

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

BOARD AGENDA September 13, 2017 **10:00 – 11:30 a.m.**

Page

OFFICERS

Chair
Commissioner George McMahon*
Chisago County

Vice Chair
Council Member Andrew Johnson*
City of Minneapolis

Secretary
Commissioner Fran Miron*
Washington County

Treasurer
Commissioner Blake Huffman*
Ramsey County

BOARD MEMBERS

Commissioner Mike Gamache
Anoka County

Commissioner Rhonda Sivarajah*
Anoka County

Commissioner Gayle Degler
Carver County

Commissioner James Ische*
Carver County

Commissioner Tom Egan*
Dakota County

Commissioner Mary Liz Holberg
Dakota County

Commissioner Debbie Goettel
Hennepin County

Commissioner Jeff Johnson*
Hennepin County

Commissioner Greg Anderson *
Isanti County

Commissioner Janice Rettman
Ramsey County

Commissioner Barb Weckman Brekke
Scott County

Commissioner Tom Wolf*
Scott County

Commissioner Karla Bigham
Washington County

* Executive Committee

- | | | | |
|---|--|--|----|
| 1. Call to Order (Commissioner McMahon) | | | 1 |
| 2. Approval of Agenda (Comm. McMahon) | | | 2 |
| 3. Consent Agenda (Comm. McMahon) | | | 7 |
| A. Approval of July 12, 2017 Meeting Minutes | | | 8 |
| B. Approval: June 2017 Treasurer’s Report | | | 11 |
| C. Approval: July 2017 Treasurer’s Report | | | 13 |
| 4. Issues and Action Requests | | | 15 |
| A. Approval of RFP Award for CAD-to-CAD Interoperability Grant Project (Rohret/Eggimann) | | | 17 |
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| C. Approval of RFP Award for EMS Leadership Development (Rohret/Robinson) | | | 21 |
| D. Acceptance of Federal Narcan Grant (Robinson) | | | |
| E. Acceptance of EMSRB Training Grant (Robinson) | | | |
| F. Approval of RFP Award for Lobbying Services (Rohret) | | | |
| 5. Reports | | | |
| A. Legislative Report (Vesel/Bergeron) | | | |
| B. Statewide Emergency Communications Board (SECB) Reports: [Cancel reports and use time for FirstNet] | | | |
| 1. Finance (Comm. Huffman/Rohret) – August cancelled | | | |
| 2. Legislative (Comm. Egan/Rohret) – August cancelled | | | |
| 3. Steering (Comm. Wolf/Tretter) | | | |
| 4. OTC & Other SECB Committees (Tretter/Eggimann) | | | |
| 5. Board (Comm. Gamache/Tretter) | | | |
| 6. Old Business – None | | | |
| 7. New Business | | | |
| A. FirstNet Presentation (Miller/Mines, DPS-ECN) | | | |
| 8. Adjourn | | | |

MEETING MINUTES
JULY 12, 2017

Commissioners Present:

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

Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; Ron Robinson; Kay Simons; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, *MESB Board Counsel*; Casey Krolczyk, *Hennepin County*; Margaret Vesel, *Larkin Hoffman*; and Mathew Bergeron, *Larkin Hoffman*.

1. Call to Order

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

2. Approval of Agenda

Motion made by Commissioner Miron, seconded by Commissioner Wolf to accept the July 12, 2017 Agenda. Motion carried.

Jill Rohret introduced Kay Simons as the new GIS Specialist.

3. Approval of Consent Agenda

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

4. Issues and Action Requests

A. Radio TOC

1. Approval of CRAE installation of 8TAC91 at Princeton High

Troy Tretter said the Executive Committee recommended the Board approve the installation of an 800MHz conventional resource repeater at the Princeton High School. A Conventional Resource ARMER Enhancement (CRAE) installation requires approval from any region within 30 miles of the repeater per state standard; this is to prevent any co-channel inference that may affect another region. Anoka, Chisago, Hennepin, and Isanti Counties are within the thirty-mile radius. Upon approval from each affected region, the request is then sent to the SECB and the OTC for approval.

The Radio TOC noted there some irregularities in the FCC license application form 601 schedule D which were requested to be changed before it went to the SECB OTC. These items were corrected and presented at the June SECB OTC meeting.

Though the MESB Executive Committee is recommending approval of the installation, it did raise some questions, for which answers have been received.

