

# 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

**July 12, 2017**  
**\*\*10:00 – 11:30 a.m.\*\***

**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 Jim McDonough  
Ramsey County

Commissioner Janice Rettman  
Ramsey County

Commissioner Barb Weckman Brekke  
Scott County

Commissioner Tom Wolf\*  
Scott County

Commissioner Karla Bigham  
Washington County

\* Executive Committee

**Page**

<b>1. Call to Order (Commissioner McMahon)</b>	
<b>2. Approval of Agenda (Comm. McMahon)</b>	
<b>3. Oath of Office (if needed) (Comm. McMahon)</b>	
<b>4. Consent Agenda (Comm. McMahon)</b>	
<b>A. Approval of Previous Meeting Minutes (May 10, 2017)</b>	<b>1</b>
<b>B. Approval: April 2017 Treasurer’s Report</b>	<b>2</b>
<b>C. Approval: May 2017 Treasurer’s Report</b>	<b>7</b>
<b>D. Update: Naloxone Grant Progress</b>	<b>8</b>
<b>E. Correspondence – MN FirstNet Public Officials Briefing Document</b>	<b>9</b>
	<b>11</b>
<b>5. Issues and Action Requests</b>	
<b>A. Radio TOC (Tretter)</b>	
<b>1. Approval of CRAE Installation of 8TAC91 at Princeton High School</b>	<b>19</b>
<b>2. Approval of Deletion of Metro Standard 3.23.0 – Connecting to the 800 MHz System</b>	<b>29</b>
<b>3. Approval of Waiver of State Standard 3.19.0 for Lakeview EMS</b>	<b>33</b>
<b>4. Approval of Amendments to Metro Standard 3.13.0 – Nationwide Conventional Interoperability Channels</b>	<b>37</b>
<b>B. Approval of 2018 MESB Budget and 2018-2022 Capital Budget (Rohret)</b>	<b>43</b>
<b>C. Approval of FY2018-2019 EMS Grant Budget (Robinson)</b>	<b>57</b>
<b>D. Approval of FY 2018-2019 Grant EMSRB Grant Agreement (Robinson)</b>	<b>61</b>
<b>E. Approval of Lease for Copier with Metro Sales (Rohret)</b>	<b>67</b>
<b>6. Reports</b>	
<b>A. Legislative Report (Vesel/Bergeron)</b>	
<b>B. Statewide Emergency Communications Board (SECB) Reports:</b>	
<b>1. Finance (Comm. Huffman) – no quorum in June</b>	
<b>2. Legislative (Comm. Egan/Comm. Bigham) – cancelled</b>	
<b>3. Steering (Comm. Wolf/Tretter) – June cancelled</b>	
<b>4. OTC &amp; Other SECB Committees (Tretter/Eggimann)</b>	
<b>5. Board (Comm. Gamache/Tretter)</b>	
<b>7. Old Business – None</b>	
<b>8. New Business</b>	
<b>A. GIS Support of NG9-1-1 Data Requirements (Rohret)</b>	
<b>9. Adjourn</b>	



# Metropolitan Emergency Services Board

MEETING DATE:  <p style="text-align: center;"><b>July 12, 2017</b></p>	PRESENTED BY:  <p style="text-align: center;"><b>Rohret</b></p>	AGENDA NUMBER: <b>4.</b>  <p style="text-align: center;"><b>Consent Agenda</b></p> A. Minutes of May 2017 Meeting B. Approval: April 2017 Treasurer’s Report C. Approval: May 2017 Treasurer’s Report D. Update: Nalaxone Grant Progress E. Correspondence: MN FirstNet Public Officials Briefing Document
--	---	--

- A. **Minutes** – The minutes of the May 10, 2017 meeting of the Board are attached for review and approval.
- B. **April 2017 Treasurer’s Report** – The Treasurer has reviewed the April 2017 financial statements and has given his approval of the report.
- C. **May 2017 Treasurer’s Report** – The Treasurer has reviewed the May 2017 financial statements and has given his approval of the report.
- D. **Update: Naloxone Grant Progress** – See accompanying progress sheet.
- E. **Correspondence** – Minnesota FirstNet Public Officials Briefing Document
- F. **Informational Only** – Draft minutes of the June 14, 2017 MESB Executive Committee meeting.

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

MOTION:
---------

# METROPOLITAN EMERGENCY SERVICES BOARD

## MEETING MINUTES

MAY 10, 2017

### Commissioners Present:

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

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

**Others Present:** Jay Arneson, *MESB Board Counsel*; Rick Juth, *ECN*; Casey Krolczyk, *Hennepin County*; Tom Hodnefield, *Redpath and Company*; Margaret Vesel, *Larkin Hoffman*; and Jerry Seck, *Larkin Hoffman*.

### 1. Call to Order

Meeting was called to order at 10:07 a.m. by MESB Chair, Commissioner McMahon.

### 2. Approval of Agenda

*Motion made by Commissioner Bigham, seconded by Commissioner Wolf to accept the May 10, 2017 Agenda. Motion carried.*

### 3. Approval of Consent Agenda

Commissioner Higgins noted that Naloxone was misspelled on the Consent Agenda action sheet; it should be corrected.

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

### 4. Commissioner McMahon administered the Oath of Office to Commissioner Linda Higgins (alternate for Commissioner Goettel).

### 5. Issues and Action Requests

#### A. Acceptance of 2016 Audit

Tom Hodnefield of Redpath and Company gave an overview of the 2016 MESB audit.

Commissioner Rettman asked why the fund balance had gone up. Jill Rohret said that in 2016 the MESB budgeted for an open position, including travel for that position. Also, the Washington County fund balance from the former Radio Board was transferred to the Hennepin County Investment fund which draws a larger return. For the 2018 budget, the MESB should be fully staffed which should help align budget and expenditures.

Commissioner Rettman asked if the \$3,000,000 in investments would impact the fund balance. Rohret said that the yes because the MESB receives higher interest for that fund at Hennepin County. The MESB does not generally add to that fund but we could expend from that fund per board approval. The MESB

## METROPOLITAN EMERGENCY SERVICES BOARD

has been given permission from the board to expend funds should it be needed for one time NG 9-1-1 needs. However, the funds are primarily kept as an investment.

*Motion made by Commissioners Huffman, seconded by Commissioner Bigham to accept the 2016 MESB Audit. Motion carried.*

### **B. 1. Approval of Amendments to City of Minneapolis ARMER Participation Plan**

Rohret said the Executive Committee recommended approval of the amendment to the City of Minneapolis' ARMER participation plan to support its mobile console connection design.

Troy Tretter said that the city of Minneapolis is looking to change the way they dispatch for large scale events. With the Super Bowl and other large events occurring in 2017 and 2018, Minneapolis is considering changing their configuration by allowing for portable dispatch laptops to be connected over LTE cellular in the metro, primarily in Minneapolis. The SECB recommended approval pending on approval by the MESB. There is no additional cost to the MESB.

*Motion made by Commissioner Gamache, seconded by Commissioner Weckman Brekke to approve the amendment to the City of Minneapolis' ARMER participation plan. Motion carried.*

### **2. Approval of New Metro Standards 3.17.5 – Incident Tactical Dispatcher; 3.17.6 – Radio Operator; and 3.17.7 – Incident Communications Center Manager**

Rohret said the Executive Committee recommended approval of the following new metro region radio standards: Metro Standard 3.17.5 - Incident Tactical Dispatcher (INTD), Metro Standard 3.17.6 - Radio Operator (RADO), Metro Standard 3.17.7 – Incident Communications Center Manager (INCM).

Tretter said that these positions were created to close the gap for on-scene communications coordination.

Commissioner McMahon said that the discussion at the April Executive meeting confirmed that these positions are deployed only if requested and are never self- deployed.

Commissioner Higgins recommended some editing to the documents.

*Motion made by Commissioner Huffman, seconded by Commissioner Anderson to approve new metro standards: 3.17.5, 3.17.6, and 3.17.7. Motion carried.*

### **3. Approval of Waiver of State Standard 3.19.0 for Burnsville Fire**

Rohret said the Radio TOC recommended the MESB approve a waiver of State Standard 3.19.0 – Use of 800MHz Statewide LTAC and SIU Interoperability Talkgroups for three dedicated Burnsville Fire Department radios whose members also serve on the Dakota County Mutual Aid Assistance Group (MAAG) SWAT Team. The SECB approved the waiver but is asking for MESB's approval.

Tretter said that State Standard 3.19.0 is currently restricted to Law Enforcement only. A waiver is required for any other use. This waiver is requested because the same radios would be used by members of Burnsville Fire as SWAT Team members.

Commissioner Huffman asked if there were many requests for waivers. Tretter said that there were not. The Maple Grove Fire Department was denied because, unlike Burnsville Fire, the radios were not assigned to dedicated SWAT Team members. The SECB OTC would like to review all requests on a case by case basis.

## **METROPOLITAN EMERGENCY SERVICES BOARD**

*Motion made by Commissioner Rettman, seconded by Commissioner Holberg to approve waiver of State Standard 3.19.0 for Burnsville Fire. Motion carried.*

### **C. Approval of MOU between MESB and Anoka County**

Rohret said the Executive Committee recommended approval of the Memorandum of Understanding (MOU) between Anoka County and the Metropolitan Emergency Services Board regarding Genesis license billing.

Tretter said the Genesis system is used to gather in-depth reports, monitor, manage, display, archive and report on the ARMER system. MnDOT hosts the hardware for the Genesis and users who wish to use the system pay for a software license. MnDOT will pay for the needed hardware upgrades (est. \$50,000). Anoka County has agreed to pay for the licenses up front and is requesting the MESB bill the other Genesis users to reimburse Anoka County. The MOU is needed for the billing process. There is no cost other than staff time to the MESB. The MOU has been reviewed by MESB Counsel.

*Motion made by Commissioner Gamache, seconded by Weckman Brekke to approve the MOU between Anoka County and the MESB regarding Genesis license billing. Motion carried.*

### **D. Approval of MOU between MESB and HSEM**

Rohret said the Executive Committee recommended approval of the Memorandum of Understanding (MOU) between the State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management (HSEM) and the Metropolitan Emergency Services Board.

Tretter said the metro has a deployable communications team called the Communications Response Taskforce (CRTF). This ICS-trained team can be requested by an agency to assist in the field, the command post, EOC or PSAP. This request is an update to a previously executed MOU between HSEM and the MESB.

Commissioner Rettman asked if there was reciprocity between states. Tretter said yes and that HSEM would assist with those requests.

*Motion made by Commissioner Higgins, seconded by Commissioner Rettman to approve the MOU between HSEM and the MESB. Motion carried.*

### **E. Approval of new MESB Policy 030 – Purchasing-General**

Rohret said that the Board's auditors recommended that a policy be established stating Uniform Guidelines would be followed in purchasing. This policy will also keep the MESB eligible for future federal grants. The Executive Committee did recommend approval of Policy 030, with the addition of the sentence: The Executive Director has been authorized by the Board to issue purchase orders and expend funds for Board purposes up to ten thousand dollars (\$10,000.00). Purchase orders or expenses above that amount require Board approval.

Commissioner Higgins asked if there were any goals or requirements for purchasing from small or hiring or using the services of people of color and women? Rohret and Jay Arneson said they were not aware of that ever being a board discussion. Commissioner Higgins asked that it become a discussion. Commissioner McMahon agreed that it would be a good addition to our policy.

Arneson recommended that this policy should be adopted as written, and he could review either language to amend Policy 030 or language for a new policy. Commissioner Rettman said that the State of Minnesota requirements should be reviewed first.

## METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Huffman, seconded by Commissioner Degler to approve the new MESB Policy 030 as written. Motion carried.*

### **F. Approval of Executive Director Travel Request for re:public, Phoenix, AZ**

Rohret stated the Executive Committee recommended approval of a travel request for the her to attend the annual re:public meeting. It was not in the budget or on the March agenda because she was not aware that the invitation to this conference was a standing invitation.

*Motion made by Commissioner Ische, seconded by Commissioner Rettman to approve travel to the re:public meeting in Phoenix, AZ. Motion carried.*

## **6. Reports**

### **A. Legislative Update**

Margaret Vesel of Larkin Hoffman said there are twelve days left of session. There were five conference committees reports adopted yesterday. They were environment, agriculture, education, state government, health and human services. Those bills were passed by both houses and the Governor will have three days to sign or veto them.

Of particular interest to the MESB were that the 9-1-1 Special Revenue account was fully funded and not touched and the EMS Region each received an additional funding request of \$200,000 for all eight regions in the bills of both houses. There would be additional monies in the HHS Finance bill for the EMS divisions. Unfortunately, the HHS bill will most certainly be vetoed.

### **B. Statewide Emergency Communication Board (SECB)**

**1. Finance** – Rohret said the April meeting was cancelled. Among the discussion items tomorrow will be an ARMER migration grant and also funding for a 9-1-1 Responding Partner study.

