May 11, 2016
**10:00 - 11:30 a.m.**

1. Call to Order (Comm. Huffman)

2. Approve Revised Agenda (Comm. Huffman)

3. Consent Agenda (Comm. Huffman)
   A. Approval of March 9, 2016 Meeting Minutes
   B. Approval: January 2016 Treasurer’s Report
   C. Approval: February 2016 Treasurer’s Report
   D. Approval: March 2016 Treasurer’s Report
   E. Correspondence
      1. Letter to MN Dept. of Administration
      2. Letter to Agnes Bearth
      3. Letter from Hennepin Co. Sheriff Richard Stanek
      4. MESB Response to Hennepin Co. Sheriff Richard Stanek
      5. Letter to IES, on behalf of Call Handling System 1
   F. Draft April 2016 Executive Committee Minutes – Informational Only

4. Issues and Action Requests
   A. Acceptance of 2015 Audit (Rohret/Moeller)
   B. Radio TOC (Trettet)
      1. Approval of Allina Health EMS Request for AIS Server
      2. Acceptance of 2015 SHSP Grant
   C. EMS TOC (Robinson)
      1. Approval of Amendments to EMS TOC Bylaws
   D. Approval of New MESB Policy 027 – Contracted Professional Services (Rohret)
   E. Approval of Executive Director Travel Request (Rohret)

5. Reports
   A. 2016 Legislative Update Report (M. Vesel/M. Bergeron)
   B. Statewide Emergency Communications Board (SECB)
      Reports:
      1. Finance (Comm. Huffman) – Cancelled
      2. Legislative (Comm. Egan) – Cancelled
      3. Steering (Comm. Slavik) – Cancelled
      4. OTC & Other SECB Committees (Trettet)
      5. Board (Comm. Gamache)

6. Old Business
   A. Update on First Responder Naloxone Program (Robinson)

7. New Business
   A. Call Handling System 1 Outage & MESB Role in Resolution (Eggimann/Rohret)

8. Adjourn
A. Minutes – The minutes of the March 9, 2016 meeting of the Board are attached for your review and approval.

B. January 2016 Treasurer’s Report – The financial statements for January 2016 are attached. The Treasurer has reviewed the statements and has given his approval of the report.

C. February 2016 Treasurer’s Report – The financial statements for February 2016 are attached. The Treasurer has reviewed the statements and has given his approval of the report.

D. March 2016 Treasurer’s Report – The financial statements for March 2016 are attached. The Treasurer has reviewed the statements and has given his approval of the report.

E. Correspondence – There are five items included in correspondence:
   - Letter to the Department of Administration regarding MESB adoption of model data access policies
   - Letter to Agnes Bearth
   - Letter from Hennepin County Sheriff Richard Stanek, regarding Call Handling System 1
   - Response to Sheriff Richard Stanek, regarding Call Handling System 1
   - Letter to Independent Emergency Services, LLC, on behalf of Call Handling System 1

MOTION:

SECONDED BY:

MOTION APPROVED:

YES NO
MEETING MINUTES
MARCH 9, 2016

Commissioners Present:

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<th>ANOKA</th>
<th>Rhonda Sivarajah</th>
<th>Mike Gamache</th>
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<td>HENNEPIN</td>
<td>Randy Johnson</td>
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<td>CARVER</td>
<td>Jim Ische</td>
<td>Gayle Degler - Absent</td>
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<td>ISANTI</td>
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<td>CHISAGO</td>
<td>George McMahon - Absent</td>
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<td>RAMSEY</td>
<td>Blake Huffman - Absent</td>
<td>Janice Rettman</td>
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<td>City of Minneapolis</td>
<td>Andrew Johnson - Absent</td>
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<td>SCOTT</td>
<td>Barbara Marshall</td>
<td>Tom Wolf - Absent</td>
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<td>Tom Egan</td>
<td>Mike Slavik</td>
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<td>WASHINGTON</td>
<td>Fran Miron</td>
<td>Karla Bigham</td>
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Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; Ron Robinson; Troy Tretter; Martha Ziese; and Jay Arneson, MESB Board Counsel.

Others Present: Rick Juth, MN DPS/ECN; Melinda Miller MN DPS/ECN; Margaret Vesel, Larkin Hoffman; and Matthew Bergeron, Larkin Hoffman.

1. Call to Order – Miron
Meeting was called to order at 10:00 a.m. by MESB Treasurer, Commissioner Fran Miron.

2. Approval of Agenda – Miron
Motion made by Commissioner Ische, seconded by Commissioner Sivarajah to accept the agenda as presented. Motion carried.

3. Thank you to the 2015 Chair Commissioner Sivarajah

4. Consent Agenda – Miron
Motion made by Commissioner Egan, seconded by Commissioner Anderson to approve the Consent Agenda. Motion carried.

Commissioner Egan asked if the minutes from the previous Executive Committee meetings could be provided if the Consent Agenda contained items approved by the Executive Committee. Jill Rohret said we will provide those minutes going forward.

5. Issues and Action Requests
A. Radio TOC – Tretter
1. Approval of Washington County Request to Use 2014 SECB Grant Funds
Troy Tretter stated Washington County has requested $11,467.87 from the 2014 Statewide Emergency Communications Board (SECB) grant funds for a project to improve interoperability with Wisconsin. The SECB grant requires a 50% local match for equipment purchases, and the allocation represents 50% of the equipment costs for the project. The Radio TOC and the Executive Committee recommend approval of the allocation from the 2014 SECB grant funds for Washington County’s VHF interoperability project with Wisconsin.
Commissioner Miron asked Tretter to clarify why there was a difference in request amount of $24,000 and the allocation of $11,467.87. Troy explained that the initial request had some non-fundable items included.

Motion made by Commissioner Bigham, seconded by Commissioner Slavik to approve the allocation of $11,467.87 from the 2014 SECB grant funds for Washington County’s VHF interoperability project with Wisconsin. Motion carried.

2. Approval of Dakota County Archiving Interface Server–Tretter
Tretter stated that Dakota County is seeking approval to add an Archiving Interface Server (AIS) for its new recording solution. The addition is needed due to the change in recording required by the 7.15 system upgrade to the ARMER system. The Radio TOC and the Executive Committee recommend approval of the Dakota County request.

Motion made by Commissioner Egan, seconded by Commissioner Slavik to approve the Dakota County request to add an Archiving Interface Server (AIS) to its participation plan for its new logging (recording) solution. Motion carried.

3. Approval of Hennepin EMS Archiving Interface Server- Tretter
Tretter stated that Hennepin EMS was seeking approval to add an AIS server for its new recording solution. This change is also needed due to requirements in the 7.15 system upgrade. The Radio TOC and the Executive Committee recommend approval of the Hennepin EMS request.

Motion made by Commissioner Randy Johnson seconded by Commissioner Sivarajah to approve the Hennepin County request to add an Archiving Interface Server (AIS) to its participation plan for its new logging (recording) solution. Motion carried.

Pete Eggimann presented a high level overview of the MESB NG9-1-1 Transition 2016-2017 Strategic Plan for the Board’s review and acceptance. The plan laid out the current progress in the transition process, and also identified eight priorities in the transition process to be completed in the next two years. The Executive Committee recommended acceptance of the MESB NG9-1-1 Transition 2016-2017 Strategic Plan.

Commissioner Anderson asked Eggimann if the foreseeable costs involved software or equipment. Eggimann said the costs will be a continuation of keeping the PSAP equipment online and will be primarily for software. The connectivity between the 9-1-1 system and the PSAPs is funded by the state and is point-to-point with two T1 connections. Currently it is only configured for voice. The state is in process of awarding a contract for the 9-1-1 system which will implement additional NG9-1-1 capabilities, based on what is currently available at this time. If the metro region feels it would be worthwhile to upgrade beyond what the state is implementing there would be some costs over and above what the state is funding. This decision has not yet been discussed.

Commissioner Sivarajah voiced her concern that it will be unclear what areas of the state provide texting if the metro upgrades and greater Minnesota does not. Eggimann clarified that the state will implement text to 9-1-1 on a statewide basis, with at least one PSAP in each region accepting texts to 9-1-1 on behalf of the entire region. It is likely that all PSAPs in the metro region will be ready to accept texts when the state rolls out text to 9-1-1.

Motion made by Commissioner Randy Johnson, seconded by Commissioner Anderson to approve the MESB NG9-1-1 Transition 2016-2017 Strategic Plan. Motion carried.

