



METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING AGENDA

September 12, 2018, 10:00 a.m.

1. **Call to Order** – Board Chair, Council Member Andrew Johnson
2. **Approval of Agenda** – Chair Johnson
3. **Consent Agenda**_____1
 - A. Approval of Minutes of July 11, 2018 Meeting
 - B. Approval of June 2018 Treasurer’s Report
 - C. Approval of July 2018 Treasurer’s Report
 - D. Correspondence
4. **Radio Items** – Jill Rohret, Executive Director
 - A. Approval of Amendment to ARMER Lease at Lino Lakes_____10
 - B. Approval of Amendment to ARMER Lease at Hastings_____14
5. **9-1-1 Items** – None
6. **EMS Items** – Ron Robinson, EMS Coordinator
 - A. Approval of Amendment to Agreement with Above the Line for EMS Leadership Class_18
7. **Administrative Items** – None
8. **Reports**
 - A. Legislative Report – Margaret Vesel & Matthew Bergeron, Larkin Hoffman
 - B. Statewide Emergency Communications Board & Committees
 1. Finance Committee – Huffman/Rohret
 2. Legislative Committee – Egan/Rohret – cancelled
 3. Steering Committee – Rohret/Tretter
 4. Other Committees – Rohret/Eggimann
 5. SECB – A. Johnson/Rohret
9. **Old Business** – None
10. **New Business**
 - A. August 1, 2018 9-1-1 Outage – Sally Bakarich, CenturyLink, Director, Network Ops. Center
Matthew Hofer, CenturyLink, Post Sales Engineer
Jake Jacobsen, CenturyLink, MN NG911 Program Manager
Carl Klein, CenturyLink, Manager, Network Ops. Center
Rhonda Kriss, CenturyLink, Account Manager
11. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING AGENDA

September 12, 2018, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Julie Braastad
Commissioner Rhonda Sivarajah*

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson* (2018 Chair)

Dakota County

Commissioner Tom Egan* (2018 Treasurer)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Debbie Goettel*
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson*

Ramsey County

Commissioner Blake Huffman* (2018 Secretary)
Commissioner Janice Rettman

Scott County

Commissioner Barb Weckman Brekke
Commissioner Tom Wolf*

Washington County

Commissioner Fran Miron* (2018 Vice Chair)

*Denotes Executive Committee member

Metropolitan Emergency Services Board

MEETING DATE: September 12, 2018	PRESENTED BY: Rohret	AGENDA NUMBER: 3. Consent Agenda
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- A. **Minutes** – The minutes of the July 11, 2018 meeting of the Board are attached for review and approval.
- B. **June 2018 Treasurer’s Report** – The Treasurer has reviewed the June 2018 financial statements and has given his approval of the report.
- C. **July 2018 Treasurer’s Report** – The Treasurer has reviewed the July 2018 financial statements and has given his approval of the report.
- D. **Correspondence** – Included in as correspondence is a letter of support submitted by the MESB for grant funds for Mayo Clinic’s proposed demonstration project under the Partnership for Disaster Health Response Cooperative Agreement program; and Troy Tretter’s resignation letter. Troy’s last day with the MESB is September 7, 2018.

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

METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES

JULY 11, 2018

Commissioners Present:

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

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

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

1. Call to Order

Meeting was called to order at 10:01 a.m. by MESB Vice Chair, Commissioner Miron.

3. Approval of July 11, 2018 Agenda

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to accept the July 11, 2018 agenda. Motion carried.

3. Approval of Consent Agenda

Motion made by Commissioner Wolf, seconded by Commissioner Egan to accept the July 11, 2018 consent agenda. Motion carried.

4. Radio Items

A. Approval of Amendments to Metro Standard 3.22.0 – Use of Mobile/Portable Gateways

Troy Tretter said the Radio Technical Operations Committee (RTOC) recommends the Board approve amendments to Metro ARMER Standard 3.22.0 – Use of Mobile/Portable Gateways. This standard establishes the procedure for use of audio gateway devices when connected to ARMER resources. Tretter said the amendments include deletion of references to obsolete equipment, clarification on procedures, and inclusion of references to the state standard on the same topic.