**2. Legislative** – Commissioner Biggam said that there were no new topics discussed. Rohret added that just yesterday the FCC ruled that VOIP providers cannot be ruled by the PUC.

**3. Steering** – Tretter said that there was discussion about federal and non-9-1-1 response participants use of the ARMER system. ARMER is mostly an 800 MHz system but there is another VHF portion that has not been utilized.

The individuals that do a lot of the participation plans to come onto the ARMER system or make changes are going to be drafting a study. There is a lot of gray areas about the federal partner's participation, and this study will help define their participation.

There is also is discussions about Cass County, North Dakota's interest in potentially joining the ARMER System until North Dakota develops their own statewide system. They are proposing to temporarily come onto the ARMER System but paying for their own towers. At today's Steering Committee meeting they will be reviewing an extensive study on this topic.

Rohret said that the Cass County request is a big topic and precedent setting. The SECB has also in the past heard from some Wisconsin counties about their desire to join the ARMER System.

Commissioner McMahon added that our counties pay for our ARMER System, and is for emergency services only. This issue is one that should be watched closely.

Rohret said that everyone is aware and in agreement that Minnesota paid for the ARMER System and should be used by Minnesota counties only. North Dakota paying for their own towers is key to this request.

## **METROPOLITAN EMERGENCY SERVICES BOARD**

Commissioner Rettman said that it should be taken one step further and require premiums. There is also some built-in redundancy and upgrades which Minnesota pays for. There needs to be zero impact on our quality, quantity, capabilities or budget. She asked if just discussing this topic makes way that counties outside of Minnesota may at some point be allowed to join the ARMER System?

Tretter said that it is well noted and that this is proposed as a temporary arrangement.

Commissioner McMahon asked Tretter to keep the board updated on this topic.

### **4. OTC**

Tretter said the items for the metro were the Burnsville waiver request, the Minneapolis request and the cleaning up state standards.

### **5. SECB**

Commissioner Gamache said they had moved the meeting to May 1 to coincide with the Interoperability meeting in St. Cloud, so he could not attend. Tretter reported that they approve the Burnsville and Minneapolis requests. They adjusted participation plans based on their non-participation and interoperability status.

Pete Eggimann gave a brief overview of the 9-1-1 network for the benefit of new MESB members.

### **New Business**

#### **A. 2018 Budget Discussion**

Rohret said that GASB 75 requires actuarial studies be done every other year. Auditors recommended a few years ago but the Board chose to defer the study. She stated that \$5,000 will be added into the 2018 budget for the study; it is possible it will be less than \$5,000.

The other audit budget item of note is the net income amount. It is hoped that the 2018 budget will be more closely aligned with expenditures.

**B.** A handout of acronyms and definitions common to the MESB was distributed.

**C.** Rohret told members she was interviewed for a NENA article regarding PSAP Minimum Training Standards established by the Board in November 2016. The article was distributed to the Board.

Meeting adjourned at 11:12 a.m.





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

TO: Metropolitan Emergency Services Board  
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer  
RE: Treasurer's Report – April 2017  
DATE: May 16, 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 May 16, 2017.

Sincerely,

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



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

TO: Metropolitan Emergency Services Board  
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer  
RE: Treasurer's Report – May 2017  
DATE: June 20, 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 June 20, 2017.

Sincerely,

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

**4E. MESB-Metro Region EMS/MDH First Responder Naloxone Dispensing Grant  
FINAL Update  
Current as of June 30, 2017 (end of grant contract)**

<b>Agency</b>	<b>EMS Provider/Trainers</b>	<b>Program Progress</b>
Brooklyn Center PD	North Memorial EMS	Ongoing
Centennial Lakes FD	Centennial Lakes FD	Ongoing
Columbia Heights FD	Allina Health EMS	Ongoing
Coon Rapids FD	Allina Health EMS	Ongoing
Dakota Co. Drug Task Force	Allina Health EMS	Ongoing
Dakota Co. MAAG team	HealthEast EMS	In process
Golden Valley FD/PD	North Memorial EMS	In process
Farmington PD	Allina Health EMS	Ongoing
Fridley FD	Allina Health EMS	Ongoing
Hennepin County Sheriff's Office	Hennepin EMS	On-going
Isanti County Sheriff's Office	Allina Health EMS	Ongoing
Lakeville PD	Allina Health EMS	Ongoing within city
Lino Lakes PD	North Memorial EMS	Ongoing
MAC FD	Allina Health EMS	In process
Minneapolis FD	Hennepin EMS	Ongoing
Minnetrista PD (via Ridgeview EMS)	Ridgeview EMS	Ongoing
Mounds View PD	Allina EMS	Ongoing
Northfield PD & FD	Northfield Hosp. EMS	Ongoing
Prior Lake PD	Allina Health EMS	Ongoing
Ramsey Co. Sheriff's Office	North Memorial	Ongoing
Richfield FD	Hennepin EMS	Ongoing
Ridgeview EMS (Carver Co.)	Ridgeview EMS	Ongoing
Rosemount PD	HealthEast EMS	In process
Roseville PD	Regions Hospital	Ongoing
Savage PD	Allina Health EMS	Ongoing
Scott Co. Sheriff's Office	Allina Health EMS	ongoing
Shakopee PD	Allina Health EMS	Ongoing
Spring Lake Park PD	Allina Health EMS	Currently in training
Washington Co. Sheriff's Office (via Lakeview EMS)	Lakeview EMS/Regions Hospital	Ongoing

*Grant funds status follows on next page.*

**Grant Funds Status**

Funds for Naloxone purchases (product)	\$58,100.00
Expended to date:	<u>\$66,255.94</u>
Remaining funds:	<b><u>\$(8,155.94)</u></b>

Funds for training	\$3,500.00
Expended to date:	<u>\$3,570.00</u>
Remaining funds:	<b><u>\$ (70.00)</u></b>

Contingency funds*	\$ 8,400.00
Expended to date: (overage from above)	<u><b>\$(8,225.94)</b></u>
Remaining funds:	<b><u>\$ 174.06</u></b>

\*To be used for either training or product

\*\*Note: The MESB received a total of **\$9,309.00** from West Central EMS Region via sub-grantee agreement for purchase/reimbursement for:

Lakeview EMS, 4/2017	\$3,750.00
Mounds View PD, 6/2017	\$ 924.00
Hennepin County SO, 5/2017	\$3,975.00
Savage PD, 5/2017	\$ 660.00



# FIRSTNET AND PUBLIC OFFICIALS

Minnesota FirstNet Consultation Project  
MnFCP Briefing

## What is FirstNet?

The First Responder Network Authority (FirstNet) is an independent authority within the U.S. Department of Commerce. Authorized by Congress in 2012, its mission is to develop, build and operate the nationwide public safety broadband network (NPSBN) that equips **first responders** with dedicated communications to save lives and protect property. This is a **federal program** that includes state guidance.

*"Adding coverage, priority and preemption... will truly enhance the safety of the public and first responders during every day and large scale events."*

Michael J. Risvold  
Chief of Police  
Wayzata Police Department

## Why you should care about FirstNet?

FirstNet was envisioned and championed by first responders for first responders. It provides public safety the **robust wireless network** they require and deserve. You can expect:

- Affordability
- Availability and reliability
- Local control
- Public safety grade
- Connecting responders in rural areas
- Interoperability
- Quality of service
- True priority for public safety

## How you can benefit from FirstNet?

Today's first responders utilize broadband networks to perform critical aspects of their jobs from looking up information at a traffic stop to tracking responding personnel and vehicles. First responders have no choice but to use commercial carriers today even though these networks do not meet public safety requirements. Commercial networks are becoming ever more congested and lack much needed rural coverage.

FirstNet is a new option available for public safety communications. FirstNet offers something more than what is available on commercial networks, it offers priority and preemption, and is dedicated to satisfying public safety requirements. Having a dedicated wireless network enables first responders to avoid network congestion that can and does occur with current commercial networks. It's not by chance that congestion happens exactly when it is needed most, such as during planned or unplanned events.

FirstNet is a federal program that offers our first responders a dedicated reliable network that allows them to perform tasks and access applications that may or may not work in today's current mobile environment. It will enable secure and dedicated pathways to criminal and customer records. It will allow first responders to transmit streaming video in the field without concern of network congestion. FirstNet will perform closer to public safety grade levels when transmitting streaming data with priority and ruthless preemption.



# FIRSTNET AND PUBLIC OFFICIALS

Minnesota FirstNet Consultation Project  
MnFCP Briefing

## FirstNet in-depth

### Organization

- Governed by a fifteen member board, and advised by a 43 member Public Safety Advisory committee made up of public safety experts from across the country.
- A public-private partnership with AT&T to build and deploy the network.

### Finances

- The Middle Class Tax Relief and Job Creation Act of 2012 allocated \$7 billion from the spectrum auctions, and 20MHz of **Band Class 14** spectrum to get the project started.
- The Act states that FirstNet must be financially self-sustaining. FirstNet will leverage the assets granted, and develop a user fee schedule similar to a current commercial carrier.
- FirstNet will offer an **additional competitive option** for cellular service. They will be competitive, and offer differentiating features from commercial carriers. Local decision makers will always **retain the right to choose** the wireless provider that best meets their needs.

## FirstNet's public-private partnership

FirstNet has partnered with AT&T to build the first nationwide wireless broadband network dedicated to America's first responders. AT&T will spend **\$46.5 billion** to build, deploy, operate and maintain the network, with a focus on ensuring robust coverage for public safety.

## What next?

With the recent awarding of the FirstNet contract, initial deployment of the 5-phased implementation is tentatively scheduled for the **Winter of 2017-2018**. What can you do to prepare:

- Reach out to your regional coordinator
- Determine at what phase of the FirstNet deployment meets your wireless needs
- Understand the pros and any cons
- Understand and plan for migration
- Educate others

## MN FirstNet Consultation Project

MnFCP is a statewide effort ensuring the successful implementation of the NPSBN for all Minnesota public safety entities.

### MnFCP Stats

- Agencies Providing Survey Feedback - **910**
- Coverage Review Attendees - **380**
- Regional Build Out Attendees - **309**
- County Coverage Reviews - **87/87**

## Contact Us!

**Melinda Miller**, MN DPS-ECN  
State Program Manager  
Melinda.Miller@state.mn.us  
(651-201-7554)

**Marcus Bruning**,  
Northern RIC  
marcus.bruning@state.mn.us  
(218) 232-3762

<https://dps.mn.gov/divisions/ecn>

**Jackie Mines**, MN DPS-ECN  
Director  
Jackie.mines@state.mn.us  
(651) 201-7550

**Randy Donahue**,  
Southern RIC  
randy.donahue@state.mn.us  
(507) 360-2660

**Rick Juth**,  
Central & Metro RIC  
rick.juth@state.mn.us  
(612) 743-0252

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

**Commissioners Present:**

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

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

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

**1. Call to Order**

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

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

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

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

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

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

**A. Radio TOC Action Items**

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

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

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

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

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

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

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

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

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

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

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

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

### **Operational Budget**

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

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

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

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

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

Equipment decreased by 6%.

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **5. Old Business – None**

### **6. New Business**

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

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

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

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

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

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

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

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

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

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

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

Meeting adjourned at 11:27 a.m.

DRAFT



# Metropolitan Emergency Services Board

MEETING DATE:  <b>July 12, 2017</b>	PRESENTED BY:  <b>Tretter</b>	AGENDA NUMBER: <b>5A1.</b> <b>Approval of Princeton High School Conventional resource installation of 8TAC91</b>
---	-------------------------------------	---

## **RECOMMENDATION**

The Executive Committee recommends the Board approve the installation of an 800MHz conventional resource repeater (8TAC91) at the Princeton High School.

## **BACKGROUND**

Per State Standard 3.47.0 – Conventional Resource ARMER Enhancement (CRAE), when a CRAE is installed, *“an impacted region is any region where the CRAE will be employed or any region within 30 air miles of where the CRAE will be employed.”* This is to prevent any co-channel inference that may affect another region. Within 30 miles of the Princeton High School are the counties of: Anoka, Chisago, Hennepin, and Isanti.

Once each affected region approves the request, the requesting region submits the request to the Statewide Emergency Communications Board, Operational and Technical Committee (SECB OTC) for approval.

## **ISSUES & CONCERNS**

Princeton High School is located within Mille Lacs and Sherburne Counties, which falls under the Central Minnesota radio region. To increase in building 800MHz coverage, they propose to use a national 800MHz repeater channel, called 8TAC91. There were no conflicts of current co-channel interference that would affect the metro region.

The Radio TOC noted there were some irregularities in the FCC license application form 601 schedule D as the antenna height and the repeater power output that was requested to be changed before it goes to the SECB OTC.

