

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

September 14, 2016
****10:00 – 11:30 a.m.****

| | | Page |
|--|--|-------------|
| <u>OFFICERS</u> | 1. Call to Order (Comm. Huffman) | |
| Chair Commissioner Blake Huffman* Ramsey County | 2. Approval of Agenda (Comm. Huffman) | |
| Vice Chair Commissioner George McMahon* Chisago County | 3. Consent Agenda (Comm. Huffman) | 1 |
| Secretary Council Member Andrew Johnson* City of Minneapolis | A. Approval of July 13, 2016 Meeting Minutes | 2 |
| Treasurer Commissioner Fran Miron* Washington County | B. Approval: June 2016 Treasurer's Report | 7 |
| | C. Correspondence | |
| | 1. Summer 2016 NG9-1-1 GIS Newsletter | 8 |
| <u>BOARD MEMBERS</u> | 4. Issues and Action Requests | |
| Commissioner Mike Gamache Anoka County | A. Radio TOC (Tretter) | |
| Commissioner Rhonda Sivarajah* Anoka County | 1. Approval of TriTech CAD Interface with MCC7500 Consoles | 18 |
| Commissioner Gayle Degler Carver County | B. Approval of Award of Audit RFP (Rohret) | 21 |
| Commissioner James Ische* Carver County | C. Approval of 2016 Audit Engagement Letter (Rohret) | 22 |
| Commissioner Tom Egan* Dakota County | D. Approval of the 2017 – 2021 MESB Joint Powers Agreement (Arneson/Rohret) | 64 |
| Commissioner Mike Slavik Dakota County | E. Approval to Execute Contract for 9-1-1 System (Rohret) | 91 |
| Commissioner Jeff Johnson Hennepin County | 5. Reports | |
| Commissioner Randy Johnson* Hennepin County | A. Narcan Grant Update (Robinson) | 92 |
| Commissioner Greg Anderson* Isanti County | B. Statewide Emergency Communications Board (SECB) Reports: | |
| Commissioner Janice Rettman Ramsey County | 1. Finance (Comm. Huffman) – cancelled (August) | |
| Commissioner Barbara Marschall* Scott County | 2. Legislative (Comm. Egan) – cancelled (August) | |
| Commissioner Tom Wolf Scott County | 3. Steering (Comm. Slavik) – see handout in packet | 94 |
| Commissioner Karla Bigham Washington County | 4. OTC & Other SECB Committees (Tretter) | |
| * Executive Committee | 5. Board (Comm. Gamache) – cancelled (August) | |
| | 6. Old Business | |
| | 7. New Business | |
| | 8. Adjourn | |

Metropolitan Emergency Services Board

| | | |
|---|---|---|
| MEETING DATE: <p style="text-align: center;">September 14, 2016</p> | PRESENTED BY: <p style="text-align: center;">Rohret</p> | AGENDA NUMBER: 3. <p style="text-align: center;">Consent Agenda</p> <p>A. Minutes of July 2016 Meeting B. June 2016 Treasurer's Report C. Correspondence</p> |
|---|---|---|

- A. **Minutes** – The minutes of the July 13, 2016 meeting of the Board are attached for review and approval.
- B. **June 2016 Treasurer's Report** – The Treasurer has reviewed the June 2016 financial statements and has given his approval of the report.
- C. **Correspondence** – There is one item included in correspondence:
 - Minnesota NG9-1-1 GIS News newsletter is included as correspondence for review. MESB staff and MESB contractors wrote an article detailing the MESB's role in building NG9-1-1 GIS data.

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

| |
|---------|
| MOTION: |
|---------|

METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES

JULY 13, 2016

Commissioners Present:

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

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

Others Present: Jay Arneson, *MESB Board Counsel*; Rick Juth, *MN DPS/ECN*; Margaret Vesel, *Larkin Hoffman*; Scott Wosje, *Northland Business Systems*.

1. Call to Order

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

2. Approval of Agenda

Motion made by Commissioner McMahon, seconded by Commissioner Degler to accept the agenda as presented. Motion carried.

Commissioner Huffman asked Jill Rohret, MESB Executive Director to tell members what role the MESB played in the recent weeks and how the MESB has been impacted.

Jill Rohret stated that the MESB focuses on communications. Communication unit leaders create communications plans and record them on an Incident Communication Plan form (ICS 205); these plans are sent to Troy Tretter for collection and dissemination to PSAPs and other COMLs in the region to provide situational awareness. These communications are especially necessary if there are interoperability needs between agencies.

