

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

BOARD AGENDA November 8, 2017 **10:00 – 11:30 a.m.**

Page

OFFICERS

Chair
Commissioner George McMahon*
Chisago County

Vice Chair
Council Member Andrew Johnson*
City of Minneapolis

Secretary
Commissioner Fran Miron*
Washington County

Treasurer
Commissioner Blake Huffman*
Ramsey County

BOARD MEMBERS

Commissioner Mike Gamache
Anoka County

Commissioner Rhonda Sivarajah*
Anoka County

Commissioner Gayle Degler
Carver County

Commissioner James Ische*
Carver County

Commissioner Tom Egan*
Dakota County

Commissioner Mary Liz Holberg
Dakota County

Commissioner Debbie Goettel
Hennepin County

Commissioner Jeff Johnson*
Hennepin County

Commissioner Greg Anderson *
Isanti County

Commissioner Janice Rettman
Ramsey County

Commissioner Barb Weckman Brekke
Scott County

Commissioner Tom Wolf*
Scott County

Commissioner Karla Bigham
Washington County

* Executive Committee

- | | | | |
|--|--|--|-----------|
| 1. Call to Order (Commissioner McMahon) | | | 1 |
| 2. Approval of Agenda (Comm. McMahon) | | | |
| 3. Consent Agenda (Comm. McMahon) | | | 1 |
| A. Approval of September 13, 2017 Meeting Minutes | | | 2 |
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| 1. NENA Standards & Best Practices Conference – Orlando, FL, Jan. 16 – 18, 2018 | | | |
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| A. Legislative Report (Vesel/Bergeron) | | | |
| B. Statewide Emergency Communications Board (SECB) Reports: | | | |
| 1. Finance (Comm. Huffman/Rohret) – Oct./Nov. cancelled | | | |
| 2. Legislative (Comm. Egan/Rohret) – Oct./Nov. cancelled | | | |
| 3. Steering (Comm. Wolf/Tretter) | | | |
| 4. OTC & Other SECB Committees (Tretter/Eggimann) | | | |
| 5. Board (Comm. Gamache/Tretter) – October cancelled | | | |
| 6. Old Business – None | | | |
| 7. New Business | | | |
| A. NG9-1-1 Presentation (Eggimann/Rohret) | | | |
| 8. Adjourn | | | |

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| MEETING DATE: <p style="text-align: center;">November 8, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret</p> | AGENDA NUMBER: 3. <p style="text-align: center;">Consent Agenda</p> <p>A. Minutes of September 2017 Meeting</p> <p>B. Approval: August 2017 Treasurer's Report</p> <p>C. Approval: September 2017 Treasurer's Report</p> |
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- A. **Minutes** – The minutes of the July 12, 2017 meeting of the Board are attached for review and approval.
- B. **June 2017 Treasurer's Report** – The Treasurer has reviewed the June 2017 financial statements and has given his approval of the report.
- C. **July 2017 Treasurer's Report** – The Treasurer has reviewed the July 2017 financial statements and has given his approval of the report.
- D. **Informational Only** – Draft minutes of the October 11, 2017 MESB Executive Committee meeting.

| | | |
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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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**MEETING MINUTES
SEPTEMBER 13, 2017**

Commissioners Present:

| | | | |
|----------------------------|--|-------------------|---|
| ANOKA | Mike Gamache Rhonda Sivarajah - Absent | HENNEPIN | Debbie Goettel Jeff Johnson - Absent |
| CARVER | Gayle Degler Jim Ische | ISANTI | Greg Anderson |
| CHISAGO | George McMahon | RAMSEY | Blake Huffman Janice Rettman - Absent |
| City of Minneapolis | Andrew Johnson | SCOTT | Barb Weckman Brekke Tom Wolf |
| DAKOTA | Tom Egan Mary Liz Holberg | WASHINGTON | Karla Bigham Fran Miron |

Staff Present: Jill Rohret; Vic Barnett; Pete Eggmann; Kelli Jackson; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, *MESB Board Counsel*; and Melinda Miller, *DPS/ECN*.

1. Call to Order

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

2. Approval of Agenda

Motion made by Commissioner Degler, seconded by Commissioner Bigham to accept the September 13, 2017 Agenda. Motion carried.

3. Approval of Consent Agenda

Motion made by Commissioner Degler seconded by Commissioner Wolf to approve the Consent Agenda. Motion carried.

4. Issues and Action Requests

A. Approval of RFP Award for CAD-to-CAD Interoperability Grant Project

Jill Rohret said that staff recommended the Board approve the award of the CAD-to-CAD Interoperability RFP to Winbourne Consulting, LLC. Last fall when grant priorities were being set, a CAD-to-CAD Interoperability Project was included. Staff applied for grant funds and the MESB received \$30,000 for the project. The RFP received four responses, only one of which was below or met the grant budget. However, staff felt that that respondent, Winbourne Consulting, LLC was the best choice. Winbourne Consulting's cost proposal was for \$29,500.00.

Rohret confirmed for Commissioner Goettel that the agreement was ready for signature today and the work would begin immediately. Commissioner Degler asked where would the additional \$500.00 from the \$30,000 allocation go? Rohret said that the \$500.00 could always be returned or be allocated to other projects. Pete Eggmann said that this proposal was for a metro-wide feasibility study. There is no guarantee that at the end of the study there will be CAD-to-CAD interoperability. Rohret said that the intent was to make more grant requests in the future for future phases of the project.

Motion made by Commissioner Goettel, seconded by Commissioner Egan to approve the award of the CAD-to-CAD Interoperability RFP to Winbourne Consulting, LLC. Motion carried.