First, did West Central Communications install the other instances of CRAE in the state? West Central did install the two in Stevens County. Kandiyohi County used a licensed county repeater rather than CRAE.

Second, how have the other instances of CRAE installations worked? 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.

Lastly, what from Above Ground Level did they do their signal analysis? 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.

Commissioner Rettman asked if there was enforcement capability, and was there a downside? Tretter said yes there was enforcement capability and all it would take is a phone call to Dave Sissar, the Project Engineer to request the signal strength be turned down. Tretter said that there is no downside to this project. It is a low-cost solution for the counties.

Motion made by Commissioner Egan, seconded by Commissioner Miron to approve the Princeton High School Conventional resource installation of 8TAC91. Motion carried.

2. Approval of Deletion of Metro Standard 3.23.0 – Connecting to the 800 MHz System

Tretter said the Executive Committee recommended deletion of Metro Standard 3.23.0. This standard was established in 2001 and was last revised in 2008. The standard governed connections to ARMER from conventional VHF and 800 MHz resources. The standard was written for entities that had not yet migrated to ARMER. All metro public safety agencies have now migrated to ARMER, which means this standard is no longer needed. The state has sunsetted its version of this standard.

Motion made by Commissioner Gamache, seconded by Commissioner Goettel to approve deletion of Metro Standard 3.23.0. Motion carried.

3. Approval of Waiver of State Standard 3.19.0 for Lakeview EMS

Tretter said the Radio TOC recommended the Board approve a waiver of requirements in State Standard 3.19.0 – Use of 800 MHz Statewide LTAC and SIU Interoperability Talkgroups for four Lakeview EMS medics that are part of the Washington County Mobile Field Force team to have access to these law enforcement-only resources. The waiver stipulates that the radios will be returned if any of the medics would leave the agency.

Motion made by Commissioner Miron, seconded by Commissioner Weckman Brekke to approve wavier of State Standard 3.19.0 for Lakeview EMS. Motion carried.

4. Approval of Amendments to Metro Standard 3.13.0 – Nationwide Conventional Interoperability Channels

Tretter said the Radio TOC recommended the Board approve amendments to Metro Standard 3.13.0. This standard governs the use of the 800 MHz repeater channels in the metro. The Metro Owners Group reviewed the standard and recommended amendments to update language in this standard.

Motion made by Commissioner Bigham, seconded by Commissioner Holberg to approve amendments to Metro Standard 3.13.0. Motion carried.

B. Approval of 2018 MESB Budget and 2018-2022 Capital Budget Operational Budget

Rohret said the 2018 budget reflects an overall decrease of 2% in the operational budget.

There is a 3% merit increase for staff is included in the budget based on the 2016 Dakota County Merit Compensation Plan. Performance reviews are done annually at the end of the year. 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 a 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.

Rohret noted that staff will continue to refine the budget and bring it back to the Board in November if any reductions can be made.

Commissioner Rettman said she appreciated staff's due diligence and attention to detail in preparing this budget.

Capital Budget

Rohret said the Capital Budget is very similar to the 2017-2021 budget. This budget is divided up very much like the MESB functions. There is administration, NG9-1-1 projects, and radio projects. EMS items may be added in the future.

Under administrative projects, the IT line is the same as last year. Some of the expenses were pushed further out, but this will be a standing line item as regular network upgrades are necessary.

The conference room chairs line is to replace the chairs in 227, which are approximately 20 years old and are slowly falling apart and are beyond repair. This had been included as a 2018 expense, but staff hopes to be able to fund the replacement in using 2017 operational funds.

Three of the NG9-1-1 projects are the same as in previous years: Network Design/Transition Plan, the Independent System Integration, and the ESInet WAN Equipment for PSAPs. The expenses that were listed have been pushed out a year because none have been finalized.

The MSAG transition to a GIS based MSAG is the new project. \$75,000 is in the budget for 2018 as an estimate. There is speculation that there may not be a charge for the transition but that has not been confirmed.

Radio cache replacement is a new item. Cache radios were purchased in 2002 by the former Metropolitan Radio Board. Support for these radios will cease in 2018. Staff has replaced five, but 17 remain to be replaced. It is proposed to replace half in 2018, and half in 2019.

