BUSINESS

A. None

7. ADJOURN

MEETING DATE: March 12, 2014	PRESENTED BY: Higgins	AGENDA NUMBER: 1.A Oath of Office
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		

Background

In accordance with Minnesota Statute, Chapter 358, Oath of Office, each County appointed Commissioner representative or City Council representative to the Metropolitan Emergency Services Board shall swear an oath to the Metropolitan Emergency Services Board affirming their support of the Constitution of the United States and the Constitution of the State of Minnesota, and that they will faithfully execute and discharge the duties of the office of member of the Metropolitan Emergency Services Board to which they are appointed by the Board of Commissioners of their respective County according to the law and to the best of their ability and understanding.

METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES

JANUARY 8, 2014

Commissioners Present:

ANOKA	Rhonda Sivarajah- Carol LeDoux	HENNEPIN	Randy Johnson Linda Higgins
CARVER	Jim Ische - Absent Gayle Degler	ISANTI	Greg Anderson
CHISAGO	George McMahon	RAMSEY	Blake Huffman - Absent Janice Rettman - Absent Jim McDonough - Absent Mary Jo McGuire
City of Minneapolis	Kevin Reich	SCOTT	Dave Menden – Absent Tom Wolf
DAKOTA	Tom Egan Chris Gerlach	WASHINGTON	Ted Bearth Fran Miron

Staff Present: Martin Moody, Kelli Jackson, Pete Eggimann, Jill Rohret, Ron Robinson, Martha Ziese, Jay Arneson, MESB Board Counsel

Guests Attending: Jeff Nelson, *PSC Alliance*, Chris Weldon, *Scott Count*, *John Tonding*, *ECN*, Margaret Vesel and Dave Johnson, *Best & Flanagan*

- 1. CALL TO ORDER** - Meeting was called to order at 10:30 by MESB 2013 Chair, Commissioner Tom Wolf.

Motion made by Commissioner Miron, seconded by Commissioner Sivarajah to elect Hennepin County Commissioner Linda Higgins 2014 MESB Chair. Motion made by Commissioner McMahon, seconded by Eagan to elect Commissioner Sivarajah as Vice-Chair. Motion made by Commissioner Egan, seconded by Commissioner McMahon to elect Commissioner Huffman as Secretary. Motion made by Commissioner Sivarajah, seconded by Commissioner Degler to elect Commissioner McMahon as Treasurer. All Motions Carried.

Commissioner Wolf administered Oath of Office to Commissioner Higgins. Oath of Office to 2014 members was administered by new Chair Commissioner Higgins.

2. OLD BUSINESS

A. Executive Director's Performance Review Status

Commissioners were asked to complete and leave the Executive director's review form and letters of representation.

3. CONSENT AGENDA

A. Approval of previous meeting minutes (November 13, 2013)

B. Appvl – 2014 9-1-1 TOC Chair & Vice Chair

C. Treasurer's Reports:

METROPOLITAN EMERGENCY SERVICES BOARD

- **October Treasurer's Report**
- **November Treasurer's Report**

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the consent Agenda. Motion Carried.

3. REPORTS / SRB Appointments

A. Statewide Radio Board Reports *Note: the name of the SRB is now- Statewide Emergency Communications Board (SECB)*

1. SECB Finance (Jill Rohret for Comm. Huffman)

Met in December. Discussed and approved a 16,000 participation grant from Mahnomen County. Also discussed was the allocation of a grant from the State and Local Implementation Grant Program which is related to First Net. This is a supposedly a forthcoming nationwide broadband network. This two phased grant program allocation was approved by the Finance Committee and recommendation was sent to SECB to award 46,600 to each region.

2. SECB (Jill Rohret for Comm. McMahon)

Met in November and December.

Approved above mentioned grant and some technical items from the OTC.

B. 2014 SECB Committee Appointments (Moody)

SECB-McMahon/McGuire

Steering-Ledoux/Wolf

Legislative-Egan/Gerlach

Finance-Johnson/Huffman

Motion made by Commissioner Miron, seconded by Commissioner Degler to approve 2014 (SECB) appointments. Motion Carried.

Oath of Office administered to Commissioner Gerlach by Commissioner Higgins.

C. Legislative Session Preview (Johnson/Vesel)

4. MESB TOC ISSUES and ACTION REQUESTS

A. Radio TOC

1. None

B. EMS TOC

1. HSEM Grant Acceptance

Motion made by Commissioner wolf, seconded by Commissioner McMahon to accept the \$100,000 State of Minnesota HSEM grant. Motion Carried.