B. Approval of RFP Award for Training Curriculum Development Grant Project

Rohret said that last fall the MESB approved regional grant funding priorities for 9-1-1 projects through either federal or state grants disbursed by the Statewide Emergency Communications Board. Those projects were: GIS Address Point Layer Development, Telecommunicator Training Curriculum Development and the CAD-to-CAD Interoperability. The MESB sub-granted funds to Isanti and Washington Counties for the GIS Address Point Layer Development project.

The MESB also approved the Minimum Training Standard for Telecommunicators. As a result, the 9-1-1 TOC requested a curriculum be developed based on that standard. A grant for \$30,000 was applied for and received; another RFP was drafted for this grant project. There were two responses were received. The respondents were Diane Lind and Mission Critical Partners, Inc. The proposal from Diane Lind met the grant budget requirements and fit the grant budget. Diane Lind is the former Dakota County PSAP Manager.

Staff recommended the Board approve the award of the Telecommunicator Training Curriculum Development RFP to Diane Lind. The contract is ready for signature upon approval.

Motion made by Commissioner Ische, seconded by Commissioner Egan to approve the award of the Telecommunicator Training Curriculum Development RFP to Diane Lind.

C. Approval of RFP Award for EMS Leadership Development

Rohret stated that staff recommended the Board approve the award of the EMS Leadership Development RFP to ATL Leaders International.

The EMSRB, the EMS TOC and the MESB include training and education in the biennial grant budgets. The EMS TOC identified the need to develop leadership skills in EMS personnel as, due to retirements, there has been a generational change in EMS leadership. Many of the new supervisors have not had the background or experience to develop leadership skills. The EMS TOC desires the development of these skills.

One response to the RFP was received from Above the Line Leaders International (ATL). Staff evaluated their response and recommend awarding the RFP to ATL This would be a two-year program for a class of approximately 20 attendees. If deemed successful, more classes would be considered. This request is for one two-year class. The agreement is still being drafted.

Motion made to Commissioner Miron, seconded by Commissioner Ische to approve the award of the EMS Leadership Development RFP to ATL Leaders International. Motion carried.

D. Acceptance of Federal Narcan Grant.

Rohret said the staff sought preliminary acceptance for a federal Narcan grant through the State of Minnesota, as the paperwork is expected shortly and staff did not want to delay this grant.

Rohret said staff recommended the Board accept the State of Minnesota Grant for the purchase of opiate antagonists and education and training of emergency medical services personnel in the use of them in the event of an opioid or heroin overdose. This grant is similar to the previous grant for Narcan except that the funds will be federal dollars instead of state.

Motion made by Commissioner Goettel, seconded by Commissioner Wolf to accept the State of Minnesota Grant for the purchase of opiate antagonists and education and training of emergency medical services personnel. Motion carried.

E. Acceptance of EMSRB Training Grant

Rohret said there is a training program through the EMSRB for volunteer ambulance attendants. Each year the grants are evaluated by the EMSRB and unspent funds are redistributed over the regions. This grant of \$9,700 is administered to each of the eight EMS regions.

Staff recommended the Board accept the Emergency Medical Services Regulatory Board (EMSRB) training grant in the amount of \$9,700.00, which will be used to fund the leadership development program previously discussed.

Motion made by Commissioner Goettel, seconded by Commissioner Huffman to accept the Emergency Medical Services Regulatory Board (EMSRB) training grant in the amount of \$9,700.00. Motion carried.

F. Approval of RFP Award for Lobbying Services

Rohret stated the Executive Committee recommended the Board approve the award of the Lobbying Services RFP to Larkin Hoffman Attorneys.

She said that an RFP was issued in July. Two responses were received; the respondents were Larkin Hoffman Attorneys and Libby Law Office

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the award of the Lobbying Services RFP to Larkin Hoffman Attorneys. Motion carried.

Commissioner Egan asked if there had been a 5% increase in the budget for Contract Services? Rohret said that \$5,000 had been included in the budget for overall Contract Services.

6. Reports

A. Legislative Update

Rohret said there was a hearing this week on license and registration system. There will be a Legislative report at the November MESB meeting. One of the items that will be carried forward this year is the amendments to MN Statute 403 which is the 9-1-1 Statute and ARMER Radio Statute which did not get introduced in 2017. Rohret met with Representative Smith as a potential sponsor.

B. Statewide Emergency Communication Board (SECB)

1. Finance – Cancelled

2. Legislative – Cancelled

3. Steering

Troy Tretter said that today's meeting cancelled. Steering did approve acceptance for Fargo/Cass County to be eligible to join the ARMER system for a fee. Moorhead is the joint PSAP serving that area. No Minnesota dollars will fund any of Fargo / Cass County use of the ARMER system. Rohret said it went through a thorough review. The SECB is confident that there will not be any other entities that would qualify to use the ARMER system. It is a very unique situation based on mutual aid. They will pay a one-time fee, pay for all maintenance, upgrades and abide by all standards.

Rohret introduced Vic Barnett as the new 9-1-1 Data Coordinator.

4. OTC

Tretter said the OTC met yesterday. There were some language updates on state standards. There was a participation plan amendment from Wabasha County to change a tower and a request from Allina for additional talkgroups.

5. Board

Commissioner Gamache said there was the Cass County contract clarification. It had been a sixteen-month process and it was done well.

Old Business

Commissioner McMahon said that he had completed Jill Rohret's performance review before this board meeting. It was a positive review. Dakota County matrix still needs to be consulted. The review will be on the October Executive Committee agenda. Commissioner Huffman asked if the responses corresponded with the grid. Commissioner McMahon said that yes it did.

Motion made by Commissioner Huffman, seconded by Commissioner Goettel to accept the Executive Board's recommendation for the Executive Director's annual review. Commissioner Holberg made a friendly amendment to the motion to accept the Executive Board's recommendation as long as it is in the parameters of the Dakota County merit matrix.