Commissioner Sivarajah asked if the conference room that needed the new chairs was used by any other organizations other than the MESB? Rohret said the room is used by the MESB and Metropolitan

Mosquito Control District (MMCD). It is not used by the public. The 9-1-1 Board purchased those chairs which is why they were added to the MESB budget.

Commissioner Sivarajah what level of commitment did MMCD have for furnishing the conference rooms? Who will be responsible for replacing the 205 conference room chairs in the future? MMCD would replace the chairs in 205 and 209.

Commissioner Goettel asked what the delineation between the are single asterisks and the double asterisks on the Capital Budget spreadsheet. Rohret said that the double asterisks signified items that were pushed back a year. The single asterisk for the indicates those items which may be able to be funded out of the 2017 operational budget.

Motion made by Commissioner Rettman, seconded by Commissioner Wolf to approve the 2018 MESB Operational Budget and 2018-2022 Capital Budget. Motion carried.

C. Approval of FY 2018-2019 EMS Grant Budget

Ron Robinson said the Executive Committee recommended approval of the budget and program updates for the two FY 18-19 EMSRB grants for Metro Region EMS (MREMS). The EMSRB provides two grant opportunities to each region every other year; the EMS System Support Grant and the EMS Relief Account Grant.

The MESB Executive Committee approved the proposed budget at the June meeting. One week later, the EMSRB submitted new figures which altered the budget reviewed by the Executive Committee. \$24,750 was added to the Seat Belt fund budget which comes from the EMS Relief Account grant. Some line item figures were changed to balance the proposed budget and to satisfy the EMSRB's request for more detailed program investments. The total estimated amount of funding for the grants period July 1, 2017 through June 30, 2019 is \$361,000 per region. This is a \$10,250 decrease from FY 2016-2017 largely due to higher compliance with Minnesota's seatbelt laws which funds one of the grants.

Motion made by Commissioner Holberg, seconded by Commissioner Egan to approve the FY 2018-2019 EMS Grant Budget. Motion carried.

D. Approval of FY 2018-2019 Grant EMSRB Grant Agreement

Robinson said that staff recommended the Board accept the EMSRB EMS System Support Grant and the EMS Relief Account Grant for the Metropolitan Regional EMS System for Fiscal Years 2018-2019. The EMS System Support Grant is for the amount of \$146,250.00 and the EMS Relief Account Grant is an amount up to \$214,750.00.

Robinson said almost 70% of the state EMS personnel are in the metro. However, the metro only receives one-eighth (1/8) of the dollars; each region receives the same amount. Because of that, the metro region functions differently than the other EMS regions.

Motion made by Commissioner Goettel, seconded by Commissioner Gamache to accept the FY 2018-2019 Grant EMSRB Grants. Motion carried.

E. Approval of Lease for Copier with Metro Sales

Rohret asked for Board approval to enter into a five-year lease with MMCD for a new shared copier, the cost of which will be split evenly between MESB and MMCD. Metro Sales is the recommended vendor because they were able to provide a copier able to connect two networks. Metro Sales guarantees of a maximum three-hour response time for maintenance. Both the 2017 and 2018 MESB operational budgets included funds (\$3,000 annually or \$250 per month) for a copier lease. The lease and maintenance agreements through metro sales will cost the MESB \$208.00 per month.

Motion made by Commissioner Huffman, seconded by Commissioner Wolf to approve the lease for copier with Metro Sales. Motion carried.

Commissioner Egan asked why the chairs for the conference rooms would not also be split evenly with MMCD? Rohret said that the chairs were included only in the MESB budget because they were initially purchased by the 9-1-1 Board. Rohret said that she can have a conversation with MMCD regarding cost sharing for conference room chairs.

Commissioner Huffman asked why this had to come before the Board? Rohret said that due to the copier being on a five-year lease, the amount exceeded her signing authority.

Commissioner Sivarajah suggested that the cost of the chairs in 205, when needed be split with MMCD. The best of the existing chairs could then go into 227.

6. Reports

A. Legislative Update

Margaret Vesel provided a summary of the 2017 legislative session. The House began the session with a 20-member Republican majority. The Senate is also controlled by the Republicans, based on a 34-33 split. There was a \$1.65 million budget surplus. In the end, a \$46 billion biennium budget was passed after a special session. The Governor did use his line item veto on the legislature's budget; this action is now being reviewed by the courts.