The Radio TOC approved the request by Mille Lacs County conditionally that the changes to form 601 schedule D be corrected prior to the next SECB OTC. These items were corrected and presented at the June 13<sup>th</sup> SECB OTC meeting.

At the June MESB Executive Committee the following questions were asked (answers provided by the project engineer, Dave Sissor of West Central Communications, Inc.):

Q: Did West Central Communications install the other instances of CRAE?

A: Yes, 2 in Stevens County. Kandiyohi County used a licensed county repeater rather than CRAE.

Q: How have the other instances of CRAE installations worked?

A: Two other instances of CRAE have been installed in Stevens County. One located in Hancock at 35ft antenna height and one in Chokio at 18ft. Both installations were repeaters with 35 Watts of output. In building coverage was good, with maximum outdoor coverage of 2 miles.

# Metropolitan Emergency Services Board

Q: What AGL (Above Ground Level) did they do their signal analysis from?

A: 35 feet, same as what was installed in Hancock. They are using the same 0db antenna in Princeton as they used in Hancock and Chokio.

## **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES      ___ NO
------------	--------------	---

MOTION:
---------



612 Industrial DR SW, Willmar, MN 56201  
320-235-0811 [DaveS@WCCwireless.com](mailto:DaveS@WCCwireless.com)



April 13, 2017

City of Princeton  
705 2<sup>nd</sup> St N  
Princeton, MN 55371

Re: Application for CRAE using 8Tac 91 at Princeton High School, per Standard 3.47.0

The City of Princeton is requesting to install a CRAE (Conventional Resource ARMER Enhancement) repeater system, using 8Tac91 channel to be used for Emergency Interoperability purposes for in-building coverage at Princeton High School.

Currently there is no ARMER portable coverage within the Princeton High School. Emergency Responders entering the High School are forced to use a SOA channel, which does not give portable to portable coverage throughout the building. The SOA also limits the Emergency Responders to no access to Mille Lacs County Dispatch, and other ARMER Talk Group resources. Implementation of the CRAE system will allow communications to all on site users, and to Mille Lacs dispatch and ARMER talk group resources, which will be controlled by Mille Lacs County Dispatch.

The intended coverage footprint is designed for in-building penetration using only enough transmit power from the repeater to penetrate the building. The antenna system will consist of a 0db gain antenna to help force down the signal into the building. The Federal frequencies and tones will be used in an analog mode, which are already programmed into existing subscribers.

Mille Lacs County will be the responsible agency.  
Mille Lacs County Sheriff  
Sheriff Brent Lindgren  
640 3<sup>rd</sup> St SE  
Milaca, MN 56353  
320-983-8250

Since this CRAE location is within the Central Minnesota Emergency Service Board area, this request will be forward to them. There are two other regions (Northeast and Metro) that are within the 30-air mile radius. Once the request is approved by the Central region, it will be forwarded to the other regions for their approval. Final approval to implement the CRAE will be presented to the Operations and Technical Committee.

There is no usage of 8Tac 91 within the immediate area (see attachments for state wide use of 8Tac91. Attached are copies for FCC license schedule D & H.

Mille Lacs Local System Administrator will be responsible for training on this system. In Addition, the Regional CASM (Communication Asset Survey Mapping) plan will be updated. The local Administrator will also coordinate with SWIC (statewide Interoperability Coordinator) to add this resource to the MNFOG (Minnesota Field Operations Guide).

Submitted by  
West Central Communications Inc  
David Sisser



1) Action Requested: ( <u>A</u> ) <u>Add</u> <u>Mod</u> <u>Del</u>		2) Location Number: <u>1</u>	
3) Location Description: <u>M</u>		4) Area of Operation Code: <u>A</u>	5) Location Name: <u>MOBILES</u>
6) FCC Antenna Structure Registration # or N/A (FAA Notification not Required):			
7) Latitude (DD-MM-SS.S): <u>NAD83</u> ( <u>  </u> ) <u>N</u> or <u>S</u>		8) Longitude (DDD-MM-SS.S): <u>NAD83</u> ( <u>  </u> ) <u>E</u> or <u>W</u>	
9) Street Address, Name of Landing Area, or Other Location Description:			
10) City:	11) State:		12) County/Borough/Parish:
13) Elevation of Site AMSL (meters) ( 'a' in antenna structure example):	14) Overall Ht AGL Without Appurtenances (meters) ( 'b' in antenna structure example):	15) Overall Ht AGL With Appurtenances (meters) ( 'c' in antenna structure example):	
16) Support Structure Type:			
17) Location Number: (only for Area of Operation Code 'A')	18) Radius (km): <u>0.8</u>	19) Airport Identifier:	20) Site Status:
21) Maximum Latitude (DD-MM-SS.S): Use for rectangle only (Northwest corner) <u>NAD83</u> ( <u>  </u> ) <u>N</u> or <u>S</u>		22) Maximum Longitude (DDD-MM-SS.S): Use for rectangle only (Northwest corner) <u>NAD83</u> ( <u>  </u> ) <u>E</u> or <u>W</u>	
23) Do you propose to operate in an area that requires frequency coordination with Canada? ( <u>  </u> ) <u>Yes</u> <u>No</u>			
24) Description: (only for Area of Operation Code 'O')			
25) Number of Units:    ___ Hand Held    ___ Mobile    ___ Temporary Fixed    ___ Aircraft    ___ Itinerant			
26) Would a Commission grant of Authorization for this location be an action which may have a significant environmental effect? See Section 1.1307 of 47 CFR. If 'Yes', submit an environmental assessment as required by 47 CFR, Sections 1.1308 and 1.1311. ( <u>N</u> ) <u>Yes</u> <u>No</u>			
27a) If the site is located in one of the Quiet Zones listed in Item 27b of the Instructions, provide the date (mm/dd/yyyy) that the proper Quiet Zone entity was notified:			
27b) Has the applicant obtained prior written consent from the proper Quiet Zone entity for the same technical parameters that are specified in this application? ( <u>N</u> ) <u>Yes</u> <u>No</u>			
28) Do you propose to operate in an area that requires frequency coordination with Mexico? ( <u>N</u> ) <u>Yes</u> <u>No</u>			



Technical Data Schedule for the  
Private Land Mobile and Land Mobile Broadcast Auxiliary  
Radio Services (Parts 90 and 74)

**Eligibility**

1) Rule Section: <b>90:20</b>	2) Describe Activity: <b>APPLICANT IS ENGAGED IN EMERGENCY SERVICES, RADIOS</b>
----------------------------------	--

**Frequency Coordinator Information (if not self-coordinated)**

3) Frequency Coordination Number	4) Name of Frequency Coordinator	5) Telephone Number	6) Coordination Date
<b>T17041314160580</b>	<b>APCO</b>		
7) Has this application been successfully coordinated?			( <input checked="" type="checkbox"/> ) <u>Yes</u> / <input type="checkbox"/> <u>No</u>

**Extended Implementation (Slow Growth)**

8) Are you requesting a new or modified extended implementation plan? If 'Yes', attach an exhibit with a justification and a proposed station construction schedule.	( <input type="checkbox"/> ) <u>Yes</u> / <input checked="" type="checkbox"/> <u>No</u>
---	---

**Associated Call Signs (Attach additional sheets if required)**

9)				

**Broadcast Auxiliary Only**

If there is an associated Parent Station, complete Items 10-12.	10) Facility Id of Parent Station:	11) Radio Service of Parent Station: <b>NA</b>	12) City and State of Parent Station Principal Community:
13) If there is no associated parent station, this applicant is a: ( <input type="checkbox"/> ) <input checked="" type="checkbox"/> Broadcast Network Entity <input type="checkbox"/> Television Cable Operator <input type="checkbox"/> Motion Picture Producer <input type="checkbox"/> Television Producer			14) State of Primary Operation:

**Control Point(s) (Other than at the transmitter) (Attach additional sheets if required)**

15) Action A/M/D	16) Control Point Number	17) Location Street Address, City or Town, County/Borough/Parish, State	18) Telephone Number
<b>A</b>	<b>1</b>	<b>705 2ND ST N, PRINCETON, MILLE LACS, MN</b>	<b>(763) 389-0993</b>







## Site / Frequency / Market Search Results

[Table Of Contents](#)

### Site / Frequency / Market Search Results

**Search Criteria:** State = MN, Frequency = 806.5125 MHz, <sup>8/11/91</sup> Currently Licensed and Pending Facilities

Universal Licensing System Database - Sites						
<b>Callsign:</b> WQIU306	<b>Licensee:</b> Minnesota, State of	<b>Radio Service:</b> Public Safety Ntl Plan, 821-824/866-869 MHz, Trunked (YF)	<b>City:</b> Saint Paul, MN	<b>Status:</b> Active	<b>Grant Date:</b> 05/14/2008	<b>Expiration:</b> 05/14/2018
<b>Site:</b> 7		<b>State:</b> MN		<b>County:</b> ITASCA		
<b>Frequency:</b> 806.51250000						
<b>Callsign:</b> WQPB796	<b>Licensee:</b> MINNESOTA, STATE OF	<b>Radio Service:</b> PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked (YE)	<b>City:</b> ROSEVILLE, MN	<b>Status:</b> Active	<b>Grant Date:</b> 03/30/2012	<b>Expiration:</b> 03/30/2022
<b>Site:</b> 7		<b>Area of Operation:</b> LM Control Station Meeting 6.1 Meter Rule		<b>State:</b> MN	<b>County:</b> BLUE EARTH	
<b>Frequency:</b> 806.51250000						
<b>Callsign:</b> WQPC373	<b>Licensee:</b> MINNESOTA, STATE OF	<b>Radio Service:</b> PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked (YE)	<b>City:</b> ROSEVILLE, MN	<b>Status:</b> Active	<b>Grant Date:</b> 04/04/2012	<b>Expiration:</b> 04/04/2022
<b>Site:</b> 2	<b>Name:</b> MOORHEAD MO	<b>Area of Operation:</b> KMRA around a Fixed Location	<b>City:</b> Moorhead, MN	<b>County:</b> CLAY	<b>Coordinates:</b> 46° 53' 36.9" N, 96° 44' 17.9" W	
<b>Frequency:</b> 806.51250000						
<b>Site:</b> 8	<b>Name:</b> DULUTH MO	<b>Area of Operation:</b> KMRA around a Fixed Location	<b>City:</b> DULUTH, MN	<b>County:</b> ST. LOUIS	<b>Coordinates:</b> 46° 47' 26.0" N, 92° 6' 51.0" W	
<b>Frequency:</b> 806.51250000						
<b>Site:</b> 11		<b>Area of Operation:</b> LM Control Station Meeting 6.1 Meter Rule		<b>State:</b> MN	<b>County:</b> ST. LOUIS	
<b>Frequency:</b> 806.51250000						
<b>Callsign:</b> WQCV209	<b>Licensee:</b> SAINT LOUIS, COUNTY OF	<b>Radio Service:</b> PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Conv (GE)	<b>City:</b> DULUTH, MN	<b>Status:</b> Active	<b>Grant Date:</b> 03/10/2015	<b>Expiration:</b> 06/01/2025
<b>Site:</b> 2			<b>State:</b> MN			
<b>Frequency:</b> 806.51250000						

Universal Licensing System Site / Frequency Files: 4

[Back to original search](#)

[Help](#)

# Metropolitan Emergency Services Board

MEETING DATE:  <b>July 12, 2017</b>	PRESENTED BY:  <b>Tretter</b>	AGENDA NUMBER: <b>5A2.</b> <b>Deletion of Metro Standard 3.23.0 – Connecting to the 800MHz system</b>
---	-------------------------------------	--

## **RECOMMENDATION**

The Executive Committee recommends approval to delete Metro Standard 3.23.0 – Connecting to the 800MHz system, as it is no longer applicable.

## **BACKGROUND**

Metro Standard 3.23.0 covers connecting to ARMER from conventional VHF and 800MHz resources via a patch. This standard was established in March 2001 and was last revised in April 2008. At the time, there were several agencies that had not yet migrated to ARMER and the standard was applicable.

On May 1, 2017, the SECB sunsetted the state version of this standard because it was no longer necessary; the parameters were more of a best practice rather than a standard. During research the State Standards Workgroup found that the current best practice guides for EMS, Dispatchers, Emergency Management, Fire, Law Enforcement and Public Works had addressed conventional resources connecting to ARMER.

The state has a Communications Field Operations Guide (MNFOG) that also addresses connecting conventional resources to the ARMER system.

## **ISSUES & CONCERNS**

None.

## **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  ___ YES      ___ NO
------------	--------------	---

MOTION:
---------

# **Metropolitan Emergency Services Board**



## METRO REGION 800 MHz Trunked Regional Public Safety Radio System Standards, Protocols, Procedures

Document Section:	<b>3 – Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.23.0</b>	Date:
Procedure Title:	<b>Connecting to the 800 MHz System</b>	
Date Established:	<b>3/16/01</b>	MESB Approval - Signature:
Replaces Document Dated:	<b>6/4/01</b>	
Date Revised:	<b>4/4/08</b>	

**1. Purpose or Objective**

Procedure for connecting to the metro region 800 MHz radio system.