New Business

A. FirstNet Presentation

Melinda Miller, FirstNet Program Manager for the State of Minnesota, made a presentation on FirstNet.

FirstNet will cost nothing if the Governor chooses to opt in. Agencies will negotiate their own contracts. The network will provide more reliability, security, coverage and quality. AT&T was awarded the RFP May 2017. They have posted some of the equipment that will be available in the public safety vehicles.

AT&T will build twenty-two additional towers in the next five years. The contract is for twenty-five years.

If the Governor chose to opt out, that would mean that the state intends to build that network. The network has to be built no matter what. This would require state tax dollars and legislative approval.

Commissioner McMahon asked if the new towers being built could also be used for ARMER. Melinda Miller said that will decision will be on a case by case basis. There is no requirement to provide any towers from the state. If an additional tower is wanted in the metro it would be just like they would be building a tower for any other reason. ARMER and FirstNet can exist on the same tower. Rohret asked if AT&T has indicated a willingness to allow public safety to use their towers at no cost. Miller said that it could be negotiated.

Council Member Johnson asked what happens if the towers were not available. Miller said that the service will be provided on the AT&T system. The technology will move forward as it is needed. That is part of the contract with ATT. When 5G comes along and when the devices become innovated, FirstNet will keep up with that technology.

Rohret said the network will be upgraded as technology advances, but will agencies be required to constantly upgrade to the latest devices, or will they be able to operate with their existing devices? Miller said that most devices today have the band class14. They will need to have that chip. The AT&T commercial network does offer that chip. 5G is mostly software. One of the things on their contract is adoption rates. ECN has advised AT&T that the best way to maintain and achieve adoption is to supply new devices.

Commissioner McMahon asked what the timeline was. Miller said that some states are already using the service. Minnesota agencies may start using the network as soon as the Governor decides whether or not to opt in. The SECB has recommended opting in. The deadline is mid-December.

Due diligence will be done with Verizon also before it is offered as a carrier for the system also.

Commissioner Gamache said that at every statewide meeting there is an update from MnDOT on the towers that are not up and running. Miller said the innovation and resource dollars that AT&T is investing is enabling them to do the work faster.

Commissioner McMahon said that Rohret has been meeting with MMCD to discuss the joint purchase of conference room chairs. MMCD proposed that MMCD be responsible for 60% and MESB for 30% of the conference room chairs for 209, 205 and 227. The sixteen chairs in 227 is 30% of the chairs. Chairs will not be in the MMCD budget until 2019.

Meeting adjourned at 10:51 a.m.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA 55104-3431
PHONE 651-643-8395
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer
RE: Treasurer's Report – August 2017
DATE: September 14, 2017

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 September 14, 2017.

Sincerely,

Blake Huffman, Commissioner
Ramsey County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA 55104-3431
PHONE 651-643-8395
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer
RE: Treasurer's Report – September 2017
DATE: October 23, 2017

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 October 20, 2017.

Sincerely,

Blake Huffman, Commissioner
Ramsey County
Treasurer, Metropolitan Emergency Services Board

**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OCTOBER 11, 2017**

Commissioners Present:

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

Staff Present: Jill Rohret; Kelli Jackson; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, MESB Board Counsel.

1. Call to Order

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

2. Approval of October 11, 2017 Agenda.

Motion made by Commissioner Huffman seconded by Commissioner Johnson to approve the October 11, 2017 agenda. Motion carried.

3. Approval of August 9, 2016 Minutes.

Motion made by Commissioner Miron, seconded by Commissioner Egan to approve the August 9, 2017 Executive Committee minutes. Motion carried.

4. Issues and Action Requests

A. Radio TOC Action Items

1. Approved Amendments to Hennepin County's ARMER Participation Plan

Troy Tretter said Hennepin County is requesting approval to install a second VHF paging system on five ARMER sites in Hennepin County. This is to support additional fire departments within the county. They are looking to use excess T1 capacity at each of the five sites and antenna installation to support the VHF paging system.

MESB has a lease with Pioneer Public Television for the Minnetrista site which would be used for this paging system. Staff reviewed the lease and it was determined that the lease does not need to be amended because MnDOT has existing VHF antenna and feedline at this site not being utilized; MnDOT will transfer ownership of this equipment to Hennepin County, which will utilize it in the paging system. The request went before the OTC yesterday and MnDOT has approved the request. The request needs approval from the SECB and the MESB.

Commissioner McMahon asked Tretter to clarify if they are asking for an increased use of the ARMER system. Tretter said that paging for fire does not use ARMER to page, they use VHF. They want to use the system in a simulcast fashion, which basically means when each the five sites sends out a page, it would be connected to the towers by a T1 connection. MnDOT found there is plenty of capacity on the T1s.

Motion made by Commissioner Johnson, seconded by Commissioner Wolf to recommend approval of Hennepin County's request to use five ARMER sites and excess ARMER microwave capacity for a VHF simulcast paging system. Motion carried.

B. Approval of 2018 Legislative Agenda

Jill Rohret asked the Executive Committee to recommend approval of the 2018 MESB Legislative Agenda. Rohret said that the 2018 agenda is almost the same as the 2017 agenda with the exception of the opiate tax item. It is expected that the 2018 session will be an active session.

MESB and ECN would like to amend Minnesota Statutes 403 to make it fit better with Next Generation 9-1-1. MS 403, which includes statutory language for ARMER and 9-1-1, was initially written for wireline phones. There is a meeting with the carriers tomorrow and the MESB is striving to work out as many issues as possible before the bill is introduced.

The general items on the agenda this year are the same as 2017. Those are to keep the SECB under the Department of Public Safety rather than Minnesota IT, and to maintain the 9-1-1 Special Revenue Fund for public safety communications only.

The EMS items are the same as last year. The long-term sustainable funding for EMS regions passed in both houses and made it into the Governor's proposal but was left out of the conference committee bill.