Motion made by Commissioner McMahon, seconded by Commissioner Goettel to approve amendments to Metro Standard 3.22.0. Motion carried.

B. Approval of Amendments to Metro Standard 3.21.0 – Initial Communications Plan

Tretter said the RTOC recommends the Board approve amendments to Metro Standard 3.21 – Initial Communications Plan for Large Scale Events. This standard establishes a recommended communications plan, command control and situation awareness for the initial response to a large-scale event/disaster. Tretter stated changes include language changes to use current vernacular and clarifying the procedure so regional interoperability talkgroups are used when feasible. The sample communications plan was also updated.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner McMahon, seconded by Commissioner Ische to approve amendments to Metro Standard 3.21.0. Motion carried.

Commissioner Miron acknowledged Pete Eggimann receiving the William A. Stanton Award at the 2018 NENA conference.

5. 9-1-1 Items

A. Approval of Use of Investment Funds for ESInet Pilot

Pete Eggimann said the Executive Committee recommends the Board approve the use of MESB investment funds up to \$100,000.00 for an ESInet pilot project. The MESB is proposing a partnership with ECN for a pilot project to test a new way for PSAPs to connect to the 9-1-1 system. The goals of the pilot project are to measure the reliability of the new connection, gain experience for the next RFP for a NG9-1-1 system, and evaluate an independent system integrator separate from the 9-1-1 system provider.

Commissioner McMahon asked if the security of the 9-1-1 system would be affected. Eggimann said that system security should improve, as the new connections will be encrypted.

Motion made by Commissioner McMahon, seconded by Commissioner Ische to approve use of investment funds not to exceed \$100,000.00 for the ESInet pilot project. Motion carried.

6. EMS Items – None

7. Administrative Items

A. Approval of 2019 Budget

Jill Rohret said that the Executive Committee recommends approval of the 2019 operational budget and the 2019-2022 capital budget.

2019 Operational Budget

Rohret said that the 2019 operational budget reflects a 2.27% increase from 2018, including a three percent (3%) merit increase for staff and a seven percent (7%) increase for benefits. She noted that the Dakota County Merit Compensation plan has a 0-6.5% merit increase range, and that the county has gone out for bid for health insurance and the 2019 figures are not yet available. Travel decreased, as did dues and subscriptions. Decreases were also seen in professional/contract services, equipment, and insurance. Communications increased for anticipated changes to the MESB's phone system and rent increased due to an anticipated new rental agreement with Metropolitan Mosquito Control District.

Rohret stated that over the last several years little interest revenue was included in the budget. For 2019, \$8,500.00 in interest revenue was included, which limits increases to assessments. Insurance dividends were also included in revenue. Overall, assessments increased 1.36%, however with the addition of Sherburne County, all current parties to the JPA will see a decrease in their 2019 assessments.

Commissioner Rettman asked if MMCD had discussed looking into an insurance pool further. Rettman said it would be something to look at. Commissioner Wolf said he had not heard anything further.

Capital Budget

Rohret said that the five-year budget looks similar to the one presented last year. IT upgrades are cyclical, and there is money in the 2020 budget for future upgrades, as the MESB will be forced to migrate to Windows 10 which will result in changes to MESB servers. Some of the AV equipment will also need to be replaced.

METROPOLITAN EMERGENCY SERVICES BOARD

For radio projects, the remainder of the radios cache will be replaced in 2019, as half are being replaced in 2018.

Rohret said the area of the greatest transition is NextGeneration 9-1-1 (NG9-1-1). Three projects were added into the 2019-2022 budget. The 2018 capital budget included the network design and transition plan, transition to a GIS-based MSAG and independent system integration; all were included in the 2019 budget, though no funds will be spent on those projects in 2018.

Three new projects have been added to the 2019-2022 capital budget. The projects include: a new wireless routing database for the metro region which will serve as the source of routing information for wireless carriers; a quality assurance tool for 9-1-1 data as a result of needed visibility into multiple databases in NG9-1-1; and lastly, the aforementioned ESInet pilot project.