5.C.1 Approval of Amendments to MESB Policies 007 and 008 – Rohret
Rohret presented amendments to two current MESB policies: 007 – Travel and 008 – Mileage Reimbursement. The amendments are meant to reflect current MESB practice and accounting
requirements. The Executive Committee recommended the Board approve amendments to MESB Policies 007 and 008.

Motion made by Commissioner Rettman, seconded by Commissioner Egan to approve amendments to MESB policies 007 and 008. Motion carried.


Rohret stated that in the past MESB auditors have recommended the Board establish a wireless device policy. She researched the wireless device policies of all MESB agencies, as well as the Metropolitan Council and Metropolitan Airports Commission. Almost all agencies allowed for use of personal devices and supplied a stipend. She noted that in her research she found benefits and drawbacks to allowing the use personal devices and agency-provided devices. A draft of this policy was reviewed by the Executive Committee in August 2015 and changes were recommended. She has made those changes and the policy and its supporting documents were reviewed by MESB counsel. The Executive Committee recommended approval of new MESB Policy 024 – Wireless Devices.

Commissioner Egan asked if the budget includes replacement of wireless devices. Rohret responded that the reimbursement/stipend was for service only, not devices.

Commissioner Rettman stated she was pleased that the policy did not condone the use of wireless devices while operating a motor vehicle.

Motion made by Commissioner Sivarajah seconded by Commissioner Bigham to approve the new MESB Policy 024 – Wireless Devices. Motion carried.


Rohret said that Minnesota Statutes 13 requires each government entity to establish policies governing the treatment of government data. The MESB does not have such policies. Policies were drafted for public access and data subjects using model policies provided by the Minnesota Department of Administration. These draft policies have been reviewed by MESB counsel. The Executive Committee recommended approval of new MESB policies 025 – Data Requests-Public Access and 026 – Data Requests-Data Subjects.

Motion made by Commissioner Greene, seconded by Commissioner Randy Johnson to approve new MESB policies 025 – Data Requests-Public Access and 026 – Data Requests-Data Subjects. Motion carried.

Rohret told members that there are five current MESB policies yet to be amended, three of which relate to IT. Counsel is reviewing additional new draft policies.

Commissioners Miron, Egan and Rettman stated how much they appreciated these long overdue policy reviews.

Commissioner Slavik asked if there was a schedule to review MESB policies. Rohret said that as of now there is no policy review schedule. She will confer with counsel to determine a schedule of policy reviews.

Commissioner Miron said that will send a good message to other organizations.

Commissioner Randy Johnson asked if the MESB had a policy for succession of the Executive Director. Rohret said that at this time there was no succession plan, continuity of operations plan or a disaster plan, but they would be forthcoming. Commissioner Egan offered the services of Dakota County.

5.E. Ratification of Amendment to 2015 Audit Engagement Letter - Rohret

Rohret said that the implementation of GASB 68 begins with the 2015 audit. The GASB 68 is meant to improve government accounting and reporting on pensions. The work associated with this change is detailed and staff would like the assistance of Redpath and Company to get the reporting requirements
set up in the 2015 audit. Staff will take over the accounting for subsequent audit years. Redpath and Company has sent an amendment to the 2015 audit engagement letter to add $500 to the cost of the audit to cover the additional work. The Executive Committee recommends the Board ratify the Executive Director’s action regarding the amendment to the 2015 audit engagement letter.

Motion made by Commissioner Sivarajah, seconded by Commissioner Slavik to ratify the amendment to the 2015 Audit Engagement letter. Motion carried.

5.F. Approval of Executive Director Travel Requests - Rohret

Rohret stated that pursuant to MESB Policy 007 – Travel, she is presenting two travel requests for herself. The first is for her attendance at the Motorola Trunked Users Group’s (MTUG) Chapter President meeting, which is not included in the budget. MTUG will reimburse almost all costs associated with her attendance since she sits on its Executive Committee. The second request is for her attendance at the 2016 National Emergency Number Association’s annual conference. This was included in the 2016 budget. The Executive Committee recommended approval of travel requests for the Executive Director for the MTUG Chapter President’s Meeting and annual NENA conference.

Motion made by Commissioner Randy Johnson, seconded by Commissioner Ische to approve the travel requests for the Executive Director for the MTUG Chapter President’s Meeting and annual NENA conference. Motion carried.

6. Reports

A. 2016 Legislative Preview Report – Vesel

Margaret Vesel from Larkin Hoffman provided a 2016 Legislative Preview to members. She was accompanied by Matthew Bergeron, also from Larkin Hoffman. She said this will be a fast session. All bills have to be passed by 7 a.m. on May 23. Of interest to the MESB are the topics of the sales tax exemption, VoIP services and the Emergency Medical Services Grant Program. The sales tax legislation accelerates the effective date for the sales tax exemption for government purchases from January 1, 2017 to January 1, 2016. The Senate will hold a hearing on this bill on March 16.

The VoIP legislation would prohibit state regulation of Voice-over-Internet protocol (VoIP) and IP enabled services with certain limited exceptions. The bill would require adherence to 9-1-1 requirements in Minnesota Statutes 403.

The EMS grant program legislation would relocate the EMS fund from the EMSRB to the Rural Health division of MDH.

B. Statewide Emergency Communications Board (SECB)

1. Finance – No meeting for tomorrow.

At the February meeting they approved allocation of the 2015 SHSP grant.

2. Legislative – No report as the meeting was cancelled.

3. OTC – Tretter

The OTC deferred action on an interface between consoles and CAD for a group of metro users, as it had not yet been reviewed by the metro region or tested in conjunction with Motorola. The Standards Workgroup continues to work on amending state ARMER standards. The Statewide Interoperability Conference will be held in St. Cloud April 25 – 27, 2016.

4. Steering – Slavik

Most of last month’s meeting discussion was about the disaster relief organizations and the National Weather Service standards. The Red River Regional Dispatch Center funding was also discussed. Rohret added that system capacity issues will be discussed at the Steering Committee meeting today. In greater Minnesota, many counties did not add additional towers, thus some of the metro border counties have been relying metro sites for coverage. The metro region enacted a new standard in July to get a better handle on this issue.
5. Statewide Emergency Communications Board (SECB) – Gamache
Tretter attended the meeting and reported that in addition to the AIS Servers for Dakota and Hennepin EMS, the SECB approved amendments to many state ARMER standards. There was a large discussion about system capacity.

C. Role and Composition of Technical Operations Committees
Miron stated that the meeting materials contained information on the role of each of the Technical Operations Committees, as well as their membership.

7. Old Business – None

8. New Business
Rohret stated the most recent state NG9-1-1 GIS newsletter was included in the meeting materials.

9. Adjourn
Meeting adjourned at 11:21 a.m.

Next meeting: May 11, 2016
TO: Metropolitan Emergency Services Board

FROM: Washington County Commissioner Fran Miron, MESB Treasurer


DATE: March 4, 2016

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

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

The review was conducted on March 4, 2016.

Sincerely,

[Signature]

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

FROM: Washington County Commissioner Fran Miron, MESB Treasurer

RE: Treasurer's Report – February 2016

DATE: March 30, 2016

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

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

The review was conducted on March 30, 2016.

Sincerely,

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

FROM: Washington County Commissioner Fran Miron, MESB Treasurer

RE: Treasurer’s Report – March 2016

DATE: April 20, 2016

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

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

The review was conducted on April 20, 2016.

Sincerely,

Fran Miron, Commissioner
Washington County
Treasurer, Metropolitan Emergency Services Board
March 9, 2016

Commissioner of Administration
c/o Information Policy Analysis Division
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155

Dear Commissioner Matt Massman:

The Metropolitan Emergency Services Board has adopted the Commissioner’s Model Policy for the Public and Model Policy for Data Subjects.

This notice to the Commissioner satisfies the Metropolitan Emergency Services Board’s obligation under Minnesota Statutes, section 13.073, subdivision 6.

Thank you for your time and consideration.

Sincerely,

Blake Huffman
Chair, Metropolitan Emergency Services Board
Ramsey County Commissioner
March 25, 2016

Mrs. Agnes Bearth
380 Grafton Avenue North
Oakdale, MN 55128

Dear Agnes:

On behalf of the commissioners serving on the Metropolitan Emergency Services Board, I am so sorry for your loss. Ted was the best sort of public servant and his belief in community service was apparent through all he said and did. He will be missed greatly.

In 2015, Ted served on the Statewide Emergency Communications Board as an appointment from the Metropolitan Emergency Services Board. At the Statewide Emergency Communications Board on March 24, 2016 Assistant Commissioner Mark Dunaski presented the enclosed letter honoring Ted. I thought you would be the appropriate recipient of the letter.