If an increase is sought for the distracted driving fines, the MESB would support additional funding to be distributed among the eight EMS regions, as well a portion going to the Department of Public Safety.

As with the 9-1-1 Special Revenue Funds, efforts will be made to maintain EMS regional grant program under the EMSRB rather than moving it to the Minnesota Department of Health.

EMS rules 4690.1900 language needs updating.

If opiate tax revenue is passed, the MESB would like the language to be written to preserve the EMS mission, i.e. not require EMS to provide long-term care.

Motion made by Commissioner Wolf, seconded by Commissioner Huffman to recommend approval of the 2018 Legislative Agenda. Motion carried.

C. Approval of Executive Director Annual Review

Commissioner McMahon said that he had received the Executive Director's review comments from the board, and they were all exceptional. Commissioner McMahon said that Dakota County uses a matrix system to determine salary adjustments; based on the comments he received and using the Dakota County matrix as the guide, his recommendation is to follow the Meets Standards rating, resulting in a 2.5% base salary increase and a 2.0% lump sum.

Commissioner Huffman asked why the Exceeds Standards rating is not being recommended since she had exceeded the standards. Commissioner McMahon said he took the conservative route to allow for room next year for an increase. Commissioner Johnson said that he felt the matrix was very high. Commissioner Egan said that Dakota County is playing catch up after years of struggling in labor negotiations and that the matrix is now where it should be.

Commissioner Ische said that he did not feel it was fair to Rohret to award just a Meets Standards when her review scores were as high as they were.

Commissioner Johnson said he did not support a 3.5% raise though Rohret clearly exceeded standards. He would support a 2.5% raise and a 2% lump sum and indicate Rohret exceeded standards. He did not agree that the matrix should solely determine the increase.

Commissioner Egan said he did agree with Commissioner Johnson that the 3.5% was high for reasons he stated about years of trouble with the matrix, but he would support the 3.5%.

Commissioner Anderson said he thought the greatly exceeds rating was good, but the matrix was too high. Isanti County is starting their labor negotiations and Isanti County is nowhere near the levels of the Dakota County matrix.

Commissioner McMahon said that Stacy Manka from Dakota County Employee Relations was excellent in helping him understand the matrix.

Councilmember Johnson said that procedurally he felt it would be better to not have staff present when there were salary discussions.

Motion made by Commissioner Wolf to designate the Executive Director's level as exceeds standards as a Q3, award a 3.5% base salary increase and 2% lump sum. Huffman seconded. Motion carried with one opposition.

Commissioner Johnson asked Rohret to clarify if a staff member received an exceeds standards rating in Q2, would they be getting a 5.5% pay increase? Rohret said that for 2017 yes technically however not all would receive that rating. The budget is adjusted annually and if the board wants to change that policy then it has the power to do so. Commissioner Johnson said he was comfortable knowing that raises are based on merit and that the budget would be adjusted accordingly,

Rohret said she will come up with a process for the Executive Director's annual performance evaluation.

5. Old Business

Rohret said that there have been some requests for a Next Generation 9-1-1 presentation and it will be on the November board agenda.

The Governor did opt in to FirstNet, so that will limit any action the board needs to take. Commissioner McMahon asked with regard to the Governor's budget and the legislature are there any issues with MESB staff being paid. Rohret said not for MESB staff, since MESB salaries are solely funded by county assessments.

3. New Business - None

Meeting adjourned at 10:33 a.m.

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| MEETING DATE: <p style="text-align: center;">November 8, 2017</p> | PRESENTED BY: <p style="text-align: center;">Tretter</p> | AGENDA NUMBER: 4A1. <p style="text-align: center;">Approval of Hennepin County Use of ARMER sites & Excess Capacity</p> |
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RECOMMENDATION

The Executive Committee recommends approval of Hennepin County’s request to use five ARMER sites and excess ARMER microwave capacity for a VHF simulcast paging system.

BACKGROUND

Hennepin County uses VHF paging for fire departments within the county. Paging systems require tower sites and microwave use, similar to the ARMER system.

ARMER standards require approval by regional radio boards and the Statewide Emergency Communications Board for equipment or applications which touch or interface with the ARMER system.

ISSUES & CONCERNS

To accommodate new and existing fire department users, Hennepin County would like to install a new five-site simulcast VHF paging system. The County would like to install the system at the following ARMER system tower sites: Braemar Park, Golden Valley, Medina, Minnetrista, and Rogers.

All sites except for the Minnetrista site are government-owned and the leases allow for modification of equipment at the site without a lease amendment. The MESB has a lease with Pioneer Public Television for the Minnetrista. Carver County, Hennepin County and MnDOT have equipment at this site.

Per the lease with Pioneer Public Television, any additional equipment added to the Minnetrista site would require a modification of the lease. Currently, MnDOT has a VHF antenna and feedline at the Minnetrista site that is no longer in use and has transferred ownership to Hennepin County; the County will not have to add additional equipment, negating the need for a lease amendment.

Hennepin County is also requesting use of excess capacity on three ARMER microwave loops, the North Loop, the Central Loop and the South Loop. The county requests use of one T1 for each of the sites, for a total of five T1s of ARMER excess capacity on the microwave loops.

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

FINANCIAL IMPACT

None to the MESB. There will be a change in the percentages of shared rent and utilities between MN DOT and Hennepin County.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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DEDICATED TO PUBLIC SAFETY

RICHARD W. STANEK
HENNEPIN COUNTY SHERIFF

COMMUNICATIONS TECHNOLOGY

January 14, 2017

Metropolitan Emergency Services Board
2099 University Ave West
Saint Paul MN 55104

Mr. Tretter,

Hennepin County is requesting the use of additional ARMER resources. This request needs to be submitted to the Technical Operational Committee for review.