Commissioner Egan said the Executive Committee thoroughly approved this budget.

Motion made by Commissioner Ische, seconded by Commissioner McMahon to approve the 2019 budget as presented. Motion carried.

B. Approval of Award of RFP for Actuarial Services

Rohret said that GASB 75 rules now require an actuarial study on post-employment benefit liability. An RFP was issued and four responses were received. Rohret and Kelli Jackson scored the responses; the scores were close and so they were forwarded to the Executive Committee for review. The Executive Committee did not make a formal recommendation asked Rohret to obtain more information from Hildi, Inc. on their ability to deliver within the MESB's timeline. They confirmed they would deliver services in the desired time frame. There was a discussion by the Executive Committee on the merits of using a local service to cut down on staff time and to have a hands-on presence.

Commissioners McMahon, Egan and Rettman agreed that the firm should be local.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to award actuarial services contract to Hildi, Inc. Motion carried.

C. Approval of Amendments to MESB Policy 007 – Travel

Rohret said this agenda item was not presented to the Executive Committee in June. The proposed amendments will provide clarity to staff and make the approval of and processing of travel expenses easier.

The policy states that the standard for travel is via the air. Airport parking is an approved expense, but the amendments provide additional clarity on what type of parking will be covered by the MESB. The amendments also clarify the procedure if an employee chooses to drive to an out-of-state conference. The intent is that no matter how an employee travels to a conference, the amount paid by the MESB will be the same.

Commissioner Miron asked if there was an exception clause should there be a reason for booking travel less than 60 days out. Jay Arneson said it should be up to the discretion of the Executive Director to approve in that instance. Commissioner Degler said exceptions should not be put in the policy.

Motion made by Commissioner Degler, seconded by Commissioner McMahon to approve amendments to MESB Policy 007-Travel Authorization, Advance Funds and Reporting. Motion carried.

8. Reports

A. Legislative Report

METROPOLITAN EMERGENCY SERVICES BOARD

Margaret Vesel gave a legislative update. The fourteen-week session had a tight timeline. The February forecast predicted a \$329 million surplus, up from a deficit of \$188 million in November.

Of particular interest to the MESB were the bills that did not pass. Those bills were the increased penalties for distracted driving, opioid funding, elder abuse, and additional EMS funding; all were part of the vetoed Supplemental Bill.

Larkin Hoffman continues working with MESB staff and DPS on the rewrite of the Minnesota statute 403. The Minnesota Sheriff's Association will be joining the discussions.

All constitutional offices, both U.S. Senate seats, all eight U.S. House seats and all 134 members of the MN House are up for re-election in 2018.

Commissioner Egan said that as a result of a bonding bill, Dakota County was able to secure a location for the SMART facility (Safety Mental Health Alternative Response Training) which is a \$6.2 million (matched by Dakota County) facility at the center of Dakota County.

B. Statewide Emergency Communications Board (SECB) Reports

1. Finance Committee – cancelled

2. Legislative Committee – cancelled

3. Steering Committee

Rohret said that at the last meeting there was the discussion of federal use of the ARMER system usage fee. The July meeting was cancelled.

4. OTC

Tretter said at the OTC yesterday the discussions included media access to the ARMER system. There is potential repeal of a media standard. The MESB has six agreements with various media organizations.

The other topic was the contract for maintenance and funding of ARMER system with Motorola which will expire the end of 2020.

5. Board – cancelled

10. Old Business – None

11. New Business – None

Meeting adjourned at 11:32 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: Dakota County Commissioner Thomas Egan, MESB Treasurer

RE: Treasurer's Report – June 2018

DATE: July 20, 2018

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

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

The review was conducted on July 19, 2018.

Sincerely,

Thomas Egan, Commissioner
Dakota 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: Dakota County Commissioner Thomas Egan, MESB Treasurer

RE: Treasurer's Report – July 2018

DATE: August 20, 2018

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

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

The review was conducted on August 20, 2018.