**2. Operational Background:**

▪ **Capabilities**

Users of conventional radios may communicate with radio users on the regional 800 MHz trunked radio system.

▪ **Constraints**

Conventional radio system users may only communicate on those common conventional radio channels that they are permitted to transmit on and available on an 800MHz console via a soft patch.

**3. Operational Context:**

The communications pathways may be used for day to day coordination, for urgent or emergency mutual aid situations, for task forces, tactical teams, and for other purposes. No new equipment is required; existing conventional radios can be used.

**4. Recommended Protocol/ Standard:**

- Permission from the MESB is **not** required to communicate by means of the existing conventional channels, such as MINSEF (MINSF VLaw31), National EMS (EMS VMed28), Statewide Fire Mutual Aid (SwFIRE VFire23) or MIMS. Conventional radio system users throughout the state of Minnesota (and many government conventional radio system users in Wisconsin) already have these frequencies in their radio systems. The specific frequency, or frequencies, in that list that are authorized for use in the radios depends upon the service of the owner agency for the radios.
- Base radio stations may not be added on the METTAC channels in geographic areas beyond the metro counties as the frequencies used for those channels are used elsewhere in greater Minnesota.
- Installation of new mobile and portable radios is not required as existing radio equipment can be used. However, use of the system can be enhanced by taking several steps:

- ✓ With authorization a radio technician can add the METTAC-A, METTAC-P mobile relay (repeater) and talk around channels to existing and new, mobile and portable radios.
  - ✓ With authorization agencies may add RF Control Stations operating on the METTAC-A, METTAC-P channels.
  - ✓ For METTAC-A and METTAC-P authorization may be received from the Office of Electronic Communications in the Minnesota Department of Transportation (*See Metro Standard 3.6.0—Use of the METTAC-P and METTAC-A*).
- Agencies may not add base mobile relay (repeater) radio stations on the METTAC-A, METTAC-P channels to avoid interference when two separate base transmitters are on the air at the same time.

### **5. Recommended Procedure:**

Dispatch centers may request that conventional radio users switch to VHF MINSEF (MINSF VLaw31), National EMS (EMS VMed28), Statewide Fire Mutual Aid (SwFIRE VFire23), MIMS, METTAC-A, or METTAC-P. If the designated channel has not been installed in the mobile or portable radio being used, the radio user must inform the dispatch center operator of that fact.

Dispatch centers may attempt to select another interoperability resource that the radio user has available.

### **6. Management**

Overall management of the regional public safety radio system is the responsibility of the Metropolitan Emergency Services Board, with operational management the responsibility of the Minnesota Department of Transportation.

The specific frequency, or frequencies, for the existing channels MINSEF (MINSF VLaw31), National EMS (EMS VMed28), Statewide Fire Mutual Aid (SwFIRE VFire23) or MIMS are authorized for use in radios by the managing agency for the specific channel:

- National EMS (EMS VMed28),  
Statewide Radio Board
- MINSEF (MINSF VLaw31)  
Statewide Radio Board
- Statewide Fire Mutual Aid (SwFIRE VFire23)  
Statewide Radio Board
- MIMS-VHF  
Statewide Radio Board

# Metropolitan Emergency Services Board

MEETING DATE:  <p style="text-align: center;"><b>July 12, 2017</b></p>	PRESENTED BY:  <p style="text-align: center;"><b>Tretter</b></p>	AGENDA NUMBER: <b>5A3.</b> <p style="text-align: center;"><b>Approval of Lakeview EMS Waiver to State Standard 3.19.0</b></p>
--	--	--

**RECOMMENDATION**

The Radio TOC recommends the Board approve a waiver of requirements in State Standard 3.19.0 – Use of 800MHz Statewide LTAC and SIU Interoperability Talkgroups for four Lakeview EMS medics that are part of the Washington County Mobile Field Force team.

**BACKGROUND**

State Standard 3.19.0 restricts the Law Enforcement Talk-around Channel (LTAC) and Special Investigative Unit (SIU) ARMER talkgroups to law enforcement use only. Any requests for use other than law enforcement must be done by obtaining a waiver.

LTACs and SIU are encrypted channels that are widely used by SWAT teams to prevent anyone with a scanner from listening to radio communications.

Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

**ISSUES & CONCERNS**

Lakeview Medics Barratt, Milder, Lundquist, and Murphy are each assigned a radio and are the sole operators of their assigned radio.

Washington County’s radio administrator and COML, Nate Timm supports the request from Lakeview EMS.

In 2017, a similar request from Dakota County for persons from Burnsville Fire Department assigned to the Dakota County MAAG SWAT team was approved.

This request will need approval by the SECB Interoperability Committee and the SECB.

**FINANCIAL IMPACT**

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  <p style="text-align: center;">___ YES      ___ NO</p>
------------	--------------	--

MOTION:
---------



**Lakeview Hospital**  
HealthPartners®  
**Emergency Medical Services**



6/22/2017

Attn: Nate Timm

Radio Systems Manager

Washington County Sherriff's Office

Re: LTAC Channel addition to Lakeview EMS Tactical Medic Radios

Nate,

I am requesting the addition of LTAC channels to four radios that are owned and operated by Lakeview EMS. The radios are utilized by four paramedics from Lakeview EMS that are embed on the Washington County SWAT team and are also an element of the Washington County Mobile Field Force team. Medics Barratt, Milder, Lundquist, and Murphy are each assigned a radio and are the sole operators of their assigned radio.

Communication is a key to both officer and tactical paramedic safety. LTAC channels 1-4 have been utilized recently during the Protests in Minneapolis where our Mobile Field Force team was deployed. All communication on the team was done on LTAC channel and this became an officer safety issue as the medics were unable to communicate with the team leads during a case where officers were being evaluated. The addition of the LTAC channels to the four radios will allow for proper communication during future callouts.

Please feel free to contact me with any further questions related to this issue.

Respectfully,

Nicolas Barratt Critical Care Paramedic  
Lakeview EMS  
Tactical Paramedic Team Lead  
Washington County SWAT



# Office of the Sheriff

*Commitment to Excellence*



**Dan Starry**  
Sheriff

**Brian R. Mueller**  
Chief Deputy

7/28/2016

ARMER Operations and Technical Committee  
Chair Joe Glaccum  
4501 68th Avenue North  
Brooklyn Center, MN 55429

Dear Chair Glaccum,

The Washington County joint SWAT team has four assigned medics from Lakeview EMS. These same medics also serve on the Washington County Mobile Field Force Team. Several of those members were recently embedded with the team during protests following the Officer Yanez trial. Communications were assigned to LTAC talkgroups, which are not present in the medic's radios per ARMER standard 3.19.0.

The lack of these assigned event talkgroups resulted in a communication challenge. Please see Medic Barratt's letter of support for additional details.

I am requesting a waiver to grant these team members access to the LTAC talkgroups in their radios. The radios are assigned to each member and are not shared. Usage will be at the discretion of the team or incident commander.

Sincerely,

A handwritten signature in blue ink that reads "Nathan Timm".

Nathan Timm  
Radio Systems Manager  
Washington County Sheriff's Office  
651-430-7863

[Nate.timm@co.washington.mn.us](mailto:Nate.timm@co.washington.mn.us)



# Metropolitan Emergency Services Board

MEETING DATE:  <p style="text-align: center;"><b>July 12, 2017</b></p>	PRESENTED BY:  <p style="text-align: center;"><b>Tretter</b></p>	AGENDA NUMBER: <b>5A4.</b> <p style="text-align: center;"><b>Metro Standard 3.13.0 – Nationwide 800MHz Conventional Interoperability Channels</b></p>
--	--	--

**RECOMMENDATION**

The Radio TOC recommends the Board approve amendments to Metro Standard 3.13.0 – Nationwide 800MHz Conventional Interoperability Channels.

**BACKGROUND**

This standard governs the use of the use of 800 MHz conventional mobile relay (two-frequency repeater) radio channels for intercommunications between radio users on different 800 MHz radio systems with in the metro area.

This standard was established in 2001, and was last updated in 2008. At the May 2017 Radio TOC meeting, the committee recommended it to be reviewed by the Metro Owners Group (MOG). The MOG recommended amendments which were approved by the Radio TOC.

**ISSUES & CONCERNS**

The following amendments are recommended:

- Section 2, Operational Background - removing outdated language regarding the voting system which was phased out in 2016-2017 in the metro area.
- Section 4, Recommended Protocol/Standard -
  - Removing language about recording. These are no longer required to be recorded.
  - Updated language regarding the emplacement of transportable mobile relay stations; this should be coordinated with the COML or COMT.
  - Updated the language referencing the requirement in State Standard 3.16.6, that the 800Mhz interoperability channels are required to be programed in all ARMER radios.
  - Removal of redundant language of 8TAC’s being patched to other resources which is covered in the table in the same section.

**FINANCIAL IMPACT**

None to the MESB.

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

MOTION:
---------

# METRO REGION

## 800 MHz Trunked Regional Public Safety Radio System Standards, Protocols, Procedures

Document Section:	<b>3 – Interoperability Guidelines</b>	Radio TOC Recommendation:
Sub-Section:	<b>METRO 3.13.0</b>	Date: 5/24/01
Procedure Title:	<b>Nationwide 800 MHz Conventional Interoperability- 8CALL, 8TACs</b>	
Date Established:	<b>1/23/01</b>	MESB Approval - Signature:
Replaces Document	<b>3/26/08</b>	
Dated:		
Date Revised:	<b>57/1224/17</b>	06/01/01

### 1. Purpose or Objective

To establish procedures for the use of 800 MHz conventional mobile relay (two-frequency repeater) radio channels for intercommunications between radio users on different 800 MHz radio systems.

### 2. Operational Background:

#### ▪ Capabilities

There are **five 800 MHz mobile relay frequency pairs that the FCC has assigned exclusively for interoperability communications between radio users on different 800 MHz radio systems**. One of these frequency pairs is reserved by the FCC as a calling channel, and the other four are reserved for intercommunications between radio users. The calling channel is named 8CALL90 and the other four channels are named 8TAC91, 8TAC92, 8TAC93, and 8TAC94. These frequency pairs are to be used with analog modulation in a 20 kHz bandwidth, mobile relay (repeater) mode and/or direct radio-to-radio “talk around” mode for scene of action interoperability. These frequency pairs may be licensed for use in any or all separate 800 MHz radio systems. The digital modulation radios that will be used in the new regional 800 MHz trunked radio system are capable of operating with analog modulation of 4.0 kHz.

The regional 800 MHz trunked radio system has **two mobile relay stations** each operating on one of these five frequency pairs with those stations located at the City Center site for maximum coverage area. One of those stations is on the calling frequency pair 8CALL90, and the other is 8TAC91. In addition to the region-wide mobile relay stations on 8CALL90 and 8TAC91, there is a sub-regional mobile relay station within Hennepin County on 8TAC94 consisting of 8 receiver sites and a transmitter site at Plymouth, MN. 8TAC94 is hardwired into a VHF/ UHF/ 800 MHz tri-band nationwide TAC channel system which can be soft



patched to ARMER 800 MHz trunked talkgroups. This will facilitate not only communications among different 800 MHz users within Hennepin County, but cross band among and between VHF and UHF users as well. There will also be transportable mobile relay stations on the other two frequency pairs.

▪ **Constraints**

If one or more of these frequency pairs is selected in a mobile or portable radio in the regional radio system, the radio user will lose the priority revert feature as part of the talk group scanning function.

The 8CALL90 and 8TAC radio frequencies are in the NPSPAC band of 800 MHz frequencies and mobile and portable radios must be able to function in compliance with NPSPAC specifications to use these channels.

There is only one transmitter on the 8CALL90 and one transmitter on the 8TAC91 channel located at the City Center Building site. ~~There are 18 receivers scattered over nine counties with the best audio selected in a voting comparator on the receive side of the mobile relay. Therefore, the receive coverage geographic area is greater than the talk out geographic area.~~ 8TAC94 coverage is generally limited to the areas in and immediately around Hennepin County.

Once a patchable resource is included in a manual (soft) patch, then that resource is not available for patching again. Only the dispatch operator who set up the manual patch can add or delete additional members to or from the manual patch.

**3. Operational Context:**

These 800 MHz interoperability frequency pairs may be used for day to day interagency coordination, for urgent or emergency mutual aid situations, and/or for task teams or for other purposes where coordination between radio users on separate 800 MHz radio systems must intercommunicate to perform assigned duties.

These frequency pairs shall not be used for intercommunications between radio users who are on the same radio system infrastructure.