Again, I am so sorry for your profound loss. My thoughts, and those of my fellow commissioners, are with you and your family.

Sincerely,

Blake Huffman
Chair, Metropolitan Emergency Services Board
Ramsey County Commissioner
April 19, 2016

Jill Rohret, Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
Saint Paul, MN 55104

Dear Ms. Rohret:

As I am sure you are aware, the Hennepin County Sheriff’s Office 9-1-1 Call Handling System experienced a loss of network communication on April 12, 2016. We were unable to answer emergency 911 calls on and off for 28 minutes. A similar outage occurred in 2015. We were assured, both at the time of contracting, and at installation, that the system was designed to handle various outages and still provide us the ability to answer emergency 911 calls. We relied on these assurances in entering into contracts for services. As it is currently configured and deployed however, the system does not provide this critical protection. We face a risk of future outages, which is unacceptable for the residents, and unacceptable for public safety.

In our inquiries following this incident, our call handling systems vendors, Independent Emergency Services (IES) and Airbus DS Communications, have acknowledged there is a problem with their system, and further have informed us that their system is likely to fail again if the Hennepin County IT networking link is broken in any way. Of course, Hennepin County IT cannot provide such a guarantee. Again, this risk was never contemplated by HCSO or the County, and is not a risk we have undertaken.

The Hennepin County Sheriff’s Office must be assured the system will operate continuously, or we must immediately identify an alternative. Accordingly, the Hennepin County Sheriff’s Office requests that your Board step in immediately to assist as a liaison with these vendors and insist upon immediate corrections. Our need for a stable 911 communication system is absolutely essential.

Sincerely,

Richard W. Stanek
Hennepin County Sheriff
Cc: David Hough, Hennepin County Administrator
    Randy Johnson, Hennepin County MESB Board Member
    Jeff Johnson, Hennepin County MESB Board Member
    Chief Michael Carlson, Hennepin County Sheriff’s Office
April 20, 2016

Sheriff Rich Stanek  
Hennepin County Sheriff’s Office  
350 South Fifth Street, Room 6 Courthouse  
Minneapolis, MN  55415

Dear Sheriff Stanek:

Thank you for your letter dated April 19, 2016. The Metropolitan Emergency Services Board (MESB) is very much aware of the events of April 12 and their effects on the shared/hosted call handling system, of which Hennepin County is one of the five co-owners. The MESB is in agreement that a stable 911 call handling system is essential to public safety. Since April 12, the MESB has been involved in and facilitated numerous meetings, phone calls and email exchanges to determine the root cause of the outage and possible solutions, many of which were with staff members of Hennepin County IT and Hennepin County Sheriff’s Office (HCSO), as well as with system vendors.

As I’m sure you know, the MESB’s role in the shared/hosted system is one of contract manager and fiscal agent. The MESB did not and does not make any decisions regarding the design, operations and financing of the shared call handling system; those decisions are made solely by five system co-owners consisting of Hennepin County, the Cities of Edina and Minneapolis, Hennepin County EMS, and Allina Health EMS. The MESB can only make recommendations, as can the co-owner’s technical consultant, PSC Alliance.

Immediately after the outage on April 12, the MESB began several conversations with the system’s vendors, Airbus and Independent Emergency Services (IES), as well as with CenturyLink and PSC Alliance to determine the cause of the failure and to identify solutions. MESB staff requested vendors preserve system diagnostic information which could be of use in a root cause analysis and has pressed Airbus and IES for concrete answers. MESB staff has been an advocate for the co-owners and has sought out information from other Airbus customers which have similar designs. As you know, the call handling system has not received final acceptance per the contract with IES. To that end, MESB staff informed Airbus that the MESB would not recommend final acceptance of
the call handling system under the current circumstances, and that the system co-owners, particularly Hennepin County, Airbus and IES need to be in agreement regarding the proper WAN configuration before final acceptance is given.

Please be assured that the MESB will continue to serve as an advocate and liaison for the co-owners and will continue to press the system vendors for swift answers and solutions. However, decisions regarding any implementation of solutions or system design changes can only be made by the system co-owners.

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

cc: Commissioner Blake Huffman, MESB Chair  
Commissioner Jeff Johnson  
Commissioner Randy Johnson  
David Hough  
Chief Michael Carlson  
Pete Eggimann
April 28, 2016

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

Mr. Cliff Woodbury  
Independent Emergency Services  
235 Franklin Street SW  
P.O. Box 279  
Hutchinson, MN 55350-0279

Dear Mr. Woodbury:

The Metropolitan Emergency Services Board, serving in its role as Contract Manager, in accord with the terms of the Contract between Independent Emergency Services (IES) and the five (5) Owners of what is commonly referred to as Call Handling System 1 (CHS 1), is providing notice that IES and its equipment and supplier support organization (Airbus DS Communications) are rendering unsatisfactory contract performance relating to CHS 1.

On April 12, 2016 at approximately 6:10 AM an event occurred that affected all five 9-1-1 PSAPs¹ and interrupted the ability of dispatchers to satisfactorily process 9-1-1 and ten-digit phone calls for a period of several minutes. This condition placed the citizens and service providers represented by the CHS 1 Owners at risk. We believe this interruption constituted both major and critical failures as defined in the project specification that form the basis of the CHS 1 Contract.

Since the date of the service interruption there have been several After Action Review (AAR) meetings hosted by Hennepin County Information Technology for the purposes of determining the root cause and corrective action plan to prevent a recurrence of the interruption. Both IES and Airbus have been invited to and participated in those meetings. To date neither the root cause nor a satisfactory corrective action plan has been established. Therefore, this letter constitutes a demand, under the terms of the CHS 1 Contract, as follows:

1. That a suitable manager, authorized to commit IES to a firm schedule and a specific corrective action plan, participate, in-person at the next scheduled AAR meeting which has been scheduled for May 2, 2016 at 2:00 PM.
2. That a suitable manager, authorized to commit Airbus to a firm schedule and a specific corrective action plan, participate in the same meeting, in-person, as identified in #1.

¹ PSAP is Public Safety Answering Point
Page 2, CHS 1 Notice to IES
April 28, 2016

The latest CHS 1 service interruption, coupled with the inconclusive root cause and corrective actions, continues a pattern of marginally responsive Contract compliance. IES, as the primary Contractor for this project, is hereby notified that a failure to take appropriate, timely corrective actions may result in a declaration of Contract breach with appropriate follow up remedies. While there is certainly no desire to reject the current system and start all over, without significant changes in service levels and significant improvement in the reliability of this system, it is not outside the realm of possibility. CHS 1 Owners do not have confidence that the system will operate correctly if it is placed under stress, which would further put all five Owners and the public they serve at unacceptable risk.

Please contact either me at (651) 643-8394 or jrohret@mn-mesh.org, or Pete Eggimann, Director of 9-1-1 Services at (651) 643-8377 or peggimann@mn-mesh.org, with any questions.

Thank you for your time and consideration.

Sincerely,

Jill Rohret
Executive Director

cc: Tony Martin, Chair, CHS 1 SOG  
Pete Eggimann, MESB
METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
APRIL 13, 2016

Commissioners Present:

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Staff Present: Jill Rohret; Kelli Jackson; Ron Robinson; Troy Tretter; Martha Ziese.
Others Present: Jay Arneson, MESB Counsel.

1. Call to Order
Meeting was called to order at 10:00 a.m. by Commissioner George McMahon.


3. Approval of Agenda for April 13, 2016
Motion made by Commissioner Egan, seconded by Commissioner Miron to approve the April 13, 2016 agenda. Motion carried.

4. Approval of Minutes from February 10, 2016
Motion made by Commissioner Anderson, seconded by Commissioner Ische to approve the February 10, 2016 minutes. Motion carried.

5. MESB TOC Issues and Action Requests
   A. Radio
      1. Approval of Allina Health Medical Services (AHEMS) Archiving Interface Server
      Troy Tretter stated that the Allina Health Emergency Medical Services is seeking approval to add an Archiving Interface Server (AIS) for its new Eventide logging (recording) solution. The addition is needed due to the change in recording required by the 7.15 system upgrade to the ARMER system. The Radio TOC recommended approval of the Allina Health EMS request.
      Motion made by Commissioner Marschall, seconded by Commissioner Miron to recommend approval of the Allina Health EMS request to add an Archiving Interface Server. Motion carried.