The \$2.33 billion public safety bill passed. The 9-1-1 special revenue account was left untouched. The EMS grants request of a \$200,00 per year budget appropriation increase, to be divided by eight regions, was included in the Governor's proposal and was passed by both the House and Senate. However, in final negotiations during the special session, this provision did not make it into the final bill.

The 2018 legislative session begins on February 20, 2018.

Commissioners Bigham and McMahon complimented Vesel and Matthew Bergeron for their work during the session and the report.

B. Statewide Emergency Communication Board (SECB)

1. Finance – No June meeting

2. Legislative – No June meeting

3. Steering – No June meeting

4. OTC – Tretter said there were many updates of standards and participation plans. Nothing controversial.

5. Board – Commissioner Gamache was not able to attend the June meeting. Tretter said there was a change to the State Weather Standard that will affect the Metro Region. A Radio TOC workgroup is being formed to work on changes for the Metro Standard.

The Radio TOC will be sending a recommendation to the MESB regarding non-governmental use of ARMER radios.

7. Old Business – None.

8. New Business

A. GIS Support of NG9-1-1 Data Requirements

Rohret said that 9-1-1 data has traditionally been maintained by the PSAPs. Maintenance of 9-1-1 data may be shifted to other departments (GIS) in NextGeneration 9-1-1 (NG9-1-1). It is important that county

GIS managers, PSAP managers and possibly budget staff, start discussions regarding funding, particularly if the GIS department will maintain the 9-1-1 data rather than the PSAP. Every county is different and it will be beneficial to start discussions so the best decisions can be made for each county. Commissioner McMahon asked that the MESB be kept updated. Rohret will provide an update at the September MESB meeting. Commissioner Rettman asked if the MESB is eliminated from assisting? Commissioner Goettel said that whatever we can find out about financial impacts would be helpful. Commissioner McMahon said there will be further discussion on this topic at the September meeting.

9. Adjournment

Motion by Degler, seconded by Wolf to adjourn. Motion carried.

Meeting adjourned at 11:10 a.m.



METROPOLITAN
EMERGENCY SERVICES BOARD

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

TO: Metropolitan Emergency Services Board
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer
RE: Treasurer's Report – June 2017
DATE: July 25, 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 July 25, 2017.

Sincerely,

A handwritten signature in black ink that reads "Blake C. Huffman". The signature is written in a cursive style with a long horizontal line extending from the end.

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



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA 55104-3431
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TO: Metropolitan Emergency Services Board
FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer
RE: Treasurer's Report – July 2017
DATE: August 18, 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 August 18, 2017.

Sincerely,

A handwritten signature in black ink that reads "Blake C. Huffman". The signature is written in a cursive style with a long horizontal line extending to the right.

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

**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
AUGUST 9, 2017**

Commissioners Present:

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

Staff Present: Jill Rohret; Pete Eggimann; Ron Robinson; Troy Tretter; and Martha Ziese
Others Present: Margaret Vesel, *Larkin Hoffman*; Matthew Bergeron, *Larkin Hoffman*; William Strusinski, *Libby Law Office*; Kirsten Christopherson, *Libby Law Office*; and Buck McAlpin, *Libby Law Office*

1. Call to Order

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

2. Approval of August 9, 2017 Agenda.

Motion made by Commissioner Wolf, seconded by Commissioner Huffman to approve the August 9, 2017 agenda. Motion carried.

3. Approval of June 14, 2017 Minutes.

Motion made by Commissioner Miron, seconded by Commissioner Egan to approve the June 14, 2017 Executive Committee minutes. Motion carried.

4. MESB TOC Issues and Action Requests - None

5. Old Business – None

6. New Business

A. Presentations from Potential Lobbying Firms

1. Libby Law Office

Bill Strusinski of Libby Law Office presented their 2017 lobbying proposal to represent the Metropolitan Emergency Services Board, along with Kirsten Christopherson and Buck McAlpin. Mr. Strusinski submitted their references and asked for the opportunity to develop a strategy to support the MESB ideas and platform with the legislature. Board members asked questions regarding Libby Law Office's lobbying approach.

2. Larkin Hoffman Attorneys

Margaret Vesel presented their 2017 lobbying proposal to represent the Metropolitan Emergency Services Board, along with Matthew Bergeron. Vesel and Bergeron presented their lobbying approach and thanked the MESB for allowing them to represent the Board on public safety issues in the past. Board members asked questions regarding Larkin Hoffman Attorneys lobbying approach.