**4. Recommended Protocol/ Standard:**

**8CALL90 - FCC Calling Channel**

<b><u>TG Requirements</u></b>	<b><u>For Whom?</u></b>
Highly Recommended	None
Recommended	All
Optional	None
Not Allowed	None

<u>Cross Patch Standard</u>	<u>YES / NO</u>	<u>To Talk Group(s)</u>
Soft Patch	Yes	Permitted Resources
Hard Patch	No	NA

## 8TACs Channels

<u>TG Requirements</u>	<u>For Whom?</u>
Highly Recommended	None
Recommended	All
Optional	None
Not Allowed	None

<u>Cross Patch Standard</u>	<u>YES / NO</u>	<u>To Talk Group(s)</u>
Soft Patch	Yes 8TAC91 through 4	Permitted Resources
Hard Patch	No	NA

- 8TAC94 may be temporarily (soft) patched to the HCOMMON talkgroup or another selected talkgroup so that trunked radio users can scan that channel without losing the priority revert feature.
- 8TAC91 shall not be included in a permanent (hard) patch in order to provide the ability to place 8TAC91 into a manual (soft) patch by any dispatch console operator as detailed later in this document
  - It is recommended that all radio users on other 800 MHz radio systems have the 8CALL90, 8TAC91, 8TAC92, 8TAC93 and 8TAC94 channels in selector slots on all of the mobile and portable radios used by law enforcement, fire and EMS personnel. It is recommended that public service personnel using these other 800 MHz radio systems also have 8CALL, and 8TAC91 programmed into the radios used.
  - Agencies using the regional 800 MHz radio system may also have the conventional 8CALL90 and 8TAC91-94 mobile relay stations included in their fleet maps. These are for use when travelling outside the coverage area of the regional 800 MHz radio system but into another 800 MHz system with base radio facilities on those channels.
  - The Primary PSAP regional dispatch centers shall monitor the 8CALL90 channel at all times and be equipped to transmit on these channels. The 8CALL90 channel may be monitored in any other dispatch center and/or by as many dispatch center operators as the system manager responsible for managing the center selects.
  - ~~The 8CALL90 and 8TAC91 conventional mobile relay stations shall be recorded. For details see Metro Standard 3.7.0 Recording Interoperability Talk Groups.~~

- Transportable mobile relay stations with the 8TAC channels, shall coordinate with a COML or COMT before emplacing the station to avoid interference with the fixed stations. on the 8TAC92 and 3 conventional channels may be installed in mobile command posts. No agency shall utilize a transportable mobile relay station on 8CALL90, 8TAC91 or 8TAC94 to avoid interference with the fixed stations on those channels.
- Any government entity Per State Standard 3.16.6 - 800 MHz Statewide Uniform Interoperability Radio Zones, entities using an 800 MHz radio system may add a repeater talk around radio channel in radios on the 8TAC conventional channels the ARMER system, are required to have the 8TAC's programmed in repeater and simplex mode.-
- ~~The talk around 8TAC radio channels are also available for use with on scene cross band repeat or cross band patch operations such as VHF to 800 MHz or UHF to 800 MHz.~~

### **5. Recommended Procedure:**

Most of the time, an event that requires agency coordination will begin on the main dispatch radio channel of one of the public safety dispatch centers. **The dispatch center operator that handles the event initially shall become the responsible dispatch operator and shall provide dispatch service to all personnel in all units participating in the event activities.**

- **If that dispatch center is on the regional 800 MHz radio system, and coordination is required with personnel in units on another 800 MHz radio system,** the responsible dispatch center operator shall tell the units in his or her agency that are involved in the event to switch to the 8TAC91 trunked talk group and initiate a manual (soft) patch between the talk group and the 8TAC91 conventional repeater channel. The dispatch center operator that set up the soft patch shall be responsible for breaking the soft patch when there is no further need for the patch.
- **If the responsible dispatch center operator is on a VHF or UHF radio system, and personnel in units on multiple 800 MHz radio system are also involved,** either:
  1. The responsible dispatch center operator shall soft patch a VHF/UHF mutual aid channel to the conventional 8TAC91 mobile relay station, or
  2. Ask a dispatch center operator in another dispatch center with the capability to create the soft patch, and proceed as described in the above paragraph.
- **If agency coordination is required for a time period longer than a few hours,** or if the area where the 800 MHz to 800 MHz agency coordination is needed **does not have good network coverage,** one of the transportable mobile relay stations in a mobile communications van shall be sent to the area of the event operations. Communications shall then be reassigned from 8TAC91 to 8TAC92 or 8TAC93.
- **If a government radio user from outside the metropolitan Minneapolis-St. Paul geographic area that is using an 800 MHz radio system comes into the area and**

**needs assistance**, that outside radio user may call on the 8CALL90 channel. The called unit and/or State Patrol dispatch center operator shall respond to that call. If the requested PSAP does not respond to the 8CALL90 call, a Hennepin County Sheriff's dispatch or any other dispatch center operator shall respond and serve the caller.

## **6. Management**

Any 800 MHz radio system user may obtain a license for mobile and portable radio use of the 8CALL90 and 8TAC radio channels.

Dispatch center managers for 800 MHz radio systems with access to the 8TAC91 channel, or a talk group patchable to that channel, shall prepare procedures for use of the 8TAC91 channel that is consistent with this procedure.

Dispatch center managers shall prepare and conduct initial and continuing training for dispatch center operators on the procedures that are established for use of the 8CALL90 and 8TAC channels that are consistent with this procedure.

Responsibility for monitoring the use of and for recommending modifications to this procedure shall be a function of the Radio Technical Operations Committee.

# Metropolitan Emergency Services Board

MEETING DATE:  <b>July 12, 2017</b>	PRESENTED BY:  <b>Rohret</b>	AGENDA NUMBER: <b>5B.</b> <b>Approval of the 2018 Operational Budget and 2018 – 2022 Capital Budget</b>
---	------------------------------------	--

## **RECOMMENDATION**

The Executive Committee recommends approval of the 2018 MESB Operational Budget and the 2018 – 2022 Capital Budget.

## **BACKGROUND**

Per the MESB Joint Powers Agreement, the Board must approve a budget and maximum assessments annually by August 1. In order to notify members of their maximum assessment for the following year, the Board must approve a budget, with a maximum assessment amount at its July Board meeting.

At one point, the MESB would approve a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the assessments which had been previously notified.

## **ISSUES & CONCERNS**

In 2017, the MESB resumed a budget process through which the Board grants preliminary budget approval annually in July, with final budget approval in November of each year. The July approval would provide a maximum assessment amount. Doing this will allow staff to refine the budget throughout the year prior to implementation, which would be helpful in years when contracts will be subject to RFPs, which will be the case for the 2018 lobbying contract.

## **FINANCIAL IMPACT**

See Issues and Concerns and attached 2018 Budget Notes.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  ___ YES      ___ NO
------------	--------------	---

MOTION:
---------

## **Metropolitan Emergency Services Board**

### **2018 Operational Budget Considerations**

- 2018 budget reflects a 2% decrease in the operational budget.
- A 3% merit increase (\$19, 517.00) for staff is included in the budget (2016 Dakota County Merit Compensation Plan has a 0-5% range).
- Overall, the salaries and benefits lines decreased 2% each as a result of Board action to combine two former positions into one position. Benefits decreased due to previous budgets including family benefits for one of the former positions.
- The EMS Coordinator position is fully phased in to the MESB 2018 budget for salary/benefits, per MESB action from the July 11, 2012 meeting. This represents a 20% increase from 2017.
- Travel for conferences increased by 11% (\$2,250.00) due to new conferences for the now-permanent GIS Specialist position and a new conference each for the 9-1-1 Data Coordinator and Executive Director positions.
- Professional/Contract Services increased by 4% (5,250.00). One reason is due to uncertainty regarding lobbying services, as the MESB will go out for RFP for those services during Summer 2017. Additionally, there is uncertainty regarding NG9-1-1 needs for 2018.
- Communications increased 2% (\$600.00) to cover anticipated cellular data (email) needs for the 9-1-1 Data Coordinator.

Whether or not this will be needed will be known by final budget approval in November 2017.

- Equipment decreased 6% (\$700.00).
- The Audit line was increased by 5% (\$1,000) per the fee schedule included in the 2016 Audit Services RFP award.
- Board Meeting Expenses line was reduced by 5% (500.00) in anticipation of cancelling one Executive Committee meeting during 2018.
- The Contingency line decreased by 47% (-\$10,500.00). This cut was made due to a review of use of this line in previous years. Typically, Radio is the only fund to use the majority of its allocation. Staff feels this is a valid and justified cut from the budget.
- Interest revenue contribution was reduced by \$8,000.00 from the 2017 amount to reflect actual returns from the last few years from Washington County. Interest revenue from Washington County is used to reduce the assessment contribution amount.
- The budget also includes using an anticipated insurance dividend to offsets assessments, totaling \$4,000 for 2018.
- A change was made in how administrative costs are figured for radio administration, in an effort to make it easier for staff. The 2018 budget takes an average of administrative costs allocated to Radio and uses that as administrative costs.
- Budget decrease results in a 1.02% decrease in assessments.

## 2018 – 2022 Capital Budget

- Five-year capital budget, broken up into Administrative projects, NG 9-1-1 projects, and Radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.
- The first item under Administrative projects is IT Upgrades. This will be a standing line item as the network will require regular upgrades. The next planned major upgrade is scheduled for 2020.
- The AV Equipment line is a place holder; we would only use this line if/when necessary. It is not expected that the funds this line for 2017 will be used; that amount was simply carried over to 2018.
- The Conference Room Chairs are to replace those in 227, which are approximately 20 years old. The chairs are slowly falling apart and generally cannot be repaired (two chairs have been fully retired). This had been included as a 2018 expense. Staff hopes to be able to fund the replacement in 2017 using operational funds.
- Office furniture upgrades would replace staff desk/work station equipment to provide more ergonomic environments for staff.
- NG 9-1-1 Projects include four line items. The timing of each line is best estimate, but items could slip and will also need to be coordinated with the State of Minnesota.
- Network Design/Transition Plan is to create a network design and transition plan to fully achieve NG 9-1-1. The amounts included in the 2018 and 2019 columns were shifted by one year from the 2017-2021 capital budget.



- Transition to a GIS-based Master Street Address Guide (MSAG). This transition is required for NG9-1-1. Staff hopes to pilot this in 2017. Staff is unsure if there will be a cost to transitioning this regional MSAG, which is hoped to occur in 2018. It is unknown if these funds will indeed be spent.
- Independent System Integration is a possibility for the future. If this were to occur, an independent party and not the 9-1-1 system vendor, would provide system integration services for the network. If this option were implemented, it is anticipated that the MESB would pay this cost, but the Board would need to discuss exactly how this would be funded. Would it be fully funded by the MESB in perpetuity, or would metro PSAPs be assessed a portion? This discussion would occur when/if the Board considers implementing this option.
- ESInet WAN Equipment for PSAPs is equipment which would be used to provide multi-carrier/multi-transport media data access to PSAPs, which would provide greater diversity and redundancy for the NG 9-1-1 system. Again, this would require coordination with the State and MESB approval.
- One Radio project was added. The MESB has cache radios, which were originally purchased in 2002 and 2003. Most radios are retired after ten years at most. Because these are not used often, they have lasted longer. Additionally, these radios have been discontinued and support will cease in 2018. Staff replaced five in late 2016, but 17 others remain to be replaced. Staff proposes to replace half in 2018 and half in 2019.

**Metropolitan Emergency Services Board  
2018 Draft Budget Summary  
(Excludes Radio System Expenses)**

2018 UPDATE BUDGET - DRAFT 05/30/2017					
ACCOUNT	2017 Budget	2018	2018 Radio Administration	2018 Dollar/Percentage Change	
<i>SALARIES</i>					
<i>Proposed merit increase</i>	18,523	19,751	2,256	1,228	7%
<b>MESB STAFF SALARIES</b>	689,141	673,361	77,213	(15,780)	-2%
<b>MESB STAFF BENEFITS</b>	223,751	218,803	29,384	(4,948)	-2%
<b>***** TOTAL SALARIES, BENEFITS</b>	<b>931,415</b>	<b>911,915</b>	<b>108,853</b>	<b>(19,500)</b>	<b>-2%</b>
TRNG/PROFL DEVEL/TECH SEMINARS	8,225	8,225	1,375	-	0%
LOCAL TRAVEL	4,300	3,900	1,100	(400)	-9%
<b>***** TOTAL PERSONNEL COSTS</b>	<b>943,940</b>	<b>924,040</b>	<b>111,328</b>	<b>(19,900)</b>	<b>-2%</b>
Travel for Conferences	20,150	22,400	3,800	2,250	11%
Dues & Subscriptions	2,500	2,550	400	50	2%
Professional & Contractual Services	124,300	129,550	26,800	5,250	4%
Rent	23,940	23,940	4,788	-	0%
Communications	24,360	24,960	4,460	600	2%
Office Supplies	13,200	13,070	1,050	(130)	-1%
Printing & copying	1,500	1,500	250	-	0%
Postage	500	500	100	-	0%
Equipment	12,450	11,750	1,250	(700)	-6%
Equipment Maintenance	17,750	17,500	0	(250)	-1%
Advertising and public information	1,900	1,900	500	-	0%
Insurance	54,950	54,950	42,450	-	0%
Other Operating Costs	7,500	8,000	2,500	500	7%
<b>***** TOTAL OPERATING COSTS</b>	<b>305,000</b>	<b>312,570</b>	<b>88,348</b>	<b>7,570</b>	<b>2%</b>
Audit	21,000	22,000	10,000	1,000	5%
Meeting Expenses	10,250	9,750	2,350	(500)	-5%
Contingency	22,500	12,000	10,000	(10,500)	-47%
<b>***** TOTAL OTHER EXPENSES</b>	<b>53,750</b>	<b>43,750</b>	<b>22,350</b>	<b>(10,000)</b>	<b>-19%</b>
<b>***** BUDGET (excluding Radio System Expenses)</b>	<b>1,302,690</b>	<b>1,280,360</b>	<b>222,026</b>	<b>(22,330)</b>	<b>-2%</b>
2018 Oper. Admin. Total	1,058,334				
2018 Radio Admin. Total	222,026				

Source of Funds	2018	2017
Interest revenue	9,000	17,000
Insurance Dividend	4,000	5,000
EMS rent, admin, office supplies, etc.	15,000	15,500
<b>Total from other sources</b>	<b>28,000</b>	<b>37,500</b>
Funded from Assessments	1,252,360	1,265,190
<b>Total all sources</b>	<b>1,280,360</b>	<b>1,302,690</b>

ASSESSMENT SCHEDULE			Percentage Change Between 2017/2018
	DRAFT 2018 Assessment	2017 Assessment	
<b>MEMBERS</b>			
ANOKA	139,388	141,109	-1.2%
CARVER	39,935	40,017	-0.2%
CHISAGO	21,962	22,296	-1.5%
DAKOTA	167,542	169,484	-1.2%
HENNEPIN	462,668	466,886	-0.9%
ISANTI	15,571	15,814	-1.6%
RAMSEY	215,719	218,084	-1.1%
SCOTT	56,953	57,136	-0.3%
WASHINGTON	101,463	102,599	-1.1%
CITY OF MINNEAPOLIS	31,159	31,764	-1.9%
<b>TOTALS:</b>	<b>1,252,360</b>	<b>1,265,189</b>	<b>-1.02%</b>

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Salaries</b>									
2018 Proposed MESB merit increases	10,182	7,313	2,256	19,751	19,751	18,523	707,664		
Executive Director	114,712			114,712		109,138			
Regional Radio Communications Coordinator			75,213	75,213		69,846			
911 Data Coordinator		80,000		80,000		65,343			
GIS Manager		0		0		80,764			
Director of 911 Services		111,155		111,155		108,451			
Senior Administrative Assistant	56,888			56,888		53,726			
MESB Financial Services Specialist	82,763			82,763		76,170			
GIS Specialist		52,600		52,600		45,760			
EMS Coordinator - 100%	85,030			85,030		67,943			
Contingency eg. (fto payout)	6,000	7,000	2,000	15,000	673,361	12,000			
<b>TOTAL SALARIES</b>	<b>355,575</b>	<b>258,068</b>	<b>79,469</b>		<b>693,112</b>			-2%	-14,552
<b>Benefits</b>									
Executive Director	25,865			25,865		23,347	223,751		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		3,500			
Regional Radio Communications Coordinator			28,384	28,384		28,754			
911 Data Coordinator		21,000		21,000		32,718			
GIS Manager				0		19,388			
Director of 911 Services		32,543		32,543		37,939			
Senior Administrative Assistant	17,100			17,100		16,103			
MESB Financial Services Specialist	32,615			32,615		33,465			
GIS Specialist		23,530		23,530		13,000			
EMS Coordinator - 100%	28,766			28,766		15,537			
Contingency eg. (HR administrative fees)	2,000	2,000	1,000	5,000		-			
<b>TOTAL BENEFITS</b>	<b>110,346</b>	<b>79,073</b>	<b>29,384</b>		<b>218,803</b>			-2%	-4,948
<b>Training/Professional Development/Tech Seminars</b>									
Executive Director	1,100			1,100		1,100	8,225		
Regional Radio Communications Coordinator			1,375	1,375		1,375			
GIS Specialist		1,000		1,000		1,000			
911 Data Coordinator		1,250		1,250		1,250			
Director of 911 Services		1,500		1,500		1,500			
Senior Administrative Assistant	1,000			1,000		1,000			
MESB Financial Services Specialist	1,000			1,000		1,000			
<b>Total Training/Professional Development/Tech Seminars</b>	<b>3,100</b>	<b>3,750</b>	<b>1,375</b>		<b>8,225</b>			0%	0

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Local Travel</b>							<b>4,300</b>		
Exec Director local travel & expenses	400			400		400			
Dir 911 Svcs local travel & expenses		900		900		1,100			
Regional Radio Communications Coordinator			1,100	1,100		1,100			
GIS Specialist		300		300		650			
911 Data Coordinator		1,000		1,000		850			
Senior Administrative Assistant local travel & expenses	150			150		150			
MESB Financial Services Specialist	50			50		50			
<b>TOTAL</b>	<b>600</b>	<b>2,200</b>	<b>1,100</b>		<b>3,900</b>			-9%	-400
<b>Travel for Conferences</b>							<b>20,150</b>		
MN MSA/NENA/APCO 911 Conf - 911 Data Coordinator		400		400		0			
MN MSA/NENA/APCO 911 Conf - Dir 911 Svc		400		400		400			
Conference, Republic, Exec Dir	1,100			1,100		0			
Conference, NENA Best Practices, Exec Dir	1,200			1,200		1,200			
Conference, NENA Best Practices, Dir 911 Svc		1,500		1,500		1,500			
Conference, NDC, 911 Coordinator		0		0		1,100			
Conference, NENA Best Practices, 911 Data Coordinator		1,500		1,500		1,100			
Conference, APCO, Exec Dir	1,900			1,900		1,900			
Conference, APCO, Regional Radio Coord.			1,900	1,900		1,900			
Conference, APCO, Dir 911 Svc		1,500		1,500		1,400			
Conference, NENA, Natl, Exec Dir	1,500			1,500		1,500			
Conference, NENA, Natl, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA, Natl, 911 Coordinator		0		0		1,500			
Conference, NENA, Natl, 911 Data Coordinator		1,500		1,500		1,500			
Conference, NENA, Joint Comm, Dir 911 Svc		1,100		1,100		1,100			
Conference, ESRI Users, 911 Data Coordinator		1,900		1,900		0			
Conference, IWCE, Regional Radio Coord.			1,650	1,650		1,500			
State, Regional Conferences, Meetings or Symposiums			250	250		250			
Conference, GIS Specialist MN GIS/LIS		800		800		0			
Conference, 911 Data Coordinator MN GIS/LIS		800		800		800			
<b>TOTAL</b>	<b>5,700</b>	<b>12,900</b>	<b>3,800</b>		<b>22,400</b>			11%	2,250

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Dues &amp; Subscriptions</b>							<b>2,500</b>		
Executive Director	700			700		700			
Director of 911 Services		300		300		300			
Regional Radio Communications Coordinator			400	400		400			
GIS Specialist		300		300		250			
911 Data Coordinator		600		600		600			
MESB Financial Services Specialist	250			250		250			
<b>TOTAL</b>	<b>950</b>	<b>1,200</b>	<b>400</b>		<b>2,550</b>			2%	50
<b>Professional/Contract Services</b>							<b>124,300</b>		
Engineering consulting services (CLEC review)		20,000		20,000		20,000			
Computer/Technical Support and Consulting Services	9,200	9,200	4,600	23,000		23,000			
Legal Services/Advocacy/Regulatory Affairs		15,000	15,000	30,000		28,000			
Web Site Maintenance/Other	4,400	4,400	2,200	11,000		11,000			
Accounting Services	5,550			5,550		5,300			
MESB Project Support(Next Gen 911 Network Design, Radio & GIS)		35,000	5,000	40,000		37,000			
<b>TOTAL</b>	<b>19,150</b>	<b>83,600</b>	<b>26,800</b>		<b>129,550</b>			4%	5,250
<b>Rent</b>							<b>23,940</b>		
Metro Counties Government Center	9,576	9,576	4,788	23,940		23,940			
<b>TOTAL</b>	<b>9,576</b>	<b>9,576</b>	<b>4,788</b>		<b>23,940</b>			0%	0
<b>Communications</b>							<b>24,360</b>		
Office communication service (phones, fax)	6,500	3,900	2,600	13,000		13,000			
Cellular service	600	1,920	660	3,180		2,580			
Internet Fees/Domain/Mailboxes	4,580	2,500	1,100	8,180		8,180			
Misc communications fees (Conference Bridge Svc, Broadcast fax)	250	250	100	600		600			
<b>TOTAL</b>	<b>11,930</b>	<b>8,570</b>	<b>4,460</b>		<b>24,960</b>			2%	600

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Office Supplies</b>							<b>13,200</b>		
Cellular & Telephone Supplies	200			200		250			
Fax supplies	500			500		500			
Copy Paper	1,200	-	-	1,200		1,500			
Printer Paper	500	500	300	1,300		1,300			
Software	2,920	2,200	500	5,620		5,400			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	1,000	500	250	1,750		1,750			
Plotter supplies	500			500		500			
<b>TOTAL</b>	<b>8,820</b>	<b>3,200</b>	<b>1,050</b>		<b>13,070</b>			-1%	-130
<b>Printing &amp; copying</b>					<b>1,500</b>		<b>1,500</b>		
<b>TOTAL</b>	<b>750</b>	<b>500</b>	<b>250</b>	1,500		1,500		0%	0
<b>Postage</b>					<b>500</b>		<b>500</b>		
<b>TOTAL</b>	<b>300</b>	<b>100</b>	<b>100</b>	500		500		0%	0
<b>Equipment</b>							<b>12,450</b>		
Misc Small Office Equipment	500	500	500	1,500		1,500			
Computer Upgrades	5,600	2,200	500	8,300		9,000			
Printers, Scanners, PDA	700			700		700			
Contingency	500	500	250	1,250		1,250			
<b>TOTAL</b>	<b>7,300</b>	<b>3,200</b>	<b>1,250</b>		<b>11,750</b>			-6%	-700
<b>Equipment Maintenance</b>							<b>17,750</b>		
Copier maintenance/lease	4,000			4,000		3,000			
Postage Meter Lease/Maintenance	3,000			3,000		3,000			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		9,000		9,000		10,000			
Printer Maintenance	500			500		750			
<b>TOTAL</b>	<b>8,500</b>	<b>9,000</b>	<b>0</b>		<b>17,500</b>			-1%	-250

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Advertising &amp; Public Information</b>							<b>1,900</b>		
Advertising for meetings	250			250		250			
800 MHz/Data System			500	500		500			
Public Information--Emerging Issues	250	500		750		750			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
<b>TOTAL</b>	<b>500</b>	<b>900</b>	<b>500</b>		<b>1,900</b>			0%	0
<b>Insurance</b>							<b>54,950</b>		
General Property & Liability	10,500			10,500		10,500			
Workers Compensation Insurance	2,000			2,000		2,000			
Radio GL & TE - O			42,450	42,450		42,450			
<b>TOTAL</b>	<b>12,500</b>	<b>0</b>	<b>42,450</b>		<b>54,950</b>			0%	0
<b>Radio Site Expenses</b>							<b>756,259</b>		
Rent			403,119	403,119		400,276			
Utilities			244,834	244,834		246,602			
Insurance			18,849	18,849		23,071			
Motorola Maintenance			86,310	86,310		86,310			
<b>TOTAL</b>			<b>753,112</b>		<b>753,112</b>			0%	-3,147
<b>Other Operating Costs</b>					<b>8,000</b>		<b>7,500</b>		
<b>TOTAL Miscellaneous unbudgeted expenses</b>	<b>3,000</b>	<b>2,500</b>	<b>2,500</b>	8,000		7,500		7%	500
<b>Audit</b>					<b>22,000</b>		<b>21,000</b>		
<b>TOTAL</b>	<b>6,000</b>	<b>6,000</b>	<b>10,000</b>	22,000		21,000		5%	1,000

2018 Budget Detail-DRAFT 5/30/17

	Administration	911	Radio	2018 detail	2018 Budget	2017 budget detail	2017 Budget	% Change	\$ Change
<b>Board Meeting Expenses</b>							<b>10,250</b>		
Board Mileage & Per Diem	2,500	1,250	1,250	5,000		5,500			
Executive Committee Meeting Mileage & Per Diem	1,500	500	700	2,700		2,700			
911 & Radio TOC; PSAP Coordinators, GIS Advisory Committee		750	200	950		950			
Miscellaneous Meeting Expense	400	500	200	1,100		1,100			
<b>TOTAL</b>	<b>4,400</b>	<b>3,000</b>	<b>2,350</b>		<b>9,750</b>			-5%	-500
<b>Contingency</b>	1,000	1,000	10,000		<b>12,000</b>		<b>22,500</b>		
<b>TOTAL</b>	<b>1,000</b>	<b>1,000</b>	<b>10,000</b>	12,000		22,500		-47%	-10,500
<b>Totals</b>	<b>569,997</b>	<b>488,337</b>	<b>975,138</b>		<b>2,033,472</b>		<b>2,058,949</b>	-1%	-25,477



MESB BOARD ASSESSMENT SCHEDULE 2018 BUDGET - DRAFT 5/30/17

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2015	% of 2015	DRAFT 2018 DUES	2015	% of 2015	DRAFT 2018 DUES	DRAFT	
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2018 ASSESSMENT TOTAL	2017 ASSESSMENT TOTAL
Anoka	344,838	11.13%	\$26,047	344,838	11.13%	\$113,341	\$139,388	\$141,109
Carver	98,798	3.19%	\$7,463	98,798	3.19%	\$32,473	\$39,935	\$40,017
Chisago	54,332	1.75%	\$4,104	54,332	1.75%	\$17,858	\$21,962	\$22,296
Dakota	414,490	13.38%	\$31,308	414,490	13.38%	\$136,234	\$167,542	\$169,484
Hennepin	809,186	26.12%	\$61,121	1,221,703	39.43%	\$401,547	\$462,668	\$466,886
Isanti	38,521	1.24%	\$2,910	38,521	1.24%	\$12,661	\$15,571	\$15,814
Ramsey	533,677	17.22%	\$40,311	533,677	17.22%	\$175,408	\$215,719	\$218,084
Scott	140,898	4.55%	\$10,643	140,898	4.55%	\$46,310	\$56,953	\$57,136
Washington	251,015	8.10%	\$18,960	251,015	8.10%	\$82,503	\$101,463	\$102,599
Minneapolis	412,517	13.31%	\$31,159	-	0.00%	\$0	\$31,159	\$31,764
TOTAL	3,098,272	100.00%	\$234,026	3,098,272	100.00%	\$1,018,333	\$1,252,360	\$1,265,190

**Metropolitan Emergency Services Board  
Capital Budget  
Five Year 2018 - 2022**

Project	Project Rank	Current Year Budget	Possible 2017 Funding	2018	2019	2020	2021	2022
<i>Administrative</i>								
IT Upgrades (Network)	1	28,000	3,850			10,000		
AV Equipment**	2	5,000		5,000		15,000		
Conference Room Chairs (16)	3		9,000					
Office Furniture Upgrades	4				10,000	10,000	10,000	
<b>Total</b>		<b>33,000</b>	<b>12,850</b>	<b>5,000</b>	<b>10,000</b>	<b>35,000</b>	<b>10,000</b>	<b>0</b>
<i>NG 9-1-1</i>								
Network Design/Transition Plan**	1	10,000		10,000	40,000			
MSAG Transition to GIS-Based	2			75,000				
Independent System Integration	3				35,000	35,000	35,000	35,000
ESInet WAN Equipment for PSAPs	4				165,000	165,000		
<b>Total</b>		<b>10,000</b>	<b>0</b>	<b>85,000</b>	<b>240,000</b>	<b>200,000</b>	<b>35,000</b>	<b>35,000</b>
<i>Radio</i>								
Cache Radio Replacement	1			33,750	30,000			
<b>Total</b>			<b>0</b>	<b>33,750</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Cost of Capital Projects</b>		<b>43,000</b>	<b>12,850</b>	<b>123,750</b>	<b>280,000</b>	<b>235,000</b>	<b>45,000</b>	<b>35,000</b>

Funding Source	Current Year Budget	2018	2019	2020	2021	2022
MESB Assessments (Operational Budget)*		0				
Hennepin County Investment Fund	43,000	123,750	280,000	235,000	45,000	35,000

# Metropolitan Emergency Services Board

MEETING DATE:  <b>July 12, 2017</b>	PRESENTED BY:  <b>Robinson</b>	AGENDA NUMBER: <b>5C.</b> <b>Approval of EMSRB Regional EMS System Grant Budget, FY 2018-2019</b>
---	--------------------------------------	--

## **RECOMMENDATION**

The Executive Committee recommends approval of the budget and program updates for the Emergency Medical Services Regulatory Board's (EMSRB's) grants extension for the Metropolitan Regional EMS System for fiscal years 2018-2019.

## **BACKGROUND**

The EMSRB provides two grants to each region on a bi-annual basis, the EMS System Support Grant and the EMS Relief Account Grant. The Relief Account Grant provides funds derived from seatbelt fines. The regional EMS grants are authorized in Minnesota Statutes 144E.50. Generally, the MESB must apply for the grants every two years; this year, the EMSRB is offering an extension of the FY2016-2017 grant for an additional two years. The amount of the Relief Account Grant has declined in recent years due to higher compliance with Minnesota's seatbelt laws.

## **ISSUES & CONCERNS**

On June 10, 2015, the MESB accepted an EMSRB grants for the operation of a regional emergency medical services (EMS) system in the Minnesota metropolitan region for FY 2016-2017.

On March 16, 2017, the EMSRB decided to extend the regional systems grants through the next biennium, FY 2018-2019.

**NOTE: The budgeted dollars amount reflected in this action item are based upon new figures received from the EMSRB on June 21, 2017. The June estimate increased the EMS Relief Account estimate by \$24,750 to a total of \$214,750. Additionally, some line item figures were changed to balance the proposed budget as well as to satisfy the EMSRB's request for more detailed program investments.**

The total estimated amount of funding available for the two-year grants period from July 1, 2017, through June 30, 2019, is estimated to be \$361,000 per region. This is a \$10,250 decrease from FY 2016-2017, largely due to higher compliance with Minnesota's seatbelt laws.

Of the \$361,000 amount:

- An estimated \$146,250 is available through the Minnesota Emergency Medical Services System Support Act over the biennium.
- An estimated \$214,750 is expected to be available from the State's special EMS Relief Account over the two-year period, which is derived from fines collected for violations of motor vehicle seat-belt use requirement.

The MESB successfully performed all its grant obligation duties for initial two-year grant period and was determined by the EMSRB to be eligible for a grant extension for FY 2018-2019. The EMSRB requires the submission of program updates and budget figures for the extended two-year grant period.

# Metropolitan Emergency Services Board

The attached sheet shows a more detailed budget for the FY2018-2019 grant cycle.

## **FINANCIAL IMPACT**

See attached sheet, which contains the EMS budget for the next biennium.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  ___ YES      ___ NO
------------	--------------	---

MOTION:
---------

MESB-EMS EMSRB Grants Budget Justification FY2018-2019

Revenues	Budget FY2018-2019	
EMS System Support Act	\$	146,250.00
EMS Relief Account	\$	214,750.00
<b>Total Revenues</b>	<b>\$</b>	<b>361,000.00</b>

Expenses	2018-2019 Biennium		
	EMS System Support Act	EMS Relief Account (Seat Belt)	Changes from EC Meeting 5/10/2017
<b>A. EMS SYSTEM MANAGEMENT</b>			
<b>1. Regional Program Operations</b>			
EMS Coordinator Salary (1 FTE)	\$ 16,379.00	\$ -	
EMS Coordinator Benefits	\$ 3,963.00	\$ -	
Local Travel to Meetings, Seminars, Etc.	\$ 7,175.00	\$ 1,000.00	
Office Phones, Data lines, EMSMACC, Cell Phone	\$ 10,250.00	\$ -	
Meeting Expenses	\$ 4,100.00	\$ 1,000.00	
Office Supplies	\$ 440.00	\$ 500.00	
Contract Services	\$ 23,400.00		
Printing & Copying	\$ 3,075.00	\$ 800.00	
Postage	\$ 120.00	\$ 200.00	
Conferences & Non-Local Travel	\$ 9,028.00	\$ 1,000.00	*** reduced \$3000 moved to office
Dues & Subscriptions	\$ 1,125.00		
Rent & Utilities	\$ 7,470.00		
Insurance	\$ 4,000.00	\$ -	
Indirect Office (Contracted Mgt. Services-MESB)	\$ 26,000.00	\$ 2,000.00	*** reduced \$6000 moved to perso
Audit	\$ 7,000.00		
Equipment maintenance-postage meter	\$ 100.00		
Equipment (office)		\$ 4,000.00	*** increased from \$1000 for office
<b>Total Regional Program Operations</b>	<b>\$123,625.00</b>	<b>\$ 10,500.00</b>	
<b>2. Regional EMS System Coordination</b>			
Emergency Preparedness (ref. System Plan #1)		\$ 45,000.00	*** increased \$5000
		<b>\$ 45,000.00</b>	
<b>3. Healthcare Involvement</b>			
Regional Coalition and MMRTAC support (ref. System Plan #2)		\$ 3,000.00	*** increased \$2000
		<b>\$ 3,000.00</b>	note: #3 project now is Healthcare moved from B.5
<b>4. Quality Assurance Activities</b>			
EMS Research Grants (ref. System Plan #3)		\$ -	
<b>5. Critical Incident Stress Management</b>			
CISM Contract (ref. System Plan #4)		\$ 12,500.00	
<b>Total Public Agency Integration/Coordination</b>	<b>\$ -</b>	<b>\$ 12,500.00</b>	
<b>Total EMS System Management</b>	<b>\$123,625.00</b>	<b>\$ 71,000.00</b>	
<b>B. PERSONNEL TRAINING</b>			
EMS Personnel Training (ref. System Plan #5)			
Total EMS Provider Training-e.g. Leadership, Personal Resil	\$ 22,625.00	\$ 66,750.00	*** increased \$6750
<b>Total Personnel Training</b>	<b>\$ 22,625.00</b>	<b>\$ 66,750.00</b>	
<b>C. COMMUNICATIONS</b>			
EMS Communications and IT Support/Training (ref. System Plan #6)			
<b>Total Communications</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	
		<b>\$ 3,000.00</b>	
<b>D. EQUIPMENT (MNASt, non-office)</b>			
Equipment for MNASt, EMSMACC, EMS Assets (ref. System Plan #7)			note: D. Equipment is specified for EMSMAAC and similar
<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ 20,000</b>	*** increased \$10,000
<b>E. PUBLIC SAFETY INVOLVEMENT</b>			
Metro Region EMS System Support of 3 ECHO Training (ref. System Plan #8)		\$ 50,000.00	note: E. Public Safety Involvement (moved from B.5) is now Metro 3ECHO training s
<b>Total Public Safety/Involvement</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	*** increased \$5000
<b>PUBLIC EDUCATION</b>			
Public Education (ref. System Plan #9)	\$ -	\$ 4,000.00	*** increased \$1000
<b>Total Public Education</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	
<b>FY2018-2019 Proposed Total Budget</b>	<b>\$ 146,250.00</b>	<b>\$ 214,750.00</b>	



# Metropolitan Emergency Services Board

MEETING DATE:  <p style="text-align: center;"><b>July 12, 2107</b></p>	PRESENTED BY:  <p style="text-align: center;"><b>Robinson</b></p>	AGENDA NUMBER: <b>5D.</b> <p style="text-align: center;"><b>Acceptance of EMSRB Regional EMS System Grant Contracts FY 2018-2019</b></p>
--	---	---

**RECOMMENDATION**

Staff recommends the Board accept the Emergency Medical Services Regulatory Board (EMSRB) Emergency Medical Services Fund and Emergency Medical Services Relief Account Grants for the Metropolitan Regional EMS System for Fiscal Years 2018-2019.

**BACKGROUND**

The EMSRB provides two grants to each region on a bi-annual basis, the EMS System Support Grant and the EMS Relief Account Grant. The Relief Account Grant provides funds derived from seatbelt fines. The regional EMS grants are authorized in Minnesota Statutes 144E.50. The amount of the Relief Account Grant has declined in recent years due to higher compliance with Minnesota’s seatbelt laws.

**ISSUES & CONCERNS**

Generally, the MESB must apply for the grants every two years; this year, the EMSRB is offering an extension of the FY2016-2017 grant for an additional two years.

The grant period runs from July 1, 2017 through June 30, 2019. These grants totaling up to \$361,000.00 are administered by the MN Homeland Security and Emergency Management (HSEM).

The EMS System Support Grant is in the amount of \$146,250.00.

The EMS Relief Account Grant is an amount up to \$214,750.00. Note that this grant is dependent upon revenue received from seatbelt fines. In the last several years, the actual amount received has fallen far short of the “up to” amount included in the grant agreement.