   B. EMS TOC
      1. Approval of Amendments to EMS TOC Bylaws
      Ron Robinson stated that the EMS TOC has had issues achieving a quorum, which limits its ability to do its business. To that end, the EMS TOC discussed amending its bylaws in regard to membership to make it easier to achieve a quorum. The amendments require eligible agencies which opt to nominate a representative to a voting seat on the EMS TOC to abide by a new requirement that the agency’s representative or their alternate will attend at least three meetings or 75% of meetings held in a rolling twelve month year. If the attendance requirement is not met, that agency’s membership will be changed to a non-voting seat until the minimum attendance requirement is met. There were other non-substantive amendments made to the bylaws as well.
Commissioner McMahon asked what agencies were missing from the TOC meetings. Robinson stated that each county has a public health representative on the committee, and each EMS transport service has the option to have a seat, as do fire departments which transport patients. Quorum requires a minimum of 17 in attendance.

Commissioner Miron asked if the change to the bylaws would go before the full board. Robinson responded yes, amendments to committee bylaws require Board approval.

Motion made by Commissioner Miron, seconded by Commissioner Sivarajah to recommend approval of amendments to the EMS TOC bylaws. Motion carried.

C. Draft MESB Policy 027 – Contracted Professional Services
Jill Rohret reminded members that at the October 14, 2015 MESB meeting she was directed to draft a policy requiring the Board to go out for RFP every five years for professional services contracts. She presented draft MESB Policy 027 – Contracted Professional Services to the Executive Committee for review. Contracts for professional services will be for no more than five consecutive years. The MESB will go out for RFP every five years, though the Board may decide to issue an RFP earlier if it chooses.

Motion made by Commissioner Egan, seconded by Commissioner Ische to recommend approval of new MESB Policy 027 – Contracted Professional Services. Motion carried.

D. Approval of Travel Request for Executive Director
Rohret presented a travel request for herself, pursuant to MESB Policy 007. The request is for her attendance at the 2016 APCO International Conference and the 2016 National Meeting of the Motorola Trunked Users Group (MTUG), which are being held August 14-19, 2016. The conference and meeting were included in the 2016 budget.

Motion made by Commissioner Miron, seconded by Commissioner Johnson to recommend approval of travel for the Executive Director to attend the annual APCO conference and MTUG National Meeting. Motion carried.

E. Establishment of Human Resources Workgroup
Rohret requested the Executive Committee to consider creating a Human Resources workgroup to advise on human resources matters. The group would meet infrequently on an as-needed basis. The membership should be no more than five members.

Motion made by Commissioner Johnson, seconded by Commissioner Sivarajah to establish a Human Resources Workgroup. Motion carried.

Rohret asked if there was an interest by up to five board members to sit on this workgroup. She noted that she will try to coordinate the meetings of the workgroup with other MESB meetings. Commissioners Miron, McMahon, Sivarajah and Egan volunteered. The first meeting will likely precede the May 11, 2016 board meeting.

Motion made by Commissioner Miron, seconded by Commissioner Anderson to approve Commissioners Egan, McMahon, Miron, and Sivarajah and as members of the MESB Human Resources Workgroup. Motion carried.

5. Old Business
A. Legislative Update
Rohret reported in March both the House Taxes Committee and the Senate Tax Reform Committee heard the respective bills regarding the sales tax exemption for joint powers boards and passed them for possible inclusion in an omnibus bill. Rohret reminded members that at the March 2016
Board meeting, Margaret Vesel said that the Legislature is in a strange situation especially when it comes to the tax committees, because when session started the committees were still technically in conference. The Statewide Emergency Communications Board (SECB) Legislative Committee has drafted a template letter for members to send to their representatives to urge support. She stated that Benton County Commissioner Jim McMahon sent a letter to his representative and he received a response was that the bills were dead because they didn’t have a second hearing. Rohret asked for clarification from Vesel, who responded that the bills are not dead. Both bills received hearings in both bodies and were laid on the table for possible inclusion in a future bill. There has been no discussion as to how these bills will be introduced into the process or if they will have a small tax bill. Rohret said that Vesel recommended Commissioners contact their representatives regarding this bill.

Rohret stated that those who testified at the hearings were herself; Gary Carlson, League of Minnesota Cities; Chief Sarah Larson, West Metro Fire and Rescue District; and a representative from Three Rivers Park District. The Department of Revenue was in attendance and said it was a very administrable bill whether it goes back to the original date of January 1, 2016 or changed to July 1, 2016.

She will send the draft of the support letter to all MESB members.

B. 2015 MESB Audit
Rohret reported that the 2015 audit was completed, clean and there were no findings. A full report will be presented at the May board meeting.

C. MDH Narcan Program for First Responders
Rohret stated that the MESB has received some inquiries from the media in regards to the grant program to make Narcan available to first responders. She said she wanted members to have a good understanding of how the MESB program will work and why, in case a story does come out regarding the grant program. She noted that these questions were posed to all EMS regions, not just the metro region.

Robinson said that in late 2015, the Board approved the MESB to enter into a grant agreement with Minnesota Department of Health for $70,000 to purchase and provide Narcan to first responders who choose to use it. The grant agreement was executed on November 23, 2015. He said that the metro program requires first responder agencies to decide whether or not it will carry Narcan. If it decides to do so in conjunction with its medical director, it will receive Narcan from the EMS agency in its jurisdiction. The MESB will reimburse the EMS agency directly. EMS agencies will provide the training required by the medical directors.

On March 28, 2016 Robinson received an email from Jay Olstad of KARE11 asking questions regarding the metro region’s program for this grant. The questions posed were:

Did the metropolitan region receive any money for the purchase of Narcan and the training for it? MESB response: The MESB entered into a grant with MDH for that program.

How much has been used? MESB response: We have not expended any dollars yet.

Why not? MESB response: The decision to carry Narcan is up to first responder agencies and their medical directors who stipulate the training requirements surrounding the use of Narcan. To date, the MESB has not received any requests for Narcan.
Have any lives been saved by the use of Narcan, and if so, how many? MESB response: The MESB does not track these statistics.

Since then, the MESB received another set of questions, which were:

How much did the metro receive? MESB response: The MESB grant contract is capped at $70,000 for all obligations under the contract with MDH.

How many regions does the metro region serve? MESB response: There are 95 law enforcement agencies and 114 fire departments that could opt to carry Narcan. All advanced life support agencies already carry Narcan. Over 200 agencies in all.

Has the MESB offered Narcan to any agencies that declined? MESB response: There are a few agencies which have been carrying Narcan since 2014 and late 2015, prior to the MDH contract with the MESB. There are many agencies which have already chosen not to carry Narcan. There are also some who are still evaluating first responder use of Narcan in their jurisdictions. The MESB announced the program to metro public safety agencies and none have yet decided to participate in the program.

Robinson directed members to the handout which includes language from Laws of Minnesota 2014, Chapter232-S.F. No. 1900, Section 2. Subd.12 requires:

A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to section 148.235, a licensed physician's assistant authorized to prescribe drugs pursuant to section 147A.18, may authorize the following individuals to administer opiate antagonists, as defined in section 604A.04, subdivision 1:

(1) an emergency medical responder registered pursuant to section 144E.27;
(2) a peace officer as defined in section 626.84, subdivision 1, paragraphs (c) and (d); and
(3) staff of community-based health disease prevention or social service programs.

He stated that the law further states that drug can only be administered by the aforementioned if “the licensed physician, licensed physician’s assistant, or licensed advanced practice registered nurse has issued a standing order” and the “individual has training in the recognition of signs of opiate overdose and the use of opiate antagonists as part of the emergency response to opiate overdose.”

Robinson said that today he will meet with Washington County Sheriff’s Office and the Lakeview Hospital Medical Director to discuss the program. Fridley Fire Department opted not to participate in the program. He noted Allina Health EMS will meet with several agencies in Scott County on Thursday regarding this program.

Rohret added that it might have been thought that the EMS regions would just buy a supply of Narcan. There are various issues in dealing with this narcotic, such as the proper way to store it. There is a life cycle issue as well. She reiterated that the MESB would reimburse agencies for the expense. The MESB has sent out a notice of the grant money and will continue to do so.

Commissioner McMahon asked who will be notified.
Robinson said that the notice the grant program started with the EMS TOC, all Medical Directors and public health. Robinson will attend a meeting tomorrow at the Hennepin EMS Council to discuss this program. He noted that the grant program runs through June 30, 2017.

Commissioner Anderson asked how volunteer fire departments fit into this plan.

Robinson responded that first responder volunteer agencies, including volunteer fire departments, have medical directors. He assured members that the medical directors and each county’s EMS TOC representative are well aware of the Narcan program and its issues. All agencies which administer Narcan must be licensed, even if a volunteer agency.

Commissioner McMahon asked where the liability lies.

Robinson said that this program is under the Good Samaritan law.