C. 9-1-1 TOC

1. Shared CPE RFP and NG9-1-1 Transition Planning Overview (Jeff Nelson of PSC)

MESB Board Briefing – Jan. 8, 2014

1. Recapped intent of RFP allowing
 - a. 10 entity collective purchase
 - b. Subset of 10 entities to purchase
 - c. Individual entity purchase

METROPOLITAN EMERGENCY SERVICES BOARD

- d. No purchase
2. Recapped 5 proposals received
3. Recapped that 3 vendors/proposals were 'short listed'
4. Recapped recent process for 3 proposals
 - a. Demos in October
 - b. Technical/operational questions (3 rounds) to date
 - c. Pricing clarifications (1 round/3 vendors) to date
5. Nearing consensus for vendor/equipment selection (9 of 10 members appear to be close to decision).
 - a. One member evaluating initial purchase vs. 5 year COO
 - b. Until the sales tax issue is resolved, DCC is disadvantaged as a JPA entity to purchase now
6. Vendor proposals span 90-120 days after contract for delivery/install
 - a. Hennepin needs to make a contract decision to equipment their new PSAP in August (3Q-2014)
7. Expecting participant decisions in January, 2014
 - a. Work group meeting next week.
8. Met with MN.IT regarding WAN; they may be able to provide one of two "route" connections.
 - a. MN.IT staff needs to review policy considerations for WAN with their management.
 - b. "NGO" PSAPs will need to be provided through intermediate measures if MN.IT supplies WAN legs to those entities
9. Also secured commercial lease pricing for WAN (CTL)
10. MESB staff and consulting team have been providing info to DECN on existing 9-1-1 network requirements and NG requirements as part of contract solicitations by DECN/DPS.

Note: *Except for "A", the following schedule detail was not reviewed in detail with the MESB Board today but is provided for consortium members who are organizing internal meetings to discuss their next steps.*

Near term timeline:

- A) PSC "Findings": January, 2014
- B) Participant decisions: January, 2014
- C) Contracts: January/February, 2014
- D) First Round Orders: March/April, 2014
- E) WAN Decisions: February/March, 2014
- F) First Round Equipment Deliveries: July/August, 2014

6. NEW BUSINESS

A. None

7. ADJOURN

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 12, 2014</p>	PRESENTED BY: <p style="text-align: center;">Rohret</p>	AGENDA NUMBER: 2.B <p style="text-align: center;">2014 Radio TOC Chair & Vice-Chair and Interoperability Subcommittee Chair & Vice-Chair</p>
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RECOMMENDATION

The Radio TOC recommends the Board approve Chief Ulie Seal as Radio TOC Chair and Chris Caulk as Radio TOC Vice-Chair for 2014.

The Interoperability Subcommittee recommends the Board approve Brad Winger as Chair of the Interoperability Subcommittee and Jay Sliwinski as Vice-Chair.

BACKGROUND

According to the MESB by-laws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee. Staff is applying the same rule to the Interoperability Subcommittee.

ISSUES & CONCERNS

The Radio TOC voted to reappoint the 2013 Chair and Vice-Chair for 2014.
 The Interoperability Subcommittee voted to appoint the 2013 Vice-Chair as Chair for 2014 and voted to elect a new Vice Chair.

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

Radio TOC Vice-Chair: Chris Caulk is the Chief Deputy at Isanti County Sheriff's Office. Sgt. Caulk has been on the Radio TOC since 2010, when Isanti County joined the MESB. He previously served as Chair of the Interoperability Subcommittee from 2010 – 2013.

Interoperability Subcommittee Chair: Brad Winger is a Dispatch Supervisor at Allina Health EMS. He is a certified COML and a trained COMT and also serves on the Savage Fire Department.

Interoperability Subcommittee Vice-Chair: Jay Sliwinski is a Dispatch Supervisor at Ramsey County Emergency Communications Center. He is an Incident Dispatcher on the Metro Region Communications Response Task Force (CRTF) and is active with the Civil Air Patrol.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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MOTION:

Metropolitan Emergency Services Board

MEETING DATE: March 12, 2014	PRESENTED BY: Robinson	AGENDA NUMBER: 2.C 2014-2015 EMS TOC Chair & Vice-Chair
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RECOMMENDATION

The EMS TOC recommends the Board approve Kevin Novotny, EMS Operations Manager-North Memorial as EMS TOC Chair and Ryan Lybeck, EMS Operations Manager-HealthEast as EMS TOC Vice-Chair for 2014-2015.

BACKGROUND

According to the MESB-EMS TOC by-laws, the EMS TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee for the next two-year term. The recommendation was based upon a vote for officers at their first meeting of the year on January 21, 2014.

ISSUES & CONCERNS

None

FINANCIAL IMPACT

None to the MESB.

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