The County is working to install a new five site VHF simulcast paging system to accommodate the traffic of new and existing fire department users in Hennepin County. The resources needed are one T1 at each of the following sites:

| | |
|---------------|---------|
| Site | Loop |
| Minnetrasta | South |
| Rogers | North |
| Golden Valley | Central |
| Medina | Central |
| Braemar Park | Central |

All but the Minnetrista site are administered and owned by the County. At the Minnetrista site we will need to add half a rack of space as well as to replace an existing antenna and add a new transmission line. The VHF fire paging resource will be hard patched to ARMER talkgroups and controlled by ARMER MCC7500 consoles located at the Hennepin County Emergency Communications Facility in Plymouth.

Respectfully submitted,

King Wai Fung

King Fung
Senior Professional Engineer
Hennepin County Sheriff's Office
1245 Shenandoah Lane N
Plymouth MN 55447
612-596-1923

| | | |
|---|--|---|
| MEETING DATE: <p style="text-align: center;">November 8, 2017</p> | PRESENTED BY: <p style="text-align: center;">Tretter</p> | AGENDA NUMBER: 4A2. <p style="text-align: center;">Approval of Dakota County Participation Plan Change</p> |
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RECOMMENDATION

The Radio TOC recommends the Board approve the Dakota County ARMER participation plan amendment which updates Dakota County’s ARMER microwave links.

BACKGROUND

Microwave links are a means of connecting ARMER tower sites to one another rather than using leased lines or fiber optics. Most ARMER sites have multiple microwave links for primary and redundant (backup) connections. Dakota County will update its microwave links in 2018.

ISSUES & CONCERNS

With the change, Dakota County will add the Sperry tower site into an existing microwave loop configuration with the Empire prime site, Empire tower site, and three remote sites: Palomino, Marie and Arbor Point. In addition, Dakota will create an additional microwave loop which will encompass Empire, Fairfield and Buck Hill sites (see attached diagram).

This request requires approval by the Statewide Emergency Communications Board’s (SECB) Operations and Technical Committee (OTC) and the SECB. Approval by the MESB is required for the participation plan amendment to proceed.

FINANCIAL IMPACT

None to the MESB.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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MEMO

To: Metro TOC, Chair Scott Haas

From: Ron Jansen \ Dakota County

Date: 17 October 2017

RE: Participation Plan Amendment

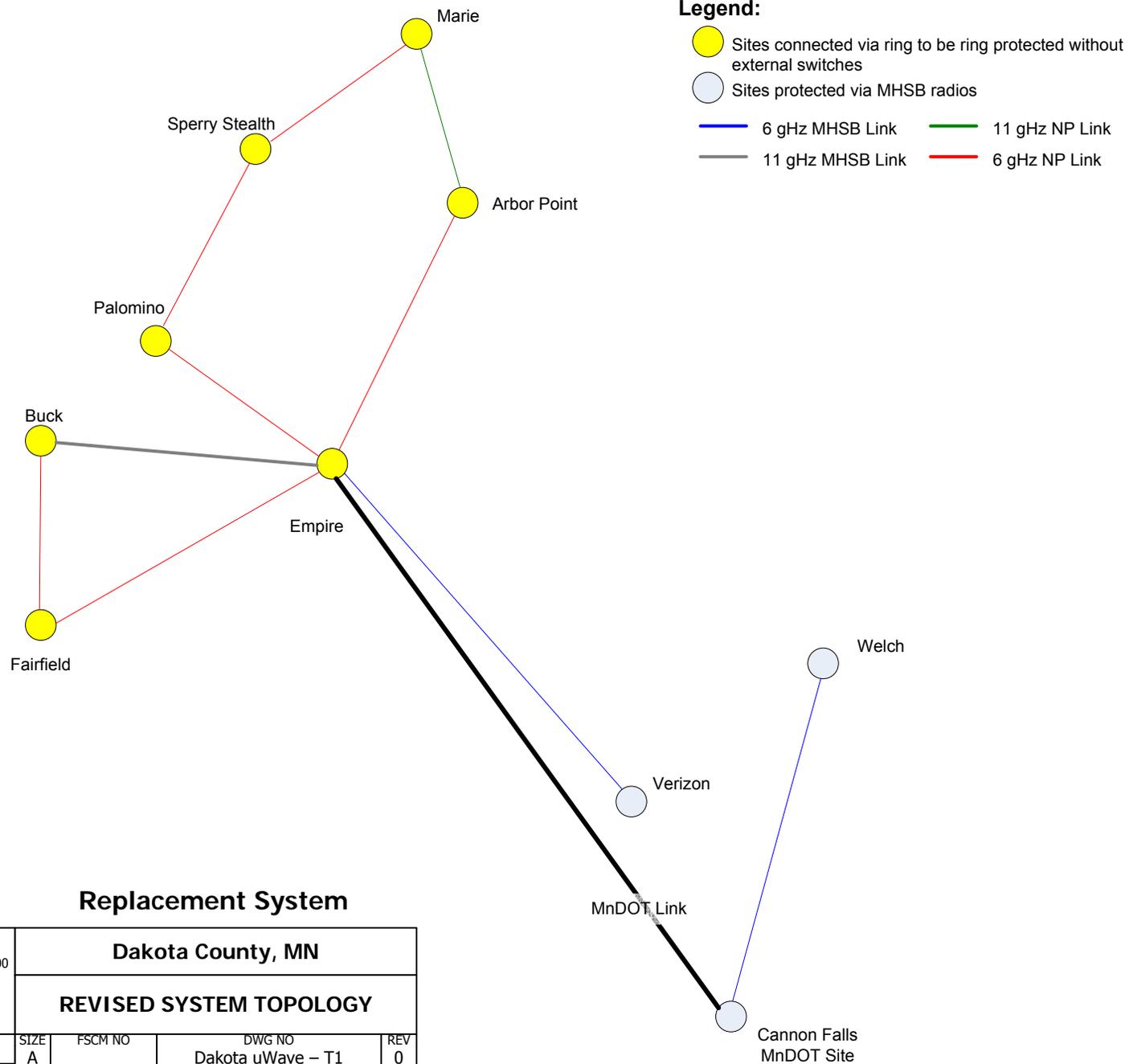
Dakota County would like to amend its ARMER participation plan to reflect an upgrade in its microwave backhaul system. Dakota County is currently in the process of requesting proposals for the replacement of the microwave backhaul network for the Dakota County Subsystem. During this upgrade there will be some modifications included to provide increased reliability. Included in the update will we will be adding the Sperry Tower Site into an existing loop configuration with our Prime Site, Empire and three of our other remote sites, Palomino, Marie and Arbor Point. We will also be creating another loop from that will encompass Empire, Fairfield and Buck Hill sites. Currently Buck Hill and Fairfield are configured as individual spokes. I have included "Exhibit 3" as a reference drawing from our RFP documentation.