The MESB's primary role is to monitor the radio system to ensure procedures are followed and that they are used correctly.

Rohret stated that Ron Robinson receives Emergency Operations Center (EOC) updates on what is happening on the EMS side.

3. Consent Agenda

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

4. Issues and Action Requests

METROPOLITAN EMERGENCY SERVICES BOARD

A. Acceptance of Dakota County Employee Relations Report on MESB Positions Classifications & Approval of Re-Classification of Financial Services Specialist Position

Rohret stated that Dakota County Employee Relations completed its evaluation of the MESB positions. Ideally the positions should be reviewed every couple of years to determine that there is an appropriate number of staff and that they are classified correctly.

The Dakota County report found the number of positions to be correct at the moment, knowing that this could change when NG 9-1-1 is implemented. They found the job classifications correct with the exception of the Financial Services Specialist. It is Dakota County's opinion that the Financial Services Specialist position should be reclassified from grade 107 to grade 108. Dakota County policy also provides that a raise is appropriate with that reclassification due to the additional duties that position now fills.

Rohret said the request and the recommendation from the Executive Committee is the acceptance of the Evaluation Report and the re-classification of the Financial Services Specialist position.

Commissioner Egan told members that the MESB Human Resources workgroup accepted the report and re-classification.

Motion made by Commissioner Egan, seconded by Commissioner Bigham to accept the Dakota County Employee Relations Report on MESB Positions Classifications & Approval of Re-Classification of Financial Services Specialist Position. Motion carried.

4. B. Approval of 2017 MESB Budget

Rohret stated that the 2017 Operational Budget includes a three percent (3%) overall increase. This does include a three percent (3%) merit increase for staff across the board. At the end of the year there will be a process to determine each employee's merit increase.

The MESB portion of the salary and benefits for the EMS Coordinator caused a 26% (\$21,760.00) increase in 2017. This increase was part of a July 11, 2012 MESB action to phase this salary/benefits into MESB assessments. The salary/benefits for this position will be fully incorporated into 2018 assessments.

Professional/Contract Services decreased by 23% (\$-37,500.00) as a result of moving the temporary employee to the Salary line, as well as the termination of an expensive IT support contract.

Communications increased 37% (\$6,560.00) to reflect actual expenses, including fees related to IT, website and A/V maintenance. The MESB now has Comcast high-speed data service, which has provided network stability. The MESB was operating on 6 MG of data which was a hindrance to productivity. Additionally, there are some IT changes which must be made in early 2017, related to the removal of the Microsoft Small Business Server. As a result of that change, there will be monthly fees paid for software, rather than a regular replacement of Office software. The software fees are included in the operational budget, but Rohret recommends the network infrastructure pieces be funded from the Hennepin County fund as part of a capital improvement plan.

Equipment increased nine percent (9%) (\$1,150.00) for replacing staff printers and other small equipment. This amount might decrease. Rohret said her goal today is to get preliminary approval so that we can send out budgetary assessment amounts.

Equipment maintenance increased 13% (\$2,000.00) as it is anticipated that the shared copier owned by MESB and MMCD will be replaced in 2017. It will most likely be a shared/leased copier.

METROPOLITAN EMERGENCY SERVICES BOARD

The Audit line was increased by 25% (\$5,000). The MESB did post an RFP for audit services in 2016 last Monday. Additional funds were added due to the uncertainty of that process.

Interest revenue contribution was reduced by \$3,500.00 from the 2016 amount to reflect actual returns from the last few years from Washington County. Interest revenue is used to reduce the assessment contribution amount.

Budget increase results in a 3.66% increase in assessments.

Radio expenses show a 51% decrease from the 2016 budget, due to a change in how the annual Motorola maintenance contract is billed. The amount paid out by counties is not less, it is just paid to MnDOT directly. Radio system expenses are funded directly by the counties, individual agencies and MnDOT and are not a factor in MESB assessments.

Rohret requested that this budget is recruited as a maximum budget. It will be worked over in the next couple of months to potentially reduce it.

Commissioner Rettman stated that she was very appreciative of the detail presented in this budget.

Motion made by Commissioner McMahon, seconded by Commissioner Degler to approve the 2017 Operational Budget. Motion carried.

Rohret gave an overview of the Five Year Capital Budget. This has been the MESB's first Capital Budget in approximately ten years. She broke it up into Administrative and NG 9-1-1 projects. The budget will be updated annually with the annual budget. EMS and Radio items may be added in the future.