Commissioner Sivarajah asked that notice of the grant also be sent to the Minnesota Chiefs of Police Association, Minnesota State Fire Chiefs Association and the Minnesota Sheriffs Association.

Commissioner McMahon asked that county administrators also receive notification.

**6. New Business**

Rohret stated that Commissioner Bearth served as the MESB’s alternate to the SECB. As such, the SECB wrote a letter expressing appreciation for his service. This letter was sent to Agnes Bearth and was included in the packet for informational purposes.

Rohret reminded members that Metropolitan Mosquito Control District (MMCD) and MESB are working on building security. Badge/fob-only access doors will be installed to separate work areas from public areas. MMCD and MESB were seeking input on how commissioners would like to handle their access. She asked if commissioners would like individual badges be created, generic commissioner badges or would like just like to be buzzed back by the front desk. Members agreed front desk could assist in allowing commissioner access with no need to distribute more fobs than necessary.

Meeting adjourned at 10:46 a.m.
RECOMMENDATION
The Executive Director recommends acceptance of the 2015 MESB Audit.

BACKGROUND
The MESB hires an auditing firm to conduct its financial audits annually. The audit report must be accepted by the Board.

ISSUES & CONCERNS
The 2015 audit is a clean audit. Please refer to the supporting documentation for this agenda item for more complete information and opinions from the auditors, Redpath and Company, Ltd.

FINANCIAL IMPACT
None.

MOTION:

MOTION BY:  SECONDED BY:  MOTION APPROVED:  ___ YES  _____ NO
To: Metropolitan Emergency Services Board  
From: Redpath and Company, Ltd. Peggy Moeller, Partner  
Date: April 29, 2016  
Re: Summary of Audit for the Year Ended December 31, 2015

GENERAL COMMENTS

Audit reports have been completed and dated April 27, 2016.

We have been invited to the MESB Board Meeting on May 11, 2016. In the meantime you can contact me, Peggy Moeller, with any questions or comments: 651-407-5832 or pmoeller@redpathcpas.com.

AUDIT OVERVIEW

Our opinion on the financial statements is unmodified, sometimes called “clean.” (pp 3-5)

There are no reportable findings in internal control or compliance.

For 2015, a federal single audit (The Uniform Guidance) was not required because expenditures of federal funds (including pass through) were less than $750,000.

The Management’s Discussion and Analysis is prepared by MESB management and is intended to “tell the story behind the numbers.” (pp 7-15)

The fund balance for all funds increased approximately $107,600 in 2015. The General Fund had a decrease of $78,707. The 911 Fund had an increase of $101,600, the EMS Fund had an increase of $16,848 and the Radio fund had an increase of $67,836. The changes in the General Fund included the effect of $64,029 transferred to the 911 Fund.

OPEB became material in 2015 due to management’s determination that one former employees’ benefits were lifetime benefits. These benefits had previously been calculated as ending at age 65.
Governmental Accounting Standards Board Statement No. 45 provides guidance on Accounting and Financial Reporting by Employers for Post-employment Benefits other than pensions. GASB 45 allows for an Alternative Measurement Method in lieu of an actuarial valuation for employers with fewer than one hundred plan members. We have worked with management to calculate the OPEB liability using the Alternative Measurement Method. The calculation will require annual updates.

A recap of December 31 balances is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$111,235</td>
</tr>
<tr>
<td>2014</td>
<td>$100,370</td>
</tr>
<tr>
<td>2013*</td>
<td>$31,350</td>
</tr>
<tr>
<td>2012*</td>
<td>$34,500</td>
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<tr>
<td>2011*</td>
<td>$44,900</td>
</tr>
<tr>
<td>2010*</td>
<td>$45,800</td>
</tr>
</tbody>
</table>

*calculated based on benefits ending at age 65

Like all other affected governmental organizations, MESB was required to implement GASB Statement No. 68 for calendar year 2015. This Statement required recording a liability on the government-wide financial statements for PERA’s unfunded liability and pension related deferred outflows of resources and deferred inflows of resources allocated to MESB. MESB reported a net pension liability of $538,982, deferred outflows of resources of $74,367 (will increase pension expense in future years) and deferred inflows of resources of $80,021, (will decrease pension expense in future years).

AUDIT MANAGEMENT LETTER

The Audit Management Letter includes required communications to “those charged with governance.” (generally, an audit committee or equivalent or the board of directors). For MESB we consider the communications to be of a routine nature.

Thank you.
RECOMMENDATION
The Radio TOC and the Executive Committee recommend approval of the Allina Health Medical Services (AHEMS) request to add an Archiving Interface Server (AIS) to its participation plan for its new Eventide logging (recording) solution.

BACKGROUND
AHEMS's change is necessitated by the removal of the Motorola Gold Elite consoles and Central Electronics Banks, as required by the 7.15 upgrade, scheduled to begin on May 1, 2016.

ISSUES & CONCERNS
Approval by the MESB Executive Board and MESB Board are required for the request to move forward. This item does need to go through the Statewide Emergency Communications Board, Operations & Technical Committee (SECB OTC) and full Statewide Emergency Communications Board (SECB).

The ARMER system was frozen on April 1, 2016 as part of the 7.15 upgrade plan. The AIS server will be installed at the AHEMS secondary PSAP in St. Paul after the 7.15 upgrade is completed.

FINANCIAL IMPACT
None.
March 14, 2016
Metro Region Radio Board
Technical Operations Committee

To Committee Members,

Allina Health Emergency Medical Services (AHEMS) respectfully requests to modify its ARMER system participation plan. AHEMS is in the process of adding a Motorola AIS server on the ARMER system to accommodate for logging with a new Eventide logger. This configuration will be required due to the obsolescence of the Motorola Gold Elite console configurations.

Sincerely,

Victoria Peckman
Communications Technology Specialist
Allina Health Emergency Medical Services
Metropolitan Emergency Services Board

MEETING DATE: May 11, 2016
PRESENTED BY: Tretter
AGENDA NUMBER: 4B2. Approval of 2015 SHSP Grant

RECOMMENDATION
Staff recommends the Board accept the 2015 State Homeland Security Program (SHSP) grant in the amount of $25,000 allocated to the following areas:

- Training: $22,000
- Exercises: $1,750
- Planning: $1,250
- Total: $25,000

BACKGROUND
In February 2016, the Statewide Emergency Communications Board approved a grant to each radio region for the 2015 SHSP grant. Each region was to receive $25,000 for training, exercises and planning. The remaining funds were allocated on a competitive basis. The MESB did not submit a grant request for the competitive portion this year; it will consider doing so next year.

ISSUES & CONCERNS
The MESB has received the grant agreement from Minnesota Department of Public Safety, Division of Emergency Communication Networks (DPS-ECN). Items to be funded out of the planning portion of funds include tactical interoperable communications plan (TICP) maintenance. The grant funds do not require a match as they will not be used for equipment purchases. All funds must be spent by December 1, 2016.

Plans for use of the training funds include a Motorola training class for radio system technicians, scenario (interoperability) training for dispatchers, and incident dispatcher training.

The plans for spending these grant funds align with the radio funding priorities for FY 2016 previously approved by the Board.

FINANCIAL IMPACT
None to the MESB other than staff time to file required reports.

MOTION:

MOTION BY: 
SECONDED BY: 
MOTION APPROVED: ___ YES  ____ NO
RECOMMENDATION
The EMS TOC the Executive Committee recommend approval of the amendments to the EMS Technical Operations Committee (TOC) bylaws.

BACKGROUND
In order to complete the business the EMS TOC is tasked to do, a quorum must be met. The membership representing EMS in the metropolitan region are mostly at the Chief or Director level. In recent years there has been a significant increase (nearly 20%) in EMS requests which translates to increased workloads and demands upon upper EMS management personnel. All eligible members have agreed that they cannot always attend and feel that this will help the TOC meet quorum and also allows them to do what they have to accomplish without compromising their membership on the EMS TOC.

ISSUES & CONCERNS
At its March 15, 2016, the EMS TOC discussed some substantive changes to the EMS TOC bylaws, which include bylaws for the sub-committees of the EMS TOC. The EMS TOC approved amending the current bylaws of the EMS TOC in two places. The amendment requires eligible agencies that opt to nominate a representative to a voting seat on the EMS TOC to abide by a new requirement that the agency’s representative or their alternate will attend at least three meetings or 75% of meetings held in one (1) rolling twelve month year. If the attendance requirement is not met, that agency’s membership will be changed to a non-voting seat until the minimum attendance requirement is met. This amendment to the bylaws was proposed by the EMS TOC Executive Sub-committee to address ongoing issues with establishing a quorum at the EMS TOC meetings. The language was included in both the EMS TOC bylaws and the EMS Executive Sub-committee bylaws.