We have discussed this proposal with MnDot and there were no issues with the proposed changes.

Thank you for your consideration on this request.

Best Regards,

Ron



Replacement System

| | | | | |
|--|--------------------------------|-----------|-----------------------------|----------|
| PSC Alliance Inc. 7900 International Dr. Ste 300 Bloomington, MN 55425 Voice (612) 216-1502 FAX (888) 384-9171 | Dakota County, MN | | | |
| | REVISED SYSTEM TOPOLOGY | | | |
| Drawn By: JJN | SIZE A | FSCM NO | DWG NO Dakota uWave - T1 | REV 0 |
| | SC: None | 21-Sep-17 | SHT: 2 of 2 | |

| | | |
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| MEETING DATE: November 8, 2017 | PRESENTED BY: Tretter/Eggimann | AGENDA NUMBER: 4A3. Approval of FY2018 Regional Funding Priorities |
|--|--|---|

RECOMMENDATION

The 9-1-1 TOC recommends including the following items as regional funding priorities for FY2018 grants:

- PSAP cybersecurity (firewall project)
- Phase two of CAD-to-CAD interoperability project

The Radio TOC recommends including the following items as regional funding priorities for FY2018 grants:

- Motorola technical training courses
- Exercise for the Metro Communications Response Taskforce (CRTF)
- Financial assistance for attendance at the State Interoperability Conference
- Expanded regional exercise involving the CRTF and partner agencies
- Portable radio replacements: cache radios and patrol radios
- Dakota County bi-directional amplifier (BDA)

Staff recommends including equipment or other one-time costs related to cybersecurity monitoring at PSAPs, if needed.

BACKGROUND

Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) now require regions to approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB process. In the past, grants were only open to radio projects.

ISSUES & CONCERNS

9-1-1 projects are eligible for grant funding. Due to this, both the 9-1-1 and Radio TOCs developed projects are included as a regional funding priority.

Grants are structured that both 9-1-1 projects and radio projects are applied for in the same grant and are all included in the competitive structure.

Staff plans to apply for all projects during the application process. However, the top priorities are, Motorola technical training, and PSAP cybersecurity.

FINANCIAL IMPACT

None to the MESB other than staff time to apply for and process grants.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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METROPOLITAN
EMERGENCY SERVICES BOARD

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

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

MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: October 27, 2017
RE: Regional Funding Priorities, FY 2017

Per ECN Director Jackie Mines, annually each radio region must establish regional funding priorities for the next grant cycle before applying for grant funds.

The following list represents the recommended funding priorities for FY2018. This list was finalized and prioritized at the October 2017 Radio Technical Operations Committee:

1. Motorola provided technical training: \$25,000
2. Communications Response Task Force (CRTF) Training: \$500
3. Interoperable Communications Conference Attendance: \$2,500
4. Expanded regional exercise involving the CRTF and partner agencies: \$500
5. Portable radio replacements: cache radios and patrol radios: \$30,000
6. Dakota County bi-directional amplifier (BDA): \$30,000

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| MEETING DATE: November 8, 2017 | PRESENTED BY: Tretter/Rohret | AGENDA NUMBER: 4B1. Approval of Amendment 1 to MESB-MnDOT Cooperative Agreement |
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RECOMMENDATION

Staff recommends the Board approve Amendment 1 to the cooperative agreement between the MESB and the Minnesota Department of Transportation (MnDOT) with respect to the statewide public safety radio and communication system.

BACKGROUND

At the beginning of the ARMER system, the Metropolitan Radio Board entered into a cooperative agreement with MnDOT which detailed system construction, ownership and maintenance, as well as cost allocation arrangements. The cooperative agreement was re-written and executed in January 2010 by MnDOT and the Metropolitan Emergency Services Board.

ISSUES & CONCERNS

In preparation for an upcoming ARMER system change, where the MnDOT-owned Master Switching Office (MSO) will move from Golden Valley to Parkers Lake, changes to the MESB-MnDOT cooperative agreement are required.

The amendment updates the language from Statewide Radio Board to Statewide Emergency Communications Board.

The amendment also removes the Golden Valley site from the cooperative agreement and adds the Parkers Lake site.

A future board action will be required to amend the master lease agreement between the MESB and Hennepin County to accommodate this equipment change.

MESB Counsel has reviewed the amendment.

FINANCIAL IMPACT

None to the MESB other than staff time to complete paperwork.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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**AMENDMENT TO THE AGREEMENT BETWEEN THE
METROPOLITAN EMERGENCY SERVICES BOARD
AND
THE STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
WITH RESPECT TO REGIONAL ACCESS TO
THE STATEWIDE PUBLIC SAFETY RADIO AND COMMUNICATIONS SYSTEM**

THIS AMENDMENT, effective on the date of execution by both parties and appropriate State officials, is made and entered into by and between the State of Minnesota, through its Commissioner of Transportation, hereinafter referred to as “Mn/DOT”, and the Metropolitan Emergency Services Board, a Joint Powers Board, hereinafter referred to as “MESB”.