**FINANCIAL IMPACT**

The grants will be spent per the budget discussed in agenda item 5C. Additionally, the MESB will have some expense in the form of staff time to administer the grants.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  <p style="text-align: center;">___ YES      ___ NO</p>
------------	--------------	--

MOTION:
---------

June 21, 2017

*Via electronic mail*

Ron Robinson  
Metro Region EMS  
2099 University Avenue  
St. Paul, Minnesota 55104

Re: Grant Contracts Extension  
Fiscal Year 2018 and Fiscal Year 2019

Dear Mr. Robinson:

The *Request for Proposals* upon which the current regional grant contracts are based allows for an extension of regional designations for one (1) additional two-year period.

The Board of the EMSRB has approved such an extension for one (1) additional two-year period. Accordingly, the EMSRB will be initiating a new grant contract with your organization for the period of July 1, 2017 through June 30, 2019. This means you need not submit a complete grant application and likewise you need not participate in the competitive application process.

Please note, however, that you will need to submit to the EMSRB a description of activities and a proposed budget that will become Exhibit A and is attached to (and part of) the new contract. The activities should be in the same format as they appear in the narrative section of your last proposal, as should the proposed budget. Attached for your reference is the budget line item worksheet and narrative form from the previous grant period.

**Please submit an electronic version of your description of activities and proposed budget to [melody.nagy@state.mn.us](mailto:melody.nagy@state.mn.us).** The due date for these two items is **June 30, 2017**, although it would be delightful if you could submit to us even earlier. Please let me know if meeting this date poses a challenge.

The dollar amount for the **System Support Act** (a/k/a the Support Grant) remains that same as the previous contract: \$146,250.00 per region for the two-year grant period (i.e., **\$73,125.00 each year**).

The Administrative Services Unit provided the EMSRB with a dollar amount estimate to be used in the grant contract for the EMS Relief Account (a/k/a the Seatbelt Grant): \$214,750.00 per region for the two-year grant period (i.e., **\$107,375.00 each year**). The EMSRB, however, believes strongly that this amount is aggressive. Notwithstanding the fact that this number is found in the grant contract, we suggest that you adopt a more conservative approach when

*The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.*



Ron Robinson  
June 21, 2017  
Page 2 Of 2

planning expenditures utilizing the Seatbelt Grant as a funding source, and to that end we recommend reviewing and considering historical funding trends; if revenues fall short of predictions, only the actual amount in the account will be available for payment.

Please accept my apology for the delay in providing this correspondence as well as the accompanying contracts. Of course, please do not hesitate to contact me with any questions or concerns: (651) 201-2806 is my direct-dial and (612) 508-3384 is my cell.

Sincerely,

/s/ Tony Spector

Tony Spector  
Executive Director

FY 2018-2019

**Metro Region EMS System Plan-Programs & Projects**

1. **Regional EMS System Coordination and Management**  
The core mission of the Metro Region EMS System is the commitment to strive for competence, commitment, cooperation, and regional EMS coordination to provide an effective and efficient regional EMS response in the wake of any disaster through ongoing collaboration with state, county, and local emergency management, public safety, public health and healthcare provider agencies.
2. **Regional EMS System Coordination and Management –Healthcare Involvement**  
By action of the EMS TOC and the MESB, The Metro Region EMS System (MREMSS) acts as the regional EMS representative of the EMS community within the metro Healthcare Coalition and has a seat on the Senior Advisory Committee (SAC).
3. **Regional EMS System Coordination and Management –EMS Research**  
The Metro Region EMS System supports specific research projects which may: improve the coordination of emergency medical response in the nine county metropolitan area; improve resource utilization; demonstrate enhanced cost effectiveness of services; evaluate medical equipment, treatments and pre-hospital interventions; improve pre-hospital medical care skills of emergency medical responders in the metropolitan area; evaluate trends or developments in pre-hospital care; establish basis for pre-hospital protocols or standard operating procedures; or otherwise demonstrate a positive impact on regional EMS services.
4. **Regional EMS System Coordination and Management – Critical Incident Stress Management (CISM)**  
The Metro Region EMS System has identified Critical Incident Stress Management CISM as a priority program not only for EMS providers within the Metro Region, but also for providers throughout Minnesota and across the United States.
5. **EMS Personnel Training**  
The Metro Region EMS System plans to provide workshops, training opportunities, and classes on topics identified by the providers within the region that may not be readily available through existing training programs and conferences.
6. **EMS Communications**  
Capacity, multifunctionality, reliability and interoperability are the critical cornerstones for an effective communications and information management system. The MREMSS uses its EMS Communications and IT Subcommittee and the MESB’s committees to fervently maintain, enhance and expand the regional EMS communication system through the integration of new technologies.

7. **EMS Regional Equipment Operations and Maintenance- Non-Office Equipment**  
The Metro Region EMS System continues to maintain most of the MNAST cache of personal protective gear, one (1) MCI bus, two (2) all-weather Western Shelter systems (including multiple tents, lighting, portable HVAC systems, two (2) trailer sized electrical generators, patient monitoring systems, a support trailer, and a communications support trailer complete with an auto-deployable satellite dish to provide broadband capabilities when deployed.
  
8. **Public Safety Cooperation and Involvement- 3ECHO training**  
The Metro Region EMS System recognizes that the lack of a common operating picture, common agreed upon objectives and real time situational awareness, the lack of communication between multiple responding agencies and disciplines, the lack of inter-discipline training and exercise, and just plain discipline and jurisdictional silos are the reason for most response shortcomings. ALL the response agencies including emergency management, public health and the hospital systems must train and exercise together. The Metro Region EMS System provides 3ECHO training and exercise opportunities that involve multiple disciplines, regions, and agencies.
  
9. **EMS Public Education**  
The Metro Region EMS System is committed to sustaining its regional initiative for community public education that addresses the need to enhance the public's awareness of healthy and/or safety-conscious lifestyles as well as personal and family emergency preparedness.  
The public education objectives include:
  - Identifying public education initiatives addressing needs identified by the Metro Region EMS providers or gaps/needs gleaned from community health mapping and assessments.
  - Exploring options of collaborating on a public education initiative with other entities such as TZD, AHA, and NTHSA.
  - Supporting public education campaigns by distributing general health, emergency medical care and personal-family preparedness materials to EMS providers and collaborative partners for public distribution.
  - Ensuring the Metro Region EMS System website is current through regular updates and additional postings of new information to the site.

MESB-EMS EMSRB Grants Budget Justification FY2018-2019

Revenues	Budget FY2018-2019	
EMS System Support Act	\$	146,250.00
EMS Relief Account	\$	214,750.00
<b>Total Revenues</b>	<b>\$</b>	<b>361,000.00</b>

Expenses	2018-2019 Biennium		
	EMS System Support Act	EMS Relief Account (Seat Belt)	Changes from EC Meeting 5/10/2017
<b>A. EMS SYSTEM MANAGEMENT</b>			
<b>1. Regional Program Operations</b>			
EMS Coordinator Salary (1 FTE)	\$ 16,379.00	\$ -	
EMS Coordinator Benefits	\$ 3,963.00	\$ -	
Local Travel to Meetings, Seminars, Etc.	\$ 7,175.00	\$ 1,000.00	
Office Phones, Data lines, EMSMACC, Cell Phone	\$ 10,250.00	\$ -	
Meeting Expenses	\$ 4,100.00	\$ 1,000.00	
Office Supplies	\$ 440.00	\$ 500.00	
Contract Services	\$ 23,400.00	\$ -	
Printing & Copying	\$ 3,075.00	\$ 800.00	
Postage	\$ 120.00	\$ 200.00	
Conferences & Non-Local Travel	\$ 9,028.00	\$ 1,000.00	*** reduced \$3000 moved to office equipment
Dues & Subscriptions	\$ 1,125.00	\$ -	
Rent & Utilities	\$ 7,470.00	\$ -	
Insurance	\$ 4,000.00	\$ -	
Indirect Office (Contracted Mgt. Services-MESB)	\$ 26,000.00	\$ 2,000.00	*** reduced \$6000 moved to personnel training
Audit	\$ 7,000.00	\$ -	
Equipment maintenance-postage meter	\$ 100.00	\$ -	
Equipment (office)	\$ -	\$ 4,000.00	*** increased from \$1000 for office equipment
<b>Total Regional Program Operations</b>	<b>\$123,625.00</b>	<b>\$ 10,500.00</b>	
<b>2. Regional EMS System Coordination</b>			
Emergency Preparedness (ref. System Plan #1)	\$ -	\$ 45,000.00	*** increased \$5000
	\$ -	\$ 45,000.00	
<b>3. Healthcare Involvement</b>			
Regional Coalition and MMRTAC support (ref. System Plan #2)	\$ -	\$ 3,000.00	*** increased \$2000
	\$ -	\$ 3,000.00	note: #3 project now is Healthcare Involvement moved from B.5
<b>4. Quality Assurance Activities</b>			
EMS Research Grants (ref. System Plan #3)	\$ -	\$ -	
<b>5. Critical Incident Stress Management</b>			
CISM Contract (ref. System Plan #4)	\$ -	\$ 12,500.00	
Total Public Agency Integration/Coordination	\$ -	\$ 12,500.00	
<b>Total EMS System Management</b>	<b>\$123,625.00</b>	<b>\$ 71,000.00</b>	
<b>B. PERSONNEL TRAINING</b>			
EMS Personnel Training (ref. System Plan #5)	\$ -	\$ -	
Total EMS Provider Training-e.g. Leadership, Personal Resil	\$ 22,625.00	\$ 66,750.00	*** increased \$6750
<b>Total Personnel Training</b>	<b>\$ 22,625.00</b>	<b>\$ 66,750.00</b>	
<b>C. COMMUNICATIONS</b>			
EMS Communications and IT Support/Training (ref. System Plan #6)	\$ -	\$ 3,000.00	
<b>Total Communications</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	
<b>D. EQUIPMENT (MNASt, non-office)</b>			
Equipment for MNASt, EMSMACC, EMS Assets (ref. System Plan #7)	\$ -	\$ -	note: D. Equipment is specified for MNASt, EMSMAAC and similar projects
<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ 20,000</b>	*** increased \$10,000
<b>E. PUBLIC SAFETY INVOLVEMENT</b>			
Metro Region EMS System Support of 3 ECHO Training (ref. System Plan #8)	\$ -	\$ 50,000.00	note: E. Public Safety Involvement project (moved from B.5) is now Metro 3ECHO training support
<b>Total Public Safety/Involvement</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	*** increased \$5000
<b>PUBLIC EDUCATION</b>			
Public Education (ref. System Plan #9)	\$ -	\$ 4,000.00	*** increased \$1000
<b>Total Public Education</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	
<b>FY2018-2019 Proposed Total Budget</b>	<b>\$ 146,250.00</b>	<b>\$ 214,750.00</b>	

# Metropolitan Emergency Services Board

MEETING DATE:  <p style="text-align: center;"><b>July 12, 2017</b></p>	PRESENTED BY:  <p style="text-align: center;"><b>Rohret</b></p>	AGENDA NUMBER: <b>5E.</b> <p style="text-align: center;"><b>Approval of Lease with Metro Sales for New Copier</b></p>
--	---	--

**RECOMMENDATION**

The Executive Director recommends approval of a five-year lease with Metro Sales for a new copier, which will be shared with Metropolitan Mosquito Control District (MMCD).

**BACKGROUND**

In 2010, the MESB and MMCD jointly purchased a copier to be used by both entities. The MESB reimbursed MMCD for half of the purchase price, and paid monthly per copy charges related to its use.

It is generally accepted practice to replace copiers every five years, particularly one which receives as much use as the current copier, which is also used as a printer by most MESB staff members.

For the last two years, MESB/MMCD have experienced a multitude of problems with the current copier, resulting in staff inefficiencies.

**ISSUES & CONCERNS**

Earlier this year, Arleen Schact, Business Manager, MMCD and Jill Rohret began researching copiers and received multiple quotes for machines. Ricoh copiers quickly became the focus of the search due to their reliability and ease of maintenance. Similar quotes were received from Ricoh (direct) and Metro Sales. There are two reasons why Metro Sales is the recommended vendor. First, it is able to provide a unit with the ability to connect two networks to the copier; this way, the MESB and MMCD have separate network connections. For the MESB, this means a faster connection to the machine. Second, Metro Sales guarantees a maximum three-hour response time for maintenance.

Costs will be split evenly for the lease and maintenance, though the MESB will pay an additional \$13.00 per month to meet its scanning requirements. Overage copy charges will be billed based on the agency codes used to access the machine.

**FINANCIAL IMPACT**

The MESB included \$3,000 in the 2017 and 2018 budgets for a copier lease, which equals to \$250.00 per month. This lease and maintenance agreement will cost the MESB \$208.00 per month.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  <p style="text-align: center;">___ YES      ___ NO</p>
------------	--------------	--

MOTION:
---------