Sincerely,

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



August 1, 2018

Dr. Pritish K. Tosh
Medical Director
Mayo Clinic
200 First Street SW
Rochester, MN 55905

Mr. Byron Callies
Trauma Center Administrator
Mayo Clinic
200 First Street SW
Rochester, MN 55905

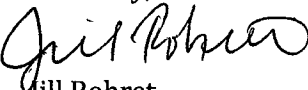
Dear Dr. Tosh and Mr. Callies:

On behalf of the Metropolitan Emergency Services Board (MESB) and the Metro Region EMS System (MREMS), I write today in support of Mayo Clinic's request for grant funds from the U.S. Department of Health & Human Services through the Partnership for Disaster Health Response Cooperative Agreement program. Mayo Clinic's proposed demonstration project will build on existing coalitions, partnerships and agreements already in place in Minnesota and foster relationships with other states in FEMA Region V.

The MESB is a joint powers board of nine counties in the Twin Cities metropolitan area, focused on providing regional leadership, planning, coordination, and support for 9-1-1, police, fire, and EMS agencies to allow local governments to realize efficiencies and to create cohesive public safety response to emergencies, disasters, and events in the Twin Cities metropolitan region. The MESB houses MREMS, which is a regional program dedicated to coordinating and improving emergency medical services in the Twin Cities metropolitan region. MREMS brings EMS providers together to create crisis standards of care and regional response plans including those for burn surge, epidemic infectious disease response, mass casualty, and medical countermeasures. MREMS also hosts the Minnesota EMS Multi-agency Coordination Center and provides leadership and coordination for Minnesota's Ambulance Strike Team.

The MESB supports Mayo Clinic's demonstration project, which will build on existing regional EMS plans and relationships with hospitals, emergency management and public health, and will participate in the project's advisory group.

Sincerely,


Jill Rohret
Executive Director

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

Troy Peter Tretter

7003 Polaris Lane North | Maple Grove, MN 55311
Cell: 612-598-3179
Email: troy.tretter@gmail.com

August 13, 2018

Ms. Jill Rohret

Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Re: Resignation

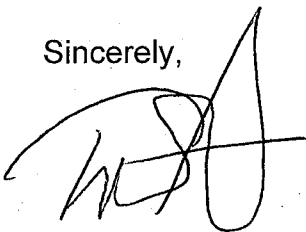
Dear Ms. Rohret:

It is with great sadness that I will be leaving the MESB for another job opportunity in the private IT sector with Optum, of UnitedHealth Group.

The time here at the MESB has been the best job I have ever had, working with great people and being challenged everyday with great opportunities. Thank you for making me a better professional and person with your leadership skills.

My start date with Optum is scheduled for Wednesday, September 12th. I do plan on being in the office as much as possible and bring as many projects to completion as possible.

Sincerely,

A handwritten signature in black ink, appearing to be 'Tretter', with a large, stylized flourish extending upwards and to the right.

Troy P. Tretter

Metropolitan Emergency Services Board

MEETING DATE: September 12, 2018	PRESENTED BY: Rohret	AGENDA NUMBER: 4A. Approval of Amendment to ARMER Lease at Lino Lakes
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RECOMMENDATION

Staff recommends the Board approve and authorize the execution of the lease amendment with the State of Minnesota for the Lino Lakes ARMER site.

BACKGROUND

The Metropolitan Radio Board entered into a lease agreement with the State of Minnesota for an ARMER tower site at the Minnesota Correctional Facility – Lino Lakes in September 1998. The term of the lease was ten years for \$50.00 per month. The original agreement included the right for one option to renew the lease for an additional ten years. The MESB executed that renewal option in August 2008. The State of Minnesota kept the rent at the same rate. The lease renewal ends on August 31, 2018.

ISSUES & CONCERNS

A lease renewal was executed on August 11, 2008, terminating on August 31, 2008. The lease agreement is a three-way agreement between Minnesota Correctional Facility – Lino Lakes, Minnesota Department of Transportation, and the MESB. MnDOT has taken the lead in renewing this lease for another ten-year period.