W I T N E S S E T H:

WHEREAS, Mn/DOT and MESB entered into Mn/DOT Agreement No. 95854 (the “Agreement”) to define the rights and obligations of MESB and Mn/DOT with respect to regional and local use of the ARMER backbone and the implementation of regional and local improvements to the ARMER backbone.

WHEREAS, Mn/DOT and MESB desire to amend the Agreement.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Any reference to the Statewide Radio Board within the Agreement shall be replaced with the Statewide Emergency Communications Board (SECB).
2. Attachment 1 to the Agreement has been revised and the Attachment 1 attached to this Amendment shall replace the existing Attachment 1 within the Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board certifies that the appropriate person(s) have executed the amendment on behalf of the MESB as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Dated: _____

Title: _____

Approved as to Form:

By: _____
MESB Counsel

Dated: _____

STATE OF MINNESOTA

Through its Commissioner of Transportation

By: _____

Dated: _____

Title: Director of Statewide Radio Communications

Approved – MnDOT Contract Management:

By: _____

Dated: _____

Attachment 1

Mn/DOT sites as described in Section 9.01

Mn/DOT owned site:

- Waters Edge
- North Branch
- Bethel
- Stacy
- Mn/DOT Central Office

Mn/DOT sites obtained by lease or agreement:

- Cambridge
- Hastings – Veteran Affairs land
- Lino Lakes – Department of Corrections land
- Rush City – Department of Corrections land
- Empire – Dakota County land with DOT tower and shelter
- Minnetrista – Pioneer Public TV tower and land
- Norwood – Carver County land with DOT tower and shelter
- Newport - Washington County Site

MESB Sites as described in Section 9.02 or 9.03

- City Center
- St Croix Falls
- Scandia (Citation Cable now US Cable)
- King Stack
- Basswood Grove
- Shakopee
- Belle Plaine
- Anoka County Government Center
- Ramsey – Anoka County site
- Pointe Building
- St Paul Park
- Ham Lake

Sites leased from Hennepin County:

- HCGC – County building rooftop
- Maple Plain – County leased site
- Rogers – County leased site
- Burschville – County land with tower and DOT shelter
- Glen Lake – County land with DOT tower and shelter
- Medina – County land, tower, and shelter
- Parkers Lake – County building and tower

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| MEETING DATE: November 8, 2017 | PRESENTED BY: Robinson | AGENDA NUMBER: 4C. Accept: State of Minnesota HSEM Grant |
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RECOMMENDATION

Staff recommends the Board accept the FY2017 State Homeland Security Grant Program (SHSP) grant for the continuation of 3ECHO regional training.

BACKGROUND

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

ISSUES & CONCERNS

The grant period is January 1 through December 31, 2018. This grant of \$75,000.00 is administered by the MN Homeland Security and Emergency Management (HSEM).

This grant provides funding for a minimum of ten 4-hour 3ECHO multi-method trainings; two (2) full 12-hour classes; two (2) 10-hour Train-the-Trainer classes.

FINANCIAL IMPACT

The MESB will pay costs associated with the classes and be reimbursed by the grant. Costs include paying instructor wages, lodging and mileage; class supplies; and staff time to administer the grant.

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| MEETING DATE: November 8, 2017 | PRESENTED BY: Rohret | AGENDA NUMBER: 4D. 2018 MESB Legislative Agenda |
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RECOMMENDATION

The Executive Committee recommends approval of the 2018 MESB Legislative Agenda.

BACKGROUND

In past years, the Metropolitan Emergency Services Board developed a Legislative Agenda which was approved by the Board. The agenda is MESB staff and the MESB Lobbyist’s best estimation of items which may arise during the 2018 legislative session.

ISSUES & CONCERNS

The 2018 Legislative Session will begin on February 20, 2018. This will be an active session for the MESB. All of the items on the 2018 agenda are the same as in 2017. The Legislative Agenda is divided into three sections: General Items, 911/ARMER Items, and EMS Items.

General Items include keeping the Statewide Emergency Communications Board under DPS rather than MN IT (it is unknown if this will be an item or not; it is being kept on the legislative agenda in the event it arises); and maintaining the 911 special revenue fund for public safety communications use only. These items have been included in the several previous legislative agendas as well.

911/ARMER Items only includes amendments to MS 403 to bring the statute in line with needs in NextGen 9-1-1. Staff has been working with DPS on the amendments. This bill will be a department bill, however the MESB has played a major role in the crafting of the amendment language and in finding authors. It should be noted that the amendments do not make any changes to the 9-1-1 fee. There is some clarification on what PSAPs can spend the funds on, as well as the auditing provisions related to the allocation of the funds. Regardless of whether or not these amendments are included in the Governor’s agenda, it is likely that MESB staff and lobbyists will spend a great deal of time lobbying for these amendments.

EMS Items include: establishing long-term sustainable funding, including requesting additional General Fund dollars to fully cover regions’ administrative/overhead expenses, as well as to restore old programs or provide new programs within the regions; seeking an increase in fines for distracted driving to allow for additional funding, like Seatbelt Funds, for the eight EMS regions (and would include allocating some amount to the Department of Public Safety); maintaining the regional EMS grant program under the Emergency Medical Services Regulatory Board (EMSRB); repealing EMS Rules 4690.1900, which requires EMS communications plans separate from the ARMER plan; and if an opiate tax is passed, insure EMS’ mission is preserved.

FINANCIAL IMPACT

No direct impact, except staff time at the Capitol.