After presentations, the Executive Committee discussed the proposals. Commissioner Johnson asked Rohret what her experience has been working with Larkin Hoffman. Rohret said it has been favorable. Vesel and Bergeron will call ahead to work out strategies. They are good at working with staff and the Board and making suggestions regarding legislative proposals and strategies.

Commissioner Anderson asked if there were any specifics on length of contract in the RFP and does the Board have to award to the lowest bidder. Rohret said that the RFP language stated the contract would be for one year with the option to renew for up to four additional years. For professional services, the Board does not have to award to the lowest bidder, particularly if the Board has a justification as to why they are choosing a higher bidder. Cost is only one selection criterion.

Commissioner McMahon if staff had a part in the RFP review. Rohret said that staff did do an evaluation, scoring the proposals on four areas, with 10 points being the maximum score for each area. Rohret added in cost scores after the initial evaluation. Larkin Hoffman received the highest score from staff.

Commissioner Egan said that Dakota County frequently selects firms that are far from the lowest cost. They are awarded a contract based on a matrix where cost was just one factor. Egan said he knew Bill Strusinski quite well and if there is a desire to change he would feel quite comfortable with Libby Law. Commissioner McMahon concurred, but that it was the right thing to do to stay with Larkin Hoffman.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to recommend approval of a two-year contract with Larkin Hoffman to the full board. Motion carried.

Meeting adjourned at 10:40 a.m.

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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret/Eggimann</p> | AGENDA NUMBER: 4A. <p style="text-align: center;">Approval of Award of CAD-to-CAD Interoperability RFP</p> |
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RECOMMENDATION

Staff recommends the Board approve the award of the CAD-to-CAD Interoperability RFP to Winbourne Consulting, LLC.

BACKGROUND

At the November 2016 Metropolitan Emergency Services Board meeting, the Board approved regional grant funding priorities for 9-1-1 projects funded through either federal or state grants disbursed by the Statewide Emergency Communications Board (SECB). The projects were:

- GIS Address Point Layer Development
- Telecommunicator Training Curriculum Development
- CAD-to-CAD Interoperability Project

At its February 23, 2017 meeting, the SECB approved funding for each of the aforementioned 9-1-1 projects. The GIS Address Point Layer Development project resulted in the MESB sub-granting funds to Isanti and Washington Counties. The remaining two grant projects will be funded initially by the MESB and reimbursed by the SECB Grant. The two projects required the MESB to issue an RFP for professional services for each project.

CAD-to-CAD interoperability is complex, thus MESB staff and the 9-1-1 TOC acknowledged that it would need to be done in phases. The grant for the CAD-to-CAD Interoperability Project is to accomplish phase one of the project. The objective of the project is to document a CAD baseline, identifying what vendors are being used by PSAPs, and to identify possible interoperability strategies.

The budget for the CAD-to-CAD Interoperability Project is \$30,000.00.

ISSUES & CONCERNS

The MESB received four responses to its RFP for CAD-to-CAD Interoperability. Responses were received from DELTAWRX; Mission Critical Partners, Inc.; PSC Alliance, Inc.; and Winbourne Consulting, LLC. Each of the responses indicated the firms’ knowledge of the subject and ability to conduct the work required in the RFP; each firm is highly qualified and MESB staff would be satisfied with each firm.

Though the MESB is not required to award RFPs for professional services to the lowest bidder, only one firm had a proposal which met the grant budget requirements: Winbourne Consulting, LLC.

FINANCIAL IMPACT

The MESB will pay Winbourne Consulting, LLC. per the terms of the contract, in phases, up front for the work completed. The MESB will then apply for reimbursement from the SECB grant. Staff time is involved in the grant reimbursement process.

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| MOTION BY: | SECONDED BY: | MOTION APPROVED: ___ YES ___ NO |
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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret/Eggimann</p> | AGENDA NUMBER: 4B. <p style="text-align: center;">Approval of Award of Telecommunicator Training Curriculum Development RFP</p> |
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RECOMMENDATION

Staff recommends the Board approve the award of the Telecommunicator Training Curriculum Development RFP to Diane Lind.

BACKGROUND

At the November 2016 Metropolitan Emergency Services Board meeting, the Board approved regional grant funding priorities for 9-1-1 projects funded through either federal or state grants disbursed by the Statewide Emergency Communications Board (SECB). The projects were:

- GIS Address Point Layer Development
- Telecommunicator Training Curriculum Development
- CAD-to-CAD Interoperability Project

At its February 23, 2017 meeting, the SECB approved funding for each of the aforementioned 9-1-1 projects. The GIS Address Point Layer Development project resulted in the MESB sub-granting funds to Isanti and Washington Counties. The remaining two grant projects will be funded initially by the MESB and reimbursed by the SECB Grant. The two projects required the MESB to issue an RFP for professional services for each project.

The training curriculum project is based on the Minimum Training Standard for Telecommunicators approved by the MESB at its November 2016 board meeting. In this grant project, the contractor will work with metro PSAP training coordinators to assemble and create standardized curriculum content which will be in compliance with the minimum training standard. The curriculum will be available to all metro PSAPs once complete.

The budget for the Telecommunicator Training Curriculum Development Project is \$30,000.00.

ISSUES & CONCERNS

The MESB received two responses to its RFP for Training Curriculum Development. Responses were received from Diane Lind and Mission Critical Partners, Inc. Each of the responses indicated the firms' knowledge of the subject and ability to conduct the work required in the RFP; each firm is highly qualified and MESB staff would be satisfied with either firm.

Though the MESB is not required to award RFPs for professional services to the lowest bidder, only one firm had a proposal which met the grant budget requirements: Diane Lind.

FINANCIAL IMPACT

The MESB will pay Lind monthly, withholding the last two months until all work is complete, per the terms of the contract, up front for the work completed. The MESB will then apply for reimbursement from the SECB grant. Staff time is involved in the grant reimbursement process.

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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret/Robinson</p> | AGENDA NUMBER: 4C. <p style="text-align: center;">Approval of Award of EMS Leadership Development RFP</p> |
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RECOMMENDATION

Staff recommends the Board approve the award of the EMS Leadership Development RFP to ATL Leaders International.

BACKGROUND

In each biennial grant period through the EMSRB, the EMS TOC and the MESB include training and education in the grant budget. This was the case for the FY2016-2017 EMSRB grant budgets.

The FY2018-2019 grants were created as an extension of the FY2016-2017 grant, and thus training and education were included in the budget.

ISSUES & CONCERNS

At its March 2017 meeting, the EMS TOC discussed what training and education needs are present in the EMS community. The EMS TOC quickly focused on the need to develop leadership skills in EMS personnel. In most metro EMS agencies, there has been a generational change in EMS leadership due to retirements. Many new EMS supervisors have not had the depth of experience to truly develop leadership skills, both at a scene/incident and within their home agencies. The EMS TOC desired to hold leadership classes to develop these skills.

The MESB went out for RFP in early August for a 20-month EMS Leadership Development Program. Responses were due on August 25, 2017; one response was received. Staff evaluated the response recommend awarding the RFP to ATL Leaders International (ATL).

ATL has experience in leadership development and instruction. Their references instruction for several Minnesota-based companies and hospitals.

FINANCIAL IMPACT

ATL’s RFP response included a base cost proposal and includes options which would increase the cost. The base amount is consistent with the grant budget. The MESB will pay the invoices up-front and will then apply for reimbursement through the EMSRB. Staff time is involved in the grant reimbursement process.

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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Robinson</p> | AGENDA NUMBER: 4D. <p style="text-align: center;">Acceptance of Federal Grant for Regional Naloxone Distribution.</p> |
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RECOMMENDATION

Staff recommends the Board accept the State of Minnesota Grant for the purchase of opiate antagonists and education and training of emergency medical services personnel (as defined in Minnesota Statutes, section 144.7401, subdivision 4, clauses (1) and (2)), in the use of them in the event of an opioid or heroin overdose.

BACKGROUND

The Minnesota Legislature enacted "Steve's Law" during the 2014 legislative session. The law allows for more widespread distribution and administration of naloxone in hopes that deaths related to opiate overdoses can be prevented. "Steve's Law" amended Minnesota Statutes 144E.101, subd. 6; MS 151.37, subd. 12; and MS 604A.

MESB-Metro Region EMS received a FY 2016 grant from the Minnesota Department of Health (MDH) in late 2015 in the amount of \$70,000 for the same purpose. The FY16 grant terminated on June 30, 2017. The MESB fully expended its \$70,000 grant, as well as an additional \$9,309.00 via West Central EMS Region, which could not fully expend its share.

Staff believes the success in completing all terms of the previous grant was because the face-to-face training was outsourced through the EMS transport providers within the region and direct purchase and distribution of the opiate antagonist was accomplished within each participating agency. The MESB coordinated these activities without negatively impacting primary EMS programs.

ISSUES & CONCERNS

The federal government has created a new grant program directed at the opioid epidemic and allowing for the purchase of naloxone for use by first responders. This program is through the U.S. Department of Health and Human Services (HHS), which distributes funds to the State of Minnesota.

The MESB has not yet received a grant contract for this grant; it is expected to be received at any time. Rather than waiting for the next board meeting cycle for approval, staff thought it best to have the Board accept the grant now, to prevent delay in expending the funds.

Staff expects the grant term to be September 15, 2017 through April 30, 2019 and expects to receive a minimum of \$70,000.00. The grant will be administered by the Minnesota Department of Health.

Staff believes that MESB's success to complete all the proposed grant duties is because all the face-to-face training was outsourced through the EMS transport providers within the region and direct purchase and distribution of the opiate antagonist was accomplished within each participating agency. The MESB could coordinate these activities without negatively impacting its primary EMS programs.

FINANCIAL IMPACT

MESB staff time is involved in managing the grant.

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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Robinson</p> | AGENDA NUMBER: 4E. <p style="text-align: center;">Acceptance of EMSRB Training Grant</p> |
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RECOMMENDATION

Staff recommends the Board accept the Emergency Medical Services Regulatory Board (EMSRB) training grant in the amount of \$9,700.00.

BACKGROUND

Minnesota Statutes 144E.35 provides for the EMSRB to provide grants reimbursing education expenses for volunteer ambulance attendants working with a licensed ambulance service. Under Minnesota Session Law 2003, 1st Spec. Sess. Ch. 14, Art. 13c, §6, the EMSRB redistribute any unspent grant funds from each biennial budget from the grant program to regional EMS programs. The MESB has received similar distributions in the past which were used to provide region wide training. The last such grant was received in July 2014.

ISSUES & CONCERNS

This grant is a redistribution of unspent FY2017 Volunteer Training Reimbursement (VTR) funds. The grant funds are limited to providing training at the regional EMS system’s discretion. The grant period is August 15, 2017 through June 30, 2018. This grant of \$9,700.00 is administered by the MN Emergency Medical Services Board (EMSRB). Each of the eight EMS regions is receiving the same amount.

The funds for this grant will be used to support the EMS Leadership Development program (see agenda item 4C).

FINANCIAL IMPACT

The MESB will expend the funds and then request reimbursement from the grant. Staff time is involved in managing the grant.

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| MEETING DATE: <p style="text-align: center;">September 13, 2017</p> | PRESENTED BY: <p style="text-align: center;">Rohret</p> | AGENDA NUMBER: 4F. <p style="text-align: center;">Approval of Award of Lobbying Services RFP</p> |
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RECOMMENDATION

The Executive Committee recommends the Board approve the award of the Lobbying Services RFP to Larkin Hoffman Attorneys.

BACKGROUND

MESB Policy 027 – Contracted Professional Services requires the Board to go out to RFP for contracted professional services at a minimum of every five years.

The RFP for Lobbying Services was posted on July 3, 2017 in the State Register and on the MESB’s website. Responses were due July 28, 2017. Two responses were received, one from Larkin Hoffman Attorneys and one from Libby Law Office.

ISSUES & CONCERNS

At August 9, 2017 Executive Committee meeting, the committee heard brief presentations from each firm describing their lobbying approach. Executive Committee members asked questions of each firm.

After the presentations, the Committee discussed their thoughts regarding the proposals and presentations, as well as asked questions of the Executive Director. In the end, a motion was made, and carried, to award the 2018 Lobbying Services RFP to Larkin Hoffman Attorneys.

FINANCIAL IMPACT

The Larkin Hoffman RFP response cost proposal is the same amount charged by Larkin Hoffman for the 2016 and 2017 legislative sessions (contracts run from October 1 – September 30, so this rate began in October 2015) and is consistent with the amount included in the MESB’s 2018 budget.

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