MESB Counsel reviewed the lease amendment and made a few changes, which are seen in the attached document. The rent amount stays the same, though paid in annual installments, rather than monthly installments. As of this writing, the Minnesota Correctional Facility – Lino Lakes is reviewing the document. If additional changes to the lease amendment are proposed, MESB Counsel will review them prior to execution.

FINANCIAL IMPACT

There is no new financial impact to the Board.

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

STATE OF MINNESOTA
AMENDMENT OF LICENSELEASE

Amendment No. 3 to

Lease No. 10890-A

THIS AMENDMENT made this 16th day of August, 2018, by and between State of Minnesota, Department of Administration, acting for the benefit of Department of Corrections; Minnesota Correctional Facility-Lino Lakes, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, acting for the benefit of the Department of Transportation hereinafter referred to as LESSEE, and Metropolitan Emergency Services Board hereinafter referred to as BOARD, shall be an amendment and addition to Lease No. 10890-A.

WHEREAS, the Commissioner of Administration is empowered by Minn. Stat. §16B.04, subd. 6, to lease non-state owed property;

WHEREAS, LESSOR, LESSEE and BOARD entered into Lease No. 10890-A, dated December 8, 1998, Amendment 1 dated March 2, 1999 and Amendment 2 dated September 18, 19802008 involving the lease ~~pf~~of one (1) acre of land for LESSEE'S tower at the Minnesota Correctional Facility, in Lino Lakes;

WHEREAS, BOARD'S duties and responsibilities are assigned to the Metropolitan Emergency Services Board, via amendment to the Joint Powers Agreement set forth in Minn. Stat. §473.891 to §473.905 and;

WHEREAS, LESSOR, LESSEE and BOARD herby agree the BOARD shall be responsible for rental payments due under the Lease Amendment.

NOW THEREFORE, LESSOR, LESSEE and BOARD agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 10890-A, effective as of the date set forth hereinafter.

1. **RENEWAL TERM** Pursuant to Clause 3 of the Lease, this Lease shall be renewed for an additional term of ten (10) years, commencing September 1, 2018 and continuing through August 31, 2028 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as provided for herein.
2. **RENT**
 - 2.1 BOARD shall pay LESSOR for the renewal term the sum of six thousand and no/100 dollars (\$6,000.00), payable in annual installments of six hundred and no/100 dollars (\$600.00).

- 2.2 All original bills and statements ~~form~~from LESSOR to BOARD shall be mailed or personally delivered to:

Account Receivable
Metropolitan Emergency Services Board
Metro Counties Government Center
2099 University Ave W Ste 201
St. Paul MN 55104-3431

- 2.3 BOARD agrees to pay LESSOR the annual rent set forth above without invoicing by August 31 or each calendar year and mail or deliver said payments to:

Minnesota Correctional Facility-Lino Lakes
7525 4th Ave
Lino Lakes MN 55014

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicted below intending to be bound thereby.

LESSOR:
STATE of MINNESOTA
DEPARTMENT OF ADMINISTRATION.

By _____
Real Estate and Construction Services

Title _____

Date _____

RECOMMENDED:

MINNESOTA CORRECTIONAL FACILITY
LINO LAKES

By _____

Title _____

Date _____

APPROVED:
DEPARTMENT OF TRANSPORTATION
OFFICE OF STATEWIDE RADIO
COMMUNICATIONS
Acknowledgement of Non-Encumbrance

By _____

Title _____ Director

Date _____

APPROVED:
MNDOT CONTRACT MANAGMENT

By _____

Title _____

Date _____

APPROVED:
METROPOLITAN EMERGENCY SERVICES
BOARD

By _____

Title _____

Date _____

Approved as to form:

MESB Counsel

Metropolitan Emergency Services Board

MEETING DATE: September 12, 2018	PRESENTED BY: Rohret	AGENDA NUMBER: 4B. Approval of Amendment to ARMER Lease at Hastings
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RECOMMENDATION

Staff recommends the Board approve and authorize the execution of the lease amendment with the State of Minnesota for the Hastings Veterans Home ARMER site.

BACKGROUND

The Metropolitan Radio Board entered into a lease agreement with the State of Minnesota for an ARMER tower site at the Minnesota Veterans Home in Hastings in September 1998. The term of the lease was ten years for \$50.00 per month. The original agreement included the right for one option to renew the lease for an additional ten years. The MESB executed that renewal option in August 2008. The State of Minnesota kept the rent at the same rate. The lease renewal ends on August 31, 2018.

ISSUES & CONCERNS

A lease renewal was executed on August 11, 2008, terminating on August 31, 2008. The lease agreement is a three-way agreement between Minnesota Correctional Facility – Lino Lakes, Minnesota Department of Transportation, and the MESB. MnDOT has taken the lead in renewing this lease for another ten-year period.

MESB Counsel reviewed the lease amendment and made a few changes, which are seen in the attached document. The rent amount stays the same, though paid in annual installments, rather than monthly installments. As of this writing, the Minnesota Veteran's Home is reviewing the document. If additional changes to the lease amendment are proposed, MESB Counsel will review them prior to execution.

FINANCIAL IMPACT

There is no new financial impact to the Board.

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

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 2 to

Lease No. 10877-A

THIS AMENDMENT made this 16th day of August, 2018, by and between Department of Veterans Affairs (fka: Veterans Home Board) hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, acting for the benefit of the Department of Transportation hereinafter referred to as LESSEE, and Metropolitan Emergency Services Board hereinafter referred to as BOARD, shall be an amendment and addition to Lease No. 10877-A.

WHEREAS, the Commissioner of Administration is empowered by Minn. Stat. §16B.04, subd. 6, to lease non-state owed property;

WHEREAS, LESSOR, LESSEE and BOARD entered into Lease No. 10877-A, dated November 24, 1998, and Amendment 1 dated September 25, 2008, involving the lease of an 80' x 30" parcel of land available for use by LESSEE on the property legally described as N ½ section 34 T 115 N, R 17 W; City of Hastings, County of Dakota;

WHEREAS, the BOARD'S duties and responsibilities are assigned to the Metropolitan Emergency Services Board, via amendment to the Joint Powers Agreement set forth in Minn. Stat. §473.891 to §473.905;

WHEREAS, LESSOR, LESSEE and BOARD hereby agree the BOARD shall be responsible for rental payments due under the Lease Amendment.

NOW THEREFORE, LESSOR, LESSEE and BOARD agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. -10877-A effective as of the date set forth hereinafter.

1. **RENEWAL TERM** Pursuant to Clause 3 of the Lease, this Lease shall be renewed for an additional term of ten (10) years, commencing September 1, 2018 and continuing through August 31, 2028 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as provided for herein.

2. **RENT**

2.1 BOARD shall pay LESSOR for the renewal term the sum of six thousand and no/100 dollars (\$6,000.00), payable in annual installments of six hundred and no/100 dollars (\$600.00).

2.1 All original bills and statements from LESSOR to BOARD shall be mailed or personally delivered to:

Account Receivable
Metropolitan Emergency Services Board
Metro Counties Government Center
2099 University Ave W Ste 201
St. Paul MN 55104-3431

2.2 BOARD agrees to pay LESSOR the annual rent set forth above without invoicing by August 31 or each calendar year and mail or deliver said payments to:

~~Minnesota Correctional Facility Lino Lakes~~ Veterans Home, Hastings
Veterans Home Board
~~7525 4th Ave~~ 1200 East 18th Street
~~Lino Lakes~~ Hastings MN ~~55014~~ 55044-3336

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicted below intending to be bound thereby.

LESSOR:

DEPARTMENT OF VETERAN AFFAIRS

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR s required by applicable articles bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

APPROVED:

DEPARTMENT OF TRANSPORTATION

Acknowledgement of Non-Encumbrance

By _____

Title _____ Director _____

Date _____

APPROVED:

CONTRACT MANAGMENT

By _____

Title _____

Date _____

APPROVED:

METROPOLITAN EMERGENCY SERVICES BOARD

By _____

Title _____

Date _____

Approved as to form:

MESB Counsel

Metropolitan Emergency Services Board

MEETING DATE: September 12, 2018	PRESENTED BY: Robinson	AGENDA NUMBER: 6A. Approval of Amendment to ATL Contract for Additional EMS Leadership Development Classes
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RECOMMENDATION

The EMS TOC recommends the Board approve an amendment to the contract with Above the Line Leaders International (ATL) for additional EMS leadership development classes.

BACKGROUND

At the September 13, 2017 meeting, the MESB approved awarding an RFP to and entering into an agreement with ATL for EMS leadership development classes. The original agreement was for only one two-year course, so the MESB could determine the interest in and value of the class; staff has received very positive feedback to the course from the students in the class.

ISSUES & CONCERNS

At its June 19, 2018 meeting, the EMS TOC discussed the training and education needs present in the EMS community and whether they could be funded by the FY2019 grant. The EMS TOC recommended funding another series of the leadership development classes (year one of a two-year course) provided by ATL.

MESB Counsel prepared the amendment to the agreement.

FINANCIAL IMPACT

The original agreement included a not to exceed limit of \$59,150.00. The amendment reflects an increase of \$33,120.00, which is the cost for the additional one year of classes. This results in a new not to exceed limit of \$92,270.00, which is included in the EMSRB-approved grant budget. The MESB pays the invoices and then applies for reimbursement through the EMSRB.

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

THIS AMENDMENT, made and entered into on this ____ day of October, 2018 by and between the MESB, a Minnesota joint powers organization (hereinafter referred to as “MESB”), 2099 West University Avenue, Suite 201, St. Paul, Minnesota 55104, and Ron Hultgren d/b/a Above the Line Leaders International (hereinafter referred to as “ATL”), 3500 Vicksburg Lane North, Suite 400, #119, Plymouth, Minnesota 55447.

WITNESSETH

WHEREAS, the MESB entered into an agreement with ATL dated October 22, 2017 (the “Agreement”) to provide a leadership development and mentoring program for emergency medical services (EMS) personnel; and

WHEREAS, the parties wish to amend the Agreement to add another class to start the leadership program.

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the MESB and ATL agree as follows:

1. Article III.B is amended to read:

- B. The MESB shall make payment to ATL as follows:
 - 1. The total amount paid to ATL will not exceed \$92,270.00.
 - 2. MESB will pay ATL a per student rate of:

24 students	\$200/person/class
20 students	\$200/person/class
15 students	\$250/person/class
10 students	\$375/person/class
 - 3. ATL will invoice MESB after each class session for the cost of the class, as detailed in Attachment B or Attachment C, as appropriate. ATL will invoice MESB separately for the coaching services, and when costs are incurred for the other items listed in Attachment B or Attachment C.
 - 4. MESB is a sales-tax exempt organization and cannot pay sales tax for vendor-supplied materials, such as books.

2. Attachment C to this Amendment shall be incorporated in the Agreement.

This Amendment shall be effective October 1, 2018.

Except as hereinabove amended, the terms, conditions and provisions of the Agreement shall remain in full force and effect.

**RON HULTGREN D/B/A ABOVE
THE LINE LEADERS INTERNATIONAL**

**METROPOLITAN EMERGENCY
SERVICES BOARD**

By: _____
Ron Hultgren

By: _____
Andrew Johnson, Chair

Dated: _____

Dated: _____

Approved as to form:

Jay Arneson, Board Counsel

Attachment C

Cohort Two

Amended Contract Attachment FY2019

Fees paid to ATL will cover Year One Only:

24 Students

Description	Number of Sessions/Products	Fees	Total per Session	Total per Year
Year One Session Costs	6	\$200 per person per session	\$4,800	\$28,800.00
Student Coaching	1 hours per student in year one	\$120 per student		\$2,880.00
Authentic Results Through Action book	1 per person	\$10.00 (digital form)		\$240.00
Voice Cards – Six Dimensions	1 per person	\$25.00		\$600.00
Performance Preference Booklet	1 per person	\$25.00		\$600.00
Total				\$33,120.00