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Metropolitan Emergency Services Board
2018 Legislative Agenda - DRAFT

| Item | Sponsor | Lobby | Support | Monitor | Notes |
|---|---------|-------|---------|---------|---|
| General Items | | | | | |
| Keep SECB under DPS, rather than MN IT | | √ | √ | √ | |
| Maintain the 911 Special Revenue Fund only for public safety communications use | | √ | √ | √ | |
| 911/ARMER Items | | | | | |
| Amend MS 403 to prepare for NG 911 and SECB changes | √ | √ | √ | √ | Per agreement with DPS on October 19, will be a <u>MESB bill</u> . |
| EMS Items | | | | | |
| Long-term sustainable funding for EMS regions, including requesting an additional \$2.8 million in General Revenue Funds to be divided among all 8 EMS regions | √ | √ | √ | √ | The MESB may need to introduce this it does not get taken up in 2018 session. Passed both houses and was in Governor's budget in 2017, but did not pass in Special Session. |
| Seek an increase in fines for distracted driving to allow for additional funding for all 8 EMS regions. As with seatbelt funds, a portion of the increase would go to the Department of Public Safety | | √ | √ | √ | This was introduced in 2017 and failed. It may come up again in 2018 or in future sessions. |
| Maintain EMS regional grant program under EMSRB, rather than moving to MDH | | √ | √ | √ | |
| Amend EMS rules to repeal 4690.1900 | | √ | √ | √ | |
| If opiate tax revenues are passed, insure EMS mission is preserved | | | | √ | |

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| MEETING DATE: <p style="text-align: center;">November 8, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret</p> | AGENDA NUMBER: 4E. <p style="text-align: center;">Approval of Travel Requests for Executive Director</p> |
|---|---|---|

RECOMMENDATION

The Executive Director recommends Board approval of Executive Director travel for the for the 2018 NENA Standards and Best Practices Conference and the 2018 MTUG Chapter President’s 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 two travel requests.

The first travel request is for the 2018 NENA Standards and Best Practices Conference. This conference is a smaller, more interactive conference which will focus on the transition to NextGeneration 9-1-1 and the policies and best practices which will be needed for its implementation.

The travel request is for an estimate of \$1,262.50, which includes all travel and registration costs. Costs included are estimates. The travel request is included in the 2018 MESB budget.

The second travel request is for the 2018 Motorola Trunked Users Group (MTUG) Chapter President’s Meeting in Charleston, SC. Travel dates are still to be determined; three dates are under consideration at this time. One of the dates will interfere with the MESB audit, thus the Executive Director would not attend this meeting if that date is chosen. This is an annual meeting of chapter presidents from across the country. Jill Rohret is a past president of national MTUG, and remains a member of the Executive Committee through 2018. Attending this meeting will provide information on future technology for the ARMER system.

The travel request is for \$700.00, of which approximately \$550.00 would be reimbursed by MTUG (members of the Executive Committee are eligible for travel reimbursement from the MTUG organization). The MESB credit card would be used to purchase the flight, but that cost would be reimbursed. These meeting costs are not included in the 2018 budget. Costs included are estimates (note uncertain dates of the meeting).

FINANCIAL IMPACT

The NENA conference travel costs are included in the 2018 budget. The MTUG Chapter Presidents’ Meeting costs are not, however the majority of the cost will be reimbursed by MTUG.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: NENA 2018 Standards & Best Practices Conference
Location: Orlando, FL (Per Diem Rate: \$59/day; \$44.25/travel day)
Travel Dates: January 15 – 18, 2018

Travel Cost Estimate

| | |
|--------------------------------|-------------------|
| Registration | \$249.00 |
| Air Fare | \$247.00 |
| Cab Fare/Ground Transportation | \$50.00 roundtrip |
| Lodging | \$510.00 |
| WiFi Charges (at hotel only) | |
| Meals* | \$206.50 |
| Other | - |
| Total Estimated Cost | \$1,262.50 |

*Estimate made using current GSA per diem rate.

The NENA Standards and Best Practices Conference is an interactive, informative event providing opportunity to learn about the standards that are spurring the development and implementation of NG9-1-1 technology and operations best practices.

Is travel cost included in current budget? Yes

Notes:

Submitted by:  Date: October 16, 2017

Board approval

Motion by:
Motion carried/Motion denied
Date:

Seconded by:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: 2018 MTUG Chapter Presidents Meeting
Location: Charleston, SC (Per Diem: \$69/day; \$51.75/travel day)
Travel Dates: TBD; three days in either early March 2018 or in April 2018

Travel Cost Estimate

| | |
|--------------------------------|--|
| Registration | - |
| Air Fare | \$550.00* |
| Cab Fare/Ground Transportation | \$100.00 roundtrip |
| Lodging | - |
| WiFi Charges (at hotel only) | - |
| Meals | \$50.00 |
| Other | - |
| Total Estimated Cost | \$700.00 total; \$550.00 could be reimbursed |

Is travel cost included in current budget? No, see notes

Notes: As Past President of this organization, I am eligible to not only attend this informational meeting, but also for travel reimbursement from the MTUG organization (*not* Motorola Solutions). This means my air fare is reimbursed. As a member of the organization's Executive Committee, the MTUG organization directly pays lodging costs.

Meal costs will be nominal as most meals will be provided through the meeting. The estimate includes meals only for travel days, dependent on flight times. Note: the 2017 travel day per diem for Charleston is \$69.00.

I expect my actual air fare to be less than what is listed in the estimate above. Estimate made using March dates to estimate fare. Ground transportation costs are estimated on the high side as exact meeting location is unknown at the time of this writing.

Submitted by: 

Date: October 16, 2017

Board approval

Motion by:
Motion carried/Motion denied
Date:

Seconded by: