

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

April 13, 2016

*****10:00 AM*****

| <u>OFFICERS</u> | | Page |
|--|--|------|
| Chair Commissioner Blake Huffman* Ramsey County | 1. <u>Call to Order</u> (Comm. Huffman) | |
| Vice Chair Commissioner George McMahon* Chisago County | 2. <u>Approval of Agenda</u> (Comm. Huffman) | |
| Secretary Council Member Andrew Johnson* City of Minneapolis | 3. <u>Approval of Minutes</u> (Comm. Huffman) <ul style="list-style-type: none"> • February 10, 2016 | 1 |
| Treasurer Commissioner Fran Miron* Washington County | 4. <u>Issues and Action Requests</u> | |
| | A. Radio (Tretter) | |
| | 1. Approval of Allina Health EMS Request for AIS Server | 5 |
| | B. EMS (Robinson) | |
| | 1. Approval of Amendments to EMS TOC Bylaws | 7 |
| | C. Approval of New MESB Policy 027 – Contracted Professional Services | 26 |
| | D. Approval of Executive Director Travel Request (Rohret) | 28 |
| | E. Establishment of Human Resources Workgroup (Rohret) | 30 |
| | 5. <u>Old Business</u> | |
| | A. Legislative Update (Rohret) | |
| | B. 2015 MESB Audit (Rohret) | |
| | C. MDH Narcan Program for First Responders (Robinson) | |
| | 6. <u>New Business</u> | |
| | A. Letter to Agnes Bearth – informational only | 31 |
| | 7. <u>Adjourn</u> | |

* Executive Committee

**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
FEBRUARY 10, 2016**

Commissioners Present:

| | | | |
|-----------------|--|--------------------------------|--------------------------------|
| ANOKA | Rhonda Sivarajah | ISANTI | Greg Anderson |
| CARVER | Jim Ische | RAMSEY | Blake Huffman |
| CHISAGO | George McMahon – Absent Richard Greene-Alternate | SCOTT | Barbara Marschall |
| DAKOTA | Tom Egan | WASHINGTON | Fran Miron |
| HENNEPIN | Randy Johnson | City of Minneapolis | Andrew Johnson - Absent |

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

Others Present: Jay Arneson, MESB Counsel; Jon Eckel, Chisago County; and Brad Stine, Unison Net.

1. Call to Order

The meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Blake Huffman.

2. Approval of Agenda for February 10, 2016

Motion made by Commissioner Marschall, seconded by Commissioner Egan to approve the February 10, 2016 agenda. Motion carried.

2016 Oath of Office administered to Commissioners Greene, Miron, and Sivarajah

3. Approval of Minutes from December 9, 2015

Motion made by Commissioner Miron, seconded by Commissioner Egan to approve the December 9, 2015 minutes. Motion carried.

4. MESB TOC Issues and Action Requests

A. Radio TOC

1. Approval of Washington County Use of 2014 SECB Grant Funds

Troy Tretter stated Washington County has requested \$11,467.87 from the 2014 Statewide Emergency Communications Board (SECB) grant funds for a project to improve interoperability with Wisconsin. The allocation is 50% of the equipment costs for the project. The SECB grant requires a 50% local match for equipment purchases. The Radio TOC recommended approval of the allocation from the 2014 SECB grant.

Motion made by Commissioner Miron, seconded by Commissioner Sivarajah to approve Washington County's use of 2014 SECB grant funds. Motion carried.

2. Approval of Dakota County Archiving Interface Server

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

Motion made by Commissioner Egan, seconded by Commissioner Sivarajah to approve the Dakota County AIS request. Motion carried.

3. Approval of Hennepin EMS Archiving Interface Server

Tretter stated that Hennepin EMS was seeking approval to add an AIS server for its new recording solution. This change is also needed due to requirements in the 7.15 system upgrade. The Radio TOC recommended approval of the Hennepin EMS Archiving Interface Server Request.

Motion made by Commissioner Anderson, seconded by Commissioner Miron to approve the Hennepin EMS AIS request. Motion carried.

4. Approval of Amendments to Metro Standards 1.5.2, 3.10.0, 3.22.0, 3.23.0, 3.24.0, 3.27.0, 3.34.0 and 5.2.0

Tretter said amendments were proposed to several Metro Standards to update language to current vernacular; the changes were not substantive. He detailed the changes to the standards. Some of the changes were to keep consistent naming conventions used in statewide standards. The Radio TOC recommended approval of the amendments to Metro Standards 1.5.2, 3.10.0, 3.22.0, 3.23.0, 3.24.0, 3.27.0, 3.34.0 and 5.2.0.

Motion made by Commissioner Sivarajah, seconded by Commissioner Miron to approve the amendments to Metro Standards 1.5.2, 3.10.0, 3.22.0, 3.23.0, 3.24.0, 3.27.0, 3.34.0 and 5.2.0. Motion carried.

B. EMS TOC – None

C. 9-1-1 TOC

1. Acceptance of Next Generation 9-1-1 Strategic Plan

Pete Eggimann stated staff was submitting a strategic plan for the NG9-1-1 transition; the plan includes eight initiatives for the MESB to work on in 2016 and 2017. Eggimann detailed each of the eight initiatives.

Commissioner Huffman asked for clarification of the multi-media aspect. Eggimann responded that the text-to-9-1-1 solution would be an adaption of the SMS service of today. Texting of today is a best effort service. Text-to-9-1-1 in a Next Generation environment will be real time character by character, direct connection. Initially text-to-9-1-1 will only accept text and will not accept photos or videos.

Jill Rohret told members that costs associated with NG9-1-1 are unknown at this time. The state is in the middle of an RFP process for 9-1-1 services; this RFP gets the state one step closer to NG9-1-1. The MESB is starting to plan with the state to establish some good numbers to bring to the Board for approval as part of a capital improvement plan. Additionally, budgetary figures need to be given to PSAPs so they may be included in local capital improvement plans.

Motion made by Commissioner Egan, seconded by Commissioner Marschall to accept the NG9-1-1 Strategic Plan. Motion carried.

D. IT/Capital Expense Update

Rohret presented members with estimated expenses for IT changes which need to occur in early 2017. Though the MESB had an IT support contract through a company from 2012 – 2015, an IT maintenance and update plan was never established. The MESB is beginning to establish a regular IT maintenance and update plan as part of its work with its new IT contractor, Brad Stine of Unison Net. Microsoft announced that it will no longer support its small business server effective January 1, 2017; the MESB utilizes this server. In replacing this small business server, other IT changes will be made, such as utilizing the Cloud through Office 365 rather than purchasing new Microsoft servers and Microsoft Office software with each release. Additionally, some MESB servers are outdated and need to be replaced, as well as staff computers.

Rohret stated that the MESB owns all of the AV equipment in the board room. The MMCD does use it. Our two networks are separate. We share resources as is appropriate. Our old computers are repurposed if possible.

Commissioner Sivarajah suggested technology is moving away from projectors and it might not be a wise investment.

The cost of the previous IT contract was \$16,000 - \$17,000 plus additional fees that could run up to \$10,000. The amount included in the 2016 budget for IT was reduced since it was known that the former contract would not be renewed.

Rohret suggested that the hardware costs for the IT changes which need to occur in 2017 could be funded out of Hennepin County funds, rather than included in the operational budget, which would increase assessments.

E. Ratification of Amendment to 2015 Audit Engagement Letter

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

Motion made by Commissioner Ische, seconded by Commissioner Miron to ratify the amendment to the 2015 audit engagement letter. Motion carried.

F. Amendments to MESB Policies 007 and 008.

Rohret presented amendments to two current MESB policies: 007 – Travel and 008 – Mileage Reimbursement. The amendments presented today are meant to reflect current MESB practice and accounting requirements. Rohret recommended the Executive Committee approve amendments to MESB Policies 007 and 008.

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

G1. Draft MESB Policy 024- Wireless Devices

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

Motion made by Commissioner Egan, seconded by Commissioner Ische to approve new MESB Policy 024 – Wireless Devices. Motion carried.

G2. & G3. Approval of MESB Policies 025 and 026 – Data Access Policies

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

Motion made by Commissioner Egan, seconded by Commissioner Sivarajah to approve new MESB Policies 025 and 026 – Data Access Policies. Motion carried.

G4. Approval of New MESB Policy 027 – Violation of Policies

Rohret stated that many MESB policies reference discipline for violation of policies, though there is not document stating what the process is. She drafted a policy to give staff and herself direction on what the disciplinary policy is. She noted that the policy does align with Dakota County's disciplinary process. Rohret recommended the Executive Committee approve new MESB Policy 027 – Violation of Policies.

Motion made by Commissioner Miron, seconded by Commissioner Marschall to approve new MESB Policy 027 – Violation of Policies.

Commissioner Sivarajah suggested the language be stronger on disciplinary issues. Jay Arneson agreed that the policy could be revised to say that the Executive Director has total discretion, and this policy is just a guideline. Commissioner Anderson added that as a federal employee could be terminated on the spot. Commissioner Egan said he would like to see language to protect her against a favoritism claim.

Motion was withdrawn. Arneson will draft a revision and it will be presented at the full board.

H. Approval of Travel Requests for Executive Director

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

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

5. Old Business

A. Update on Building Security Plans

Rohret told members that she and Ron Robinson, along with a group from MMCD are working on a building safety plan. There was discussion on tracking employees should there be a need to evacuate or scatter and potential security changes to the building, such as making less of the building open to public. Employees might have to wear ID badges or carry fobs.

Commissioner Sivarajah asked the status of the sales tax issue. Rohret responded that a bill has been introduced by Representative Freiberg. The bill needs clarification and Rohret and Margaret Vesel will meet with Representative Freiberg to clarify the effective date of the sales tax exemption for joint powers boards and special taxing districts included in the bill.

Commissioner Huffman will not be available for the March meeting. Commissioner Miron will act as chair for the March 9, 2016 meeting.

6. New Business – none

Meeting adjourned at 11:03 a.m.

Metropolitan Emergency Services Board

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|--|---------------------------------|---|
| MEETING DATE: April 13, 2016 | PRESENTED BY: Tretter | AGENDA NUMBER: Approval of Alina Health Medical Services (AHEMS) Archiving Interface Server |
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RECOMMENDATION

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

BACKGROUND

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

ISSUES & CONCERNS

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

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

FINANCIAL IMPACT

None.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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March 14, 2016
Metro Region Radio Board
Technical Operations Committee

To Committee Members,

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

Sincerely,



Victoria Peckman
Communications Technology Specialist
Allina Health Emergency Medical Services

Metropolitan Emergency Services Board

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| MEETING DATE: April 13, 2016 | PRESENTED BY: Robinson | AGENDA NUMBER: Approval of Amendments to EMS TOC Bylaws |
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RECOMMENDATION

The EMS TOC and MESB staff recommend the Executive Committee approve amendments to the EMS Technical Operations Committee (TOC) bylaws.

BACKGROUND

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

ISSUES & CONCERNS

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

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

FINANCIAL IMPACT

None.

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| MOTION: |
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BY- LAWS
OF THE
METRO REGION EMS SYSTEM TECHNICAL
OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

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

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

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

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

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

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

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

Resignation of a non-dedicated seat creates a vacancy which will be filled by nomination from all eligible agencies.

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

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

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

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

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

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

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SECTION 2. CHAIR

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

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SECTION 3. VICE CHAIR

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

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SECTION 4. POWER AND DUTIES

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

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

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

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

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

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SECTION 5. VOTING

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

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

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SECTION 6. MEETINGS

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

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

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SECTION 7. QUORUM

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

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SECTION 8. ATTENDANCE

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

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SECTION 9. MEDICAL DIRECTOR

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

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

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

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BY-LAWS
OF THE
METRO REGION EMS SYSTEM EXECUTIVE
COMMITTEE

SECTION 1: COMPOSITION

The EMS Executive Committee shall be composed of:

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

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SECTION 2. CHAIR

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

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SECTION 3. VICE CHAIR

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

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SECTION 4. POWER AND DUTIES

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

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

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4. Working with MESB staff to ensure attendance and quorum requirements are enforced.
5. Monitoring financial reports for revenues and expenditures.
6. Working with MESB staff to ensure audit compliance with Minn. Stat. § 144E.50, Subds. 4 and 6.
7. Reviewing and forwarding nominations for seats on the EMS TOC and its sub-committees.

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

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

SECTION 5. VOTING

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

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

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SECTION 6. MEETINGS

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

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

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SECTION 7. QUORUM

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

SECTION 8. ATTENDANCE

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

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BY-LAWS
OF THE
METRO REGION EMS SYSTEM EDUCATION
AND RESEARCH SUB-COMMITTEE

SECTION 1: COMPOSITION

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

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

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

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

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

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

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

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

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

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

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SECTION 2. CHAIR

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

Deleted: Technical Operations Committee

SECTION 3. VICE CHAIR

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

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SECTION 4. POWER AND DUTIES

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

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

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10. Advising the Metro Region EMS System Coordinator and the EMS TOC on matters of policy, procedure, pre-hospital education and research.

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

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

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

Deleted: Technical Operations Committee

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

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SECTION 5. VOTING

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

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

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SECTION 6. MEETINGS

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

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

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

SECTION 7. QUORUM

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

SECTION 8. ATTENDANCE

EMS Education and Research Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.

BY-LAWS
OF THE
METRO REGION EMS SYSTEM
COMMUNICATIONS and INFORMATION
TECHNOLOGY ~~SUB~~-COMMITTEE

SECTION 1: COMPOSITION

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

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

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

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

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

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

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

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

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

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

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SECTION 2. CHAIR

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

Deleted: Technical Operations Committee

SECTION 3. VICE CHAIR

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

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SECTION 4. POWER AND DUTIES

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

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

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The EMS Communications and Information Technology Sub-Committee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB

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Board, as specified in the EMS Communications and Information Technology Sub-Committee Work Plan or as directed by the EMS TOC or Board.

Deleted: Technical Operations Committee

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

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

Deleted: Technical Operations Committee

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

Deleted: Technical Operations Committee

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SECTION 5. VOTING

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

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

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SECTION 6. MEETINGS

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

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

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

SECTION 7. QUORUM

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

SECTION 8. ATTENDANCE

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

BY-LAWS
OF THE
METRO REGION EMS SYSTEM EMERGENCY
PREPAREDNESS SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness Sub-Committee shall be composed of:

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

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

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

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

Deleted: Technical Operations Committee

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

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

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

At the first Sub-Committee meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Sub-

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

Committee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one year terms.

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SECTION 2. CHAIR

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

Deleted: Technical Operations Committee

SECTION 3. VICE CHAIR

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

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SECTION 4. PURPOSE, POWERS AND DUTIES

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

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

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

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The EMS Emergency Preparedness Sub-Committee shall perform other such duties as may be prescribed by the Board.

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

Deleted: Technical Operations Committee

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

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SECTION 5. VOTING

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

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

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

SECTION 6. MEETINGS

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

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

SECTION 7. QUORUM

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

SECTION 8. ATTENDANCE

EMS Emergency Preparedness Sub-Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. Failure to meet this requirement will be treated as resignation of the seat.

Metropolitan Emergency Services Board

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| MEETING DATE: April 13, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4C. Draft MESB Policy 027 – Contracted Professional Services |
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RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of new MESB Policy 027 – Wireless Devices.

BACKGROUND

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

ISSUES & CONCERNS

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

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

This draft policy was reviewed by MESB counsel.

FINANCIAL IMPACT

None at this time. The MESB will incur minor costs associated with issuing the RFPs and will begin to include them in its budget. The biggest financial impact is on staff and Board time evaluating the proposals.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MOTION: |
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Metropolitan Emergency Services Board

Subject: Contracted Professional Services

Number: 027

Effective Date: x-xx-2016

The MESB contracts for certain professional services including, but not limited to:

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

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

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

The Board shall review the vendor selected through the RFP process and shall exercise its discretion in awarding a contract.

Metropolitan Emergency Services Board

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| MEETING DATE: April 13, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4D. Approval of Travel Request for Executive Director |
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RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of a travel request for the Executive Director for the annual APCO conference and MTUG National Meeting.

BACKGROUND

Metropolitan Emergency Services Board Policy 007 – Travel requires Board approval of travel requests for the Executive Director.

ISSUES & CONCERNS

The Executive Director is seeking approval for one travel request.

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

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

FINANCIAL IMPACT

Travel costs for the conference and meeting are included in the 2016 budget.

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METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION


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

Travel Cost Estimate

| | |
|--------------------------------|-------------------|
| Registration | \$320.00 |
| Air Fare | \$500.00 |
| Cab Fare/Ground Transportation | \$40.00 roundtrip |
| Lodging | \$800.00 |
| WiFi Charges (at hotel only) | - |
| Meals | \$442.00 |
| Other | - |
| Total Estimated Cost | \$2,102.00 |

Is travel cost included in current budget? Yes

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

Submitted by: 

Date: March 25, 2016

Board approval

Motion by:
Motion carried/Motion denied
Date:

Seconded by:

Metropolitan Emergency Services Board

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| MEETING DATE: April 13, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4E. Establishment of Human Resources Workgroup |
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RECOMMENDATION

The Executive Director recommends the Executive Committee establish a workgroup of Executive Committee members on human resources matters.

BACKGROUND

None.

ISSUES & CONCERNS

The Executive Director would like the Executive Committee to establish a Human Resources Workgroup to advise on human resources matters. The workgroup should consist of at most five (5) members of the Executive Committee and would only meet on an as-needed basis.

FINANCIAL IMPACT

If workgroup meetings are not held in conjunction with other MESB meetings, there could be additional per diem and mileage payments.

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

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

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

March 25, 2016

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

Dear Agnes:

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

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

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

Sincerely,

Blake Huffman
Chair, Metropolitan Emergency Services Board
Ramsey County Commissioner