Upon reviewing the by-laws, staff made non-substantive and formatting changes for consistency throughout the document.

FINANCIAL IMPACT
None.
BY- LAWS
OF THE
METRO REGION EMS SYSTEM TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be an Emergency Medical Services Technical Operations Committee (EMS TOC) composed of the following representatives from the Metro Region and selected as follows:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- Public health representative of the Administrator of the Community Health Services (CHS) agency of each Metro Region county as recommended by the county board of commissioners: one seat each
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Metro Region Health Care Preparedness Coordinator (RHPC): one seat
- Chair of the EMS Communications and Information Technology Sub-Committee or designee
- Chair of the EMS Education and Research Sub-Committee, or designee
- Chair of the EMS Emergency Preparedness Sub-Committee, or designee.

Ex officio members may be added at the discretion of the EMS TOC.

The Metro Region for the purpose of this committee consists of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington Counties.

Each agency eligible for representation may, at its option, nominate a representative to the EMS TOC. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Sub-Committee and submitted to the MESB Board for approval. The Board reviews recommendations for membership on the EMS TOC and makes the appointment to the Committee.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the Board.
Resignation of a non-dedicated seat creates a vacancy which will be filled by nomination from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7). In addition, there shall be alternates appointed for each representative to the EMS TOC. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the last EMS TOC meeting of the odd-numbered calendar years, at which regular business transactions are conducted, there shall be elected a Chair and Vice Chair.

One of the two executive officers shall be a representative from an agency serving the counties of Anoka, Carver, Hennepin and Scott and the other is to be a representative from an agency serving the counties of Chisago, Dakota, Isanti, Ramsey and Washington.

Each officer elected and approved by the Board shall serve for a period of two years and shall be eligible for re-election for successive two-year terms.

In the event the Chair resigns prior to the end of the term of office, the Vice Chair will assume the Chair position for the remainder of the term and a special election for Vice-Chair will occur at the next meeting. In the event the Vice Chair resigns prior to the end of the term of office, a special election to fill the position will take place at the next meeting of the EMS TOC.

SECTION 2. CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of the EMS TOC. The Chair of the Board shall appoint the Chair of EMS TOC subject to the approval of the Board. The Chair shall preside at all meetings of the EMS TOC and perform the usual duties of a Chair. The Chair shall attend all meetings of the Board.

SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the EMS TOC, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.
SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC of the MESB is to support EMS agencies within the Metro Region by:

1. Providing an informational network for EMS agencies;
2. Encouraging decisions and planning to achieve greater levels of systems interoperability;
3. Promoting best practices as a means to improve quality;
4. Pursuing strategic grant opportunities for the metro EMS system;
5. Advising the Metro Region EMS System Coordinator and the Metro Emergency Services Board on matters of policy, procedure and technology;
6. Promoting the sharing of resources, best practices, standards and policies.

The EMS TOC shall have the powers necessary and appropriate to effectively carry out the directives of the Board. The EMS TOC shall recommend to the Board those actions that are needed for the coordination and improvement of emergency medical services within the Metro Region. The EMS TOC shall perform other such duties as may be prescribed by the Board, including:

1. Develop a work plan for the EMS activities listed in Minn. Stat. § 144E.50, Subd. 5 for state funding:
   a. Personnel training
   b. Transportation coordination
   c. Public safety agency cooperation
   d. Communications system maintenance and development
   e. Public involvement
   f. Health care facilities involvement
   g. System management
2. Review and approve metro EMS-targeted grant requests prior to their submission for MESB approval.
3. Review and approve sub-committee recommendations prior to their submission for MESB approval.

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.

SECTION 5. VOTING

Each member of the EMS TOC may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the EMS TOC.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.
SECTION 6. MEETINGS

The EMS TOC shall agree to a time and place for holding regular meetings of the EMS TOC; notice of regular meetings shall be given to each member of the EMS TOC at least five (5) days prior to such meeting.

Special meetings of the EMS TOC may be called by or at the request of the Chair, or in the Chair’s absence the Vice Chair, or any two members, provided that at least three (3) days’ notice be given to each member of the Committee and said notice otherwise complies with provisions of the open meeting law.

SECTION 7. QUORUM

A simple majority of the total voting members of the EMS TOC shall constitute a quorum for the transaction of business at any meeting.

SECTION 8. ATTENDANCE

EMS TOC members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. Any agency whose member does not abide by the minimum meeting requirements will be asked to appoint another representative to the EMS Technical Operations Committee. If an eligible agency holding a voting seat on the EMS TOC does not meet the minimum attendance requirement, the agency’s membership will be changed to non-voting status until the minimum attendance requirement is met, at which time, the agency’s membership will be automatically reinstated to full voting status.

SECTION 9. MEDICAL DIRECTOR

The physician representatives on the Committee function as the medical directors for the Board and EMS TOC.

SECTION 10. METRO REGION EMS SYSTEM REPRESENTATIVE ON THE MINNESOTA EMS REGULATORY BOARD

The Metro Region EMS System Representative shall be recommended by the EMS TOC to the Board for submission to the Secretary of State for appointment. Members of the Board, the EMS TOC and/or its sub-committees are eligible to serve as the Metro Region EMS System’s representative on the EMS Regulatory Board. The representative shall serve as an ex officio member of the EMS TOC unless already designated a member of it.
BY-LAWS
OF THE
METRO REGION EMS SYSTEM EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION

The EMS Executive Committee shall be composed of:

- Chair of the EMS Technical Operations Committee (EMS TOC)
- Vice Chair of the EMS TOC
- Chair of the EMS Education & Research Sub-Committee
- Chair of the EMS Communications and Information Technology Sub-Committee
- Chair of the EMS Emergency Preparedness Sub-Committee
- Public Health representative serving on the EMS TOC: one seat, appointed by the EMS TOC

SECTION 2. CHAIR

The Chair of the EMS TOC shall serve as the Chair of its Executive Committee. The Chair shall preside at all meetings of the EMS Executive Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The Vice Chair of the EMS TOC shall serve as the Vice Chair of its Executive Committee. In the absence of the Chair, or in the event of the Chair’s inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS Executive Committee is to improve emergency medical services within the Metro Region by:

1. Approving actions which need to be taken more quickly than the EMS TOC could be convened.
2. Ensuring that work of all sub-committees and the EMS TOC are coordinated and progressing in a timely manner.
3. Collaborate with MESB staff in developing agendas for, and preparing minutes from, EMS TOC and EMS Executive Committee meetings.
4. Working with MESB staff to ensure attendance and quorum requirements are enforced.

5. Monitoring financial reports for revenues and expenditures.

6. Working with MESB staff to ensure audit compliance with Minn. Stat. § 144E.50, Subds. 4 and 6.

7. Reviewing and forwarding nominations for seats on the EMS TOC and its sub-committees.

The EMS Executive Committee shall have the powers necessary and appropriate to effectively carry out its work.

All meetings of the EMS Executive Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.

SECTION 5. VOTING

Each member of the EMS Executive Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

SECTION 6. MEETINGS

The EMS Executive Committee shall agree to a time and place for holding regular meetings of the EMS Executive Committee; notice of regular meetings shall be given to each member of the Committee at least five (5) days prior to such meeting.

Special meetings of the Committee may be called by or at the request of the Chair, or in the Chair’s absence the Vice Chair, or any two members provided that at least three (3) days’ notice be given to each member of the Committee and said notice otherwise complies with provisions of the open meeting law.

SECTION 7. QUORUM

A simple majority of the total voting members of the Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Executive Committee.

SECTION 8. ATTENDANCE

EMS Executive Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. If an Executive Committee member does not meet the minimum attendance requirement, the member and alternate will be replaced at the next EMS TOC meeting.
SECTION 1: COMPOSITION

The EMS Education and Research Sub-Committee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the East Metro Region: two seats
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the West Metro Region: two seats
- EMS education, affiliated with MNSCU: three seats
- EMS education, other: three seats
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Chair of EMS Communications and Information Technology Sub-Committee or designee:

Each agency eligible for representation may, at its option, nominate a representative to the EMS Education and Research Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).
In addition, there shall be alternates appointed for each representative to the EMS Education and Research Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Education and Research Sub-Committee and shall perform duties as prescribed by the EMS Education and Research Sub-Committee from time-to-time and as approved by the EMS TOC and MESB Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair’s inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS Education and Research Sub-Committee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for education and research, for recommendation to the EMS TOC.
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to pre-hospital education, research and public education.
3. Encouraging decisions and planning to take advantage of new training technologies.
4. Reviewing, developing, and/or recommending education classes or programs which will benefit regional EMS providers.
5. Identifying methods and resources needed to educate the public about EMS.
6. Developing RFPs and evaluation criteria for proposals.
7. Assessing, reviewing, and recommending pre-hospital grant application(s) submitted to Metro EMS for education/research.
8. Promoting educational best practices as a means to improve quality and uniformity amongst EMS agencies and educational training sites in the Metro Region.
9. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to pre-hospital education and research opportunities.
10. Advising the Metro Region EMS System Coordinator and the EMS TOC on matters of policy, procedure, pre-hospital education and research.

The EMS Education and Research Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Education and Research Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Education and Research Sub-Committee shall perform other such duties as may be prescribed by the Board.

The EMS Education and Research Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Education and Research Sub-Committee members shall not hold themselves out as representing EMS Education and Research Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Education and Research Sub-Committee, EMS TOC, or MESB Board.

SECTION 5. VOTING

Each member of the EMS Education and Research Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

SECTION 6. MEETINGS

The EMS Education and Research Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.

Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair’s absence the Vice Chair, or any two members provided that at least three (3) days’ notice be given to each member of the Sub-Committee and said notice otherwise complies with provisions of the open meeting law.

All meetings of the EMS Education and Research Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.
SECTION 7. QUORUM

A simple majority of the total members of the EMS Education and Research Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Education and Research Sub-Committee.

SECTION 8. ATTENDANCE

EMS Education and Research Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.
BY-LAWS
OF THE
METRO REGION EMS SYSTEM
COMMUNICATIONS and INFORMATION
TECHNOLOGY SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS System Communications and Information Technology Sub-Committee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the East Metro Region: one seat
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the West Metro Region: one seat
- EMS Communications (PSAPs, EMS ECC and MRCCs): one seat each

Each agency eligible for representation may, at its option, nominate a representative to the EMS Communications and Information Technology Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS Communications agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Communications seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing not to nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS System Communications and Information Technology Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.
At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS System Communications and Information Technology Sub-Committee and shall perform duties as prescribed by the EMS Communications and Information Technology Sub-Committee from time-to-time and as approved by the EMS TOC and MESB Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair’s inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the Metro Region EMS System Communications and Information Technology Sub-Committee is to support EMS agencies, Secondary Public Safety Answering Points (PSAPs) and EMS Dispatch Centers through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for communications and information technology, for recommendation to the EMS Technical Operations Committee;
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to public safety interoperable communications;
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines;
4. Promoting communication best practices as a means to improve quality;
5. Interfacing with primary PSAPs and first responder agencies as a means to close gaps and enhance cooperation and interoperability within the entire public safety delivery system;
6. Developing plans for the distribution of regional assets and maintaining inventories;
7. Providing guidance and planning for the use of accepted grant funds;
8. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to emergency communications, 9-1-1 systems, Computer Aided Dispatch systems, mobile computing systems and strategic technology planning;
9. Advising the Metro Region EMS System Coordinator and the EMS TOC on matters of policy, procedure and technology.

The EMS Communications and Information Technology Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB.
Board, as specified in the EMS Communications and Information Technology Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Communications and Information Technology Sub-Committee shall perform other such duties as may be prescribed by the Board.

The EMS Communications and Information Technology Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Communications and Information Technology Sub-Committee members shall not hold themselves out as representing EMS Communications and Information Technology Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Communications and Information Technology Sub-Committee, EMS TOC, or MESB Board.

SECTION 5. VOTING

Each member of the EMS Communications and Information Technology Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

SECTION 6. MEETINGS

The EMS Communications and Information Technology Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.

Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair’s absence the Vice Chair, or any two members provided that at least three (3) days’ notice be given to each member of the Sub-Committee and said notice otherwise complies with provisions of the open meeting law.

All meetings of the EMS Communications and Information Technology Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.

SECTION 7. QUORUM
A simple majority of the total members of the EMS Communications and Information Technology Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Communications and Information Technology Sub-Committee.

SECTION 8. ATTENDANCE

EMS Communications and Information Technology Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.
BY-LAWS
OF THE
METRO REGION EMS SYSTEM EMERGENCY PREPAREDNESS SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness Sub-Committee shall be composed of:
• Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
• Non-EMS Fire first responder from Metro Cities of the First Class: one seat
• Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
• EMS Communications (PSAPS, EMS ECC and MRCCs): two seats

Each agency eligible for representation may, at its option, nominate a representative to the EMS Emergency Preparedness Sub-Committee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS Licensed Provider agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Licensed Provider seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Emergency Preparedness Sub-Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-
Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Emergency Preparedness Sub-Committee and shall perform duties as prescribed by the EMS Emergency Preparedness Sub-Committee from time-to-time and as approved by the EMS TOC and MESB Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair’s inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. PURPOSE, POWERS AND DUTIES

The purpose of the Metro Region EMS Emergency Preparedness Sub-Committee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Promoting the exchange of information, experience and concepts related to operations.
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. Promoting operational best practices as a means to improve quality.
5. Reviewing and recommending policy procedure, standard and best practice for EMS to governing entities in both the Metro Region and the State of Minnesota.
6. Coordinating emergency response strategies and tactics for major incidents and events through the Metro Region EMS System Coordination Center, the Minnesota EMS Multi-Agency Coordination Center, the Metro MACC or similar bodies.
7. Providing assistance with Mitigation, Preparedness, Response, and Recovery activities.
8. Developing plans for the distribution of regional assets and maintaining inventories.
9. Providing guidance and planning for the use of accepted grant funds.
10. Advising the Metro Region EMS System Coordinator and the EMS TOC on matters of policy, procedure and technology.

The EMS Emergency Preparedness Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Emergency Preparedness Sub-Committee Work Plan or as directed by the EMS TOC or Board.

The EMS Emergency Preparedness Sub-Committee shall perform other such duties as may be prescribed by the Board.
The EMS Emergency Preparedness Sub-Committee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Emergency Preparedness Sub-Committee members shall not hold themselves out as representing EMS Emergency Preparedness Sub-Committee, EMS TOC, or MESB Board views without prior consent of the EMS Emergency Preparedness Sub-Committee, EMS TOC, or MESB Board.

SECTION 5. VOTING

Each member of the EMS Emergency Preparedness Sub-Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

SECTION 6. MEETINGS

The EMS Emergency Preparedness Sub-Committee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Sub-Committee at least five (5) days prior to such meeting.

Special meetings of the Sub-Committee may be called by or at the request of the Chair, or in the Chair’s absence the Vice Chair, or any two members provided that at least three (3) days’ notice be given to each member of the Sub-Committee and said notice otherwise complies with provisions of the open meeting law.

All meetings of the EMS Emergency Preparedness Sub-Committee shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.

SECTION 7. QUORUM

A simple majority of the total members of the EMS Emergency Preparedness Sub-Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness Sub-Committee.

SECTION 8. ATTENDANCE
EMS Emergency Preparedness Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.
RECOMMENDATION
The Executive Committee recommend approval of new MESB Policy 027 – Contracted Professional Services.

BACKGROUND
At the October 14, 2015 meeting, the Board approved a motion directing the Executive Director to establish a policy regarding contracted professional services and Request for Proposal (RFP) processes.

ISSUES & CONCERNS
The draft policy 027 – Contracted Professional Services was written to address the frequency with which the MESB will go out for RFPs for contracted professional services.

The policy states that MESB contracts for professional services will be for no more than five consecutive years. The MESB will go out for RFP every five years and the Board shall exercise its discretion in awarding contracts.

This draft policy was reviewed by MESB counsel.

FINANCIAL IMPACT
None at this time. The MESB will incur minor costs associated with issuing the RFPs and will begin to include them in its budget. The biggest financial impact is on staff and Board time evaluating the proposals.
The MESB contracts for certain professional services including, but not limited to:

- Audit/Accounting Services
- Information Technology
- Lobbying/Government Relations Services
- Technical/Engineering Consultants

The MESB will enter into contracts for such services with individual vendors for no longer than five consecutive years. After five years, the MESB will automatically issue a Request for Proposals (RFP) for contracted professional services.

This policy does not preclude the MESB from issuing an RFP for contracted professional services earlier than five years.

The Board shall review the vendor selected through the RFP process and shall exercise its discretion in awarding a contract.
RECOMMENDATION
The Executive Committee recommends approval of a travel request for the Executive Director for the annual APCO conference and MTUG National Meeting.

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 one travel request.

The request is to attend the 2016 Association of Public-Safety Communications Officials (APCO) conference and Motorola Trunked Users Group (MTUG) National Meeting in Orlando, FL, August 14 – 20, 2016. This is an annual conference for public safety communications professionals, covering topics ranging from NG 9-1-1, to FirstNet to Interoperability. The MTUG National Meeting, is held the two days immediately following the APCO conference and focuses specifically on issues and technology associated with Motorola trunked radio systems.

The travel request is for $2,102.00, which includes all travel and registration costs. All efforts will be made to purchase a flight at a reasonable cost. Costs included in the travel request are estimates. This travel request is included in the 2016 budget.

FINANCIAL IMPACT
Travel costs for the conference and meeting are included in the 2016 budget.
REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2016 Annual Conference/National MTUG Annual Meeting
Location: Orlando, FL (Per Diem Rate: $59.00/day)
Travel Dates: August 14 – 20, 2016

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Is travel cost included in current budget? Yes

Notes: There is no cost to attend the MTUG Annual Meeting other than hotel charges, which were included in the budgeted cost.

Submitted by: [Signature]  Date: March 25, 2016

Board approval
Motion by: Seconded by:
Motion carried/Motion denied
Date:
FIRST RESPONDER NALOXONE PROGRAM UPDATE
The Metropolitan Emergency Services Board (MESB) Executive Committee was briefed on the first responder naloxone program status at its April 13, 2016 meeting. This is a review and program progress update.

BACKGROUND
The Metropolitan Emergency Services Board (MESB) entered into a grant contract with MDH to reimburse EMS and first responder organizations for the cost of naloxone (Narcan), an opioid antagonist. The MESB received the fully executed contract agreement November 23, 2015. The grant's termination date is June 30, 2016 and available funds are capped at $70,000.

First responder agencies and their medical directors must make the decision to carry an opiate antagonist. The MESB recommends that metro first responder agencies discuss the option of carrying an opiate antagonist with the medical director under which they operate and the EMS transport agency which services their jurisdiction. This program requires a licensed physician, licensed physician assistant, or licensed advanced practice registered nurse to issue a standing order, or enter into an administration protocol, and to determine the individual training requirements for each agency.

Upon request, the MESB’s Metro Region EMS Coordinator will work with the local first responder agency to arrange meetings with the appropriate medical director and EMS authority for its jurisdiction. If the first responder agency decides to carry naloxone after these meetings, it will receive the opiate antagonist from the EMS authority in its jurisdiction at no cost through the duration of the grant or until the grant funds have been expended, whichever occurs first. The MESB will directly reimburse the EMS transport agency providing service in the jurisdiction.

The MESB will work with the EMS transport agency providing service in the jurisdiction to provide and restock the opiate antagonist for the first responder agency. This practice will help ensure that the opiate antagonist has been stored properly and is not beyond its expiration date.

However, if a first responder agency opts to purchase naloxone themselves, the MESB will directly reimburse the jurisdiction for the cost of the opioid antagonist through the duration of the grant or until the grant funds have been expended, whichever occurs first.

The Minneapolis Fire Department, anticipating a May 2016 start of their first responder opiate antagonist program, is the only agency to date requesting reimbursement for naloxone purchase and training expenses. The Washington County Sheriff’s Office, Centennial Lakes Public Safety, and Spring Lake Park Police are at various stages of developing a first responder opiate antagonist program and may seek reimbursements in the near future.

ISSUES & CONCERNS
The time it takes to institute an opioid antagonist first responder program can be a concern. Some large organizations such as the Minneapolis Fire Department report that it has taken almost one (1) year to study the issue and narcotic overdose frequency data, engage the medical director and EMS transport agency
as well as develop internal policies and train over 400 firefighters. Smaller departments may be able to get through their planning and training process much quicker.

**FINANCIAL IMPACT**

None.
RECOMMENDATION
No recommendation at this time. This is meant to be informational only.

BACKGROUND
In 2013, as a result of a manufacturer’s notice of discontinuance of support for some of their 911 answering equipment, the MESB and several metro PSAPs, who utilized the equipment identified in the notice, began discussions of sharing call handling equipment. These discussions resulted in a RFP which was released by the MESB on behalf of ten PSAPs in 2013. All ten PSAPs purchased call answering systems from respondents to the joint RFP. Three PSAPs purchased standalone applications. Carver Co. and Ridgeview Medical Center partnered with a shared system, and the remaining five PSAPs partnered to share a system.

In mid-2014, the Board approved entering into three agreements in relation to the new five-PSAP shared call handling equipment system: a Master Cooperative Agreement; an Ancillary Agreement to the Cooperative Agreement; and a Purchase Agreement. The other parties to the agreements are: Allina Health EMS; City of Edina; City of Minneapolis; Hennepin County; and Hennepin EMS. The Purchase Agreement was also signed by the awarded RFP respondent, Independent Emergency Services, LLC (IES). The system purchased is referred to as Call Handling System 1 (CHS 1), which is governed by a System Owners Group (SOG). The CHS 1 SOG requested the MESB to act as the contract manager and fiscal agent for CHS 1.

The system began to be installed in late third quarter 2014 at Hennepin County and was completed in July 2015 when Edina PD, the last of the five participating PSAPs came on the shared system. To date, though all installations are complete, there has been no final system acceptance because of system performance issues and remaining contract obligations by IES.

ISSUES & CONCERNS
Since the system was installed, it has experienced minor bugs, which are experienced whenever new technology is implemented. However, the system has also experienced two IP network issues. One event isolated the Hennepin EMS PSAP from the system, requiring calls to be diverted to North Memorial’s PSAP until the network could be restored. The other four PSAPs on the system were not affected and remained in normal operation. The second event involved a network fiber cut which prevented the two system servers from being able to communicate with each other. In that case the system failover processes worked appropriately and there was no disruption of calls as the primary server continued to process all calls normally.

On April 12, 2016, the system experienced another network outage and the system failover processes did not work properly. All five PSAPs were affected by this outage, which lasted several minutes and affected both 9-1-1 calls and calls to administrative lines. At approximately the same time as the network instability, a large surge of 9-1-1 calls were delivered to the system as the result of an accidental activation of the Hennepin County outdoor emergency alerting sirens. It appears that as many as 500 9-1-1 calls were presented to CHS 1 in less than five minutes.
The Hennepin County Information Technology office quickly began an After Action Report (AAR) process to begin to determine root cause of the failure and to identify a solution. It should be noted that for approximately 24 hours, it was undetermined what caused the outage as maintenance was being performed in several areas adjacent to the system. The MESB became engaged in the process immediately after it received notice of the outage and has been attending all AAR meetings, and engaging in offline conversations with system vendors in an attempt to determine root cause and identify a solution.

The system manufacturer, Airbus, stated on April 18, 2016 that it would complete its root cause analysis and present it at an AAR meeting on April 25, 2016. When that meeting occurred (nearly two weeks after the outage), neither Airbus nor IES were able to positively identify the root cause of the outage and were unable to offer any definitive solutions to the problem. The result of the meeting was a loss of confidence by CHS 1 owners in the system and the vendor’s ability to implement appropriate solutions.

On April 28, 2016, as a result of the failure to provide root cause or definitive solution on April 25, the MESB sent notice to the system vendor, IES, that the owners of CHS 1 viewed their inability to provide solutions and information as unsatisfactory contract performance. This notice was reviewed by MESB Counsel.

On April 19, the MESB received correspondence from Hennepin County Sheriff Richard Stanek; MESB response to that letter was sent on April 20. Both pieces of correspondence are included in this packet.

Throughout these last weeks, there has been uncertainty as to who should be taking the lead in getting the issue resolved. Hennepin County Information Technology (HCIT) has been actively involved because, in addition to providing datacenter space at the Sheriff’s communications facility and the Hennepin County Government Center, the CHS 1 WAN utilizes fiber connections between the two system data centers provided under a contract between HCIT and Zayo, the owner of the fiber. An additional contract between HCIT and the MESB, as contract agent for the CHS 1 SOG, gives the SOG exclusive use of this WAN connection. IES and Airbus are responsible for the configuration, management, and monitoring of the WAN.

The agreements approved in 2014 detail MESB’s role as fiscal agent, but do not provide as much information on its role as contract manager when issues are not fiscal. It is unclear to MESB what the expectations of the SOG are. It is staff’s intent to get some clarification on the role of the MESB, as well as the creation of a process for issue resolution, which can be implemented if another issue such as this is experienced. This way, all system owners and the MESB have a common understanding of the MESB role. This may require an amendment to one of the agreements.

**FINANCIAL IMPACT**

None to MESB except staff time.

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**MOTION:**

54