The first item under Administrative projects is IT Upgrades. Microsoft will no longer support its Small Business Server, which is utilized by the MESB, in 2017. The MESB must make IT changes to accommodate this change. This line reflects those changes. If we do not utilize Hennepin County Investment Funds we will need to add approximately \$28,000 to the operational budget for 2017.

The AV Equipment line is a place holder; we would only use this line if/when necessary. \$5000 for 2017 and \$5000 for 2018.

The chairs in the conference room (room 227) are approximately 20 years old and are slowly falling apart and generally cannot be repaired. This line item includes \$8,500 to replace the chairs.

Office Desk Chairs line is to replace staff desk chairs, many of which haven't been replaced in ten or more years. \$10,000

Office furniture upgrades would replace staff desk/work station equipment to provide more ergonomic environments for staff 2019-2021. Budgeted for 2019, 2020 and 2021 for a total of \$30,000. Chairs would be purchased earlier than 2019 if board approves.

NG 9-1-1 Projects include three line items. The timing of each line is best estimate, but items could slip and will also need to be coordinated with the State of Minnesota.

Network Design/Transition Plan is to create a network design and transition plan to fully achieve NG 9-1-1. \$10,000 for 2017 and \$40,000 for 2018.

Independent System Integration is a possibility for the future at a cost of \$140,000 spread out over four years 2018-2021. If this were to occur, an independent party and not the 9-1-1 system vendor, would

METROPOLITAN EMERGENCY SERVICES BOARD

provide system integration services for the network. If this option were implemented, the Board would need to discuss and determine exactly how this would be funded, either by the MESB or via assessments to the PSAPs.

ESInet WAN Equipment for PSAPs is equipment which would be used to provide multi-carrier/multi-transport media data access to PSAPs, which would provide greater diversity and redundancy for the NG 9-1-1 system. Coordination with the State and MESB approval is again necessary. Total budgeted is \$330,000 split between 2018 and 2019.

The Hennepin County Investment fund was originally established from an overcharge of services by US West to PSAPs. An additional amount of \$100,000 was deposited when the Radio Board transitioned to the MESB. The balance of that fund is approximately \$1.6 million.

Motion made by Commissioner Ische, seconded by Commissioner Marschall to approve the Capitol Budget. Motion carried.

4. C. Approval of Executive Director Travel Request

Rohret informed members that she has received an invitation initiated by Commissioner Randy Johnson to attend a leadership retreat sponsored by the Center for Digital Government. The conference is in Phoenix, AZ, November 13-15, 2016. Cost is for travel and room only.

Commissioner Randy Johnson added that it is an honor to be invited to this Invitation-only event. It is sponsored by publishers of Center for Digital Government and Government Technology, a mission critical magazine.

Motion made by Commissioner Ische, seconded by Commissioner Degler to approve travel to the Center for Digital Government conference, November 13-15, 2016. Motion carried.

5. Reports

A. 2016 Legislative Update Report

Margaret Vesel reported that there was a budget surplus at the beginning of session. Legislature was looking at a transfer station bill, a tax bill and a capital investment bonding bill. Ultimately the Governor ended up signing a supplemental budget bill that spent roughly \$182 million of the budget surplus. The Governor has not signed the tax bill sighting two errors. There is a potential for a special session in September to address the tax bill that was pocket vetoed and also a bonding bill.

B. Statewide Emergency Communications Board (SECB) Reports:

1. Finance – July cancelled

Rohret stated that at the June meeting there was a request from Clay County to migrate to the ARMER system. Clay County is currently jointly dispatched through the Red River Regional Dispatch of Fargo, North Dakota. The concern with the grant application was that the funds would go to North Dakota. Clay County requested more than was allocated and received less than requested due to that concern. They received approximately \$165,000. North Dakota would have to fully fund their own. Wisconsin has also inquired about Migration to the ARMER system.

2. Legislative – July cancelled

Rohret stated that there was a June call in meeting to discuss the Legislative session.

3. Steering – July cancelled

4. OTC & Other SECB Committees – July cancelled

Troy Tretter stated that there was a June OTC meeting. The Maple Grove Fire Department has removed their request for a law enforcement only talk group. However there are requests for

METROPOLITAN EMERGENCY SERVICES BOARD

additional state wide law enforcement only talk groups. There was a recommendation by the metro TOC to recommend to the OTC to form a work group to analyze those requests.

The SECB was previously chaired by recently retired DPS Deputy Commissioner Mark Dunaski. The new chair will be DPS Commissioner Mona Dohman.

5. Board

Rohret stated that the board met in June and approved the grant request discussed by the Finance Committee. The SECB heard a presentation on a commissioned report regarding future needs of PSAPs with NG 9-1-1 upgrades for CAD, phones, and training. The metro is in a good position with equipment. Training dollars are always needed.

PSAPs receive .20 of the .95 9-1-1 fee (.10 allocated evenly to all counties and .10 is allocated based on population.).

6. New Business

Rohret stated that the revised JPA will be available for review at the September meeting. No substantial changes are anticipated. The JPA is up for renewal the end of 2016.

Meeting adjourned 10:37 a.m.



METROPOLITAN
EMERGENCY SERVICES BOARD

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

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

TO: Metropolitan Emergency Services Board
FROM: Washington County Commissioner Fran Miron, MESB Treasurer
RE: Treasurer's Report – June 2016
DATE: July 22, 2016

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 22, 2016.

Sincerely,

Fran Miron, Commissioner
Washington County
Treasurer, Metropolitan Emergency Services Board



Minnesota NG9-1-1 GIS News

July, 2016

Issue #4

In This Issue:

- NG9-1-1: National Collaboration
- Feature Article: MESB
- NG9-1-1 GIS Standards - Update
- Data Readiness Profiles - Update
- Upcoming Events
- Neighboring States

Useful Links:

DPS-ECN

Minnesota Department of Public Safety
Emergency Communication Networks GIS Information

MnGeo

Minnesota Geospatial Information Office

SECB

Statewide Emergency Communications Board

NENA

National Emergency Number Association

FirstNet

First Responder Network Authority

Contact Us:

Adam Iten, NG9-1-1 Project Manager

adam.iten@state.mn.us

or 651-201-7559

NG9-1-1: National Collaboration

The Minnesota Department of Public Safety, Emergency Communication Networks division (DPS-ECN) is responsible for oversight of public safety communications including the 9-1-1 system in the state and the migration to a Next Generation 9-1-1 (NG9-1-1) system. Minnesota is not alone in this journey, many states are beginning to plan for or are actively engaged in the process of creating their NG9-1-1 systems (see [status map](#)). Numerous federal, state, professional and academic organizations are also working together to define the processes and standards that will help guide the development and integration of NG9-1-1 geospatial data and systems nationally. Initiatives such as the [National Address Database \(NAD\)](#) are indicative of this multi-agency cooperation.

A recent report prepared by the [NG911 NOW Coalition](#) – a working group established by the [National Association of State 911 Administrators \(NASNA\)](#), [National Emergency Number Association \(NENA\)](#), and the [Industry Council for Emergency Response Technologies \(iCERT\)](#), emphasizes the need for collaboration at all levels of government and industry to help realize their goal of the nationwide deployment of NG9-1-1 by 2020. A June 13, 2016 NOW press release announcing the report, highlighted the role states play:

"State governments play a vitally important role in facilitating the deployment of NG911. The state governance, regulatory, statutory, funding, technical and operational, and educational aspects of successful deployment must be addressed at the state level," said Evelyn Bailey, NASNA's executive director. "The states that have made the most progress are those that have addressed these matters. The combined efforts of the Coalition partners will help the remaining states to step up the pace."

Cooperation between state and local government entities will be critical to the success of implementing NG9-1-1 in Minnesota. Within the Twin Cities metropolitan area the [Metropolitan Emergency Services Board \(MESB\)](#) plays a key role in building out NG9-1-1 geospatial data. I would like to thank Jill Rohret, Executive Director of MESB, for contributing this issue's guest article. Their work with PSAP managers as well as county and city GIS managers will help ensure that local data can be integrated with the statewide NG9-1-1 system while meeting local needs as well. Thank you Jill!

Jackie Mines, Director, DPS-ECN

Metropolitan Emergency Services Board

By Jill Rohret, Executive Director



The Metropolitan Emergency Services Board (MESB) was established by a Joint Powers Agreement for the purposes of overseeing the metropolitan 9-1-1 system, the metropolitan portion of the Allied Radio Matrix for Emergency Response (ARMER) system, and Emergency Medical Services (EMS) in the Twin Cities metropolitan area.

Formed in June 2005 by the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington, as well as the City of Minneapolis, as a result of a merger of the former Metropolitan 9-1-1 Board and the former Metropolitan Radio Board, the MESB provides metropolitan 9-1-1 network oversight, establishes standards and guidelines for 9-1-1 services, and coordinates the 9-1-1 database to ensure accuracy and integrity of the 9-1-1 system. It also oversees and manages the metropolitan portion of the [ARMER](#) system, establishes standards and guidelines for radio system operation in the region, and encourages and facilitates participation among the region's first responder agencies. For EMS, the MESB coordinates regional EMS activities, serves as an information clearinghouse, and supports EMS providers with monetary and programmatic resources to enhance the metropolitan EMS system. The MESB provides an essential forum for problem-solving and discussion by facilitating and coordinating meetings and activities for ARMER users, Public Safety Answering Points (PSAPs), and EMS providers involved in providing public safety service and response. The MESB also represents and advocates for the needs of its member entities and the metropolitan 9-1-1, ARMER, and EMS systems.

MESB Role in 9-1-1

In 1982, seven metropolitan counties formed the Metropolitan 9-1-1 Board as a joint powers agency to govern the metropolitan 9-1-1 system and carry out the requirements of counties under Minnesota Statute Chapter 403 for the establishment, operation, and maintenance of a 9-1-1 telephone system for the metropolitan area. The Board was later expanded to include Chisago and Isanti counties, along with the City of Minneapolis. The member entities recognized economic and operational advantages to the members to jointly plan, coordinate, and administer a regional 9-1-1 system. The Board allowed for cost savings and efficiencies for the counties as each county did not have to have staff to coordinate and manage the 9-1-1 network and database. The MESB continues that role today. Minnesota Statute 403 specifies the MESB's role in 9-1-1 system governance and maintenance. MS 403.07 Subd. 2 requires the MESB to establish design standards for the metropolitan 9-1-1 system. These standards must be included in State of Minnesota 9-1-1 rules. The MESB works closely and regularly with DPS-ECN on all 9-1-1 matters, but particularly in maintaining the efficacy of the 9-1-1 network infrastructure. The MESB also assists the region's PSAPs by determining the correct routing of wireless cell sectors, a role which was added as the 9-1-1 system needs evolved. In addition, the MESB monitors metropolitan 9-1-1 system performance and coordinates extensively on behalf of its member entities with system vendors and telecommunications service providers on 9-1-1 service related matters.

9-1-1 Data

In relation to 9-1-1 data, the current metropolitan area Enhanced 9-1-1 (E9-1-1) system relies on three key datasets: the Master Street Address Guide (MSAG), Automatic Location Identification (ALI), and ESN (Emergency Service Number) data. The MSAG is a tabular database used in validating addresses and determining the correct routing of 9-1-1 calls to the appropriate PSAP. It is the official 9-1-1 record of valid street names and house number ranges within communities in the region. The MSAG associates street address ranges to the correct combination of police, fire and medical responders (designated in the 9-1-1 system as an Emergency Service Number or ESN). Telecommunications service providers submit their wireline telephone records daily to be processed against the MSAG. Once validated, the records are added to or updated in the ALI database that is used for 9-1-1 call routing and caller location display at PSAPs.

The MESB coordinated the initial creation of the MSAG for the metropolitan region prior to implementation of the current E9-1-1 system on December 2, 1982. Since that time, each metropolitan county, having statutory responsibility for operation and maintenance of their 9-1-1 system, has maintained their portion of the MSAG, which is then overseen at a regional level by the MESB. In most cases, counties have assigned day-to-day responsibility of MSAG maintenance to PSAP personnel familiar with Computer Aided Dispatch (CAD) data. Each PSAP has a designated MSAG Coordinator who then interfaces with the MESB on various 9-1-1 data related matters. In partnership with their cities and emergency agencies, counties/PSAPs keep the address, emergency response, and PSAP boundary information contained in their MSAG and ESNs current. The MESB provides standardized regional 9-1-1 data oversight and support, as well as coordinates with telecommunication service providers, database vendors, and the metro area 9-1-1 system integrator on various 9-1-1 database issues.

NG9-1-1 and GIS

Today's E9-1-1 system is based on a phone number that, when a 9-1-1 call is made, flows through the 9-1-1 network and is used by the PSAP call handling equipment to perform a query into the static ALI database to obtain location information pre-associated with the calling device's phone number. With NG9-1-1, however, the current location of the calling device becomes part of the initial call flow through the 9-1-1 network. The location of the calling device may be a civic street address or a latitude/longitude coordinate. In an NG9-1-1 environment, both location validation and call routing determination will be done using geospatial data deployed in new NG9-1-1 network elements rather than today's existing database models. The county's role of maintaining the data essential to operating its 9-1-1 system will continue as the system evolves, however, the role will be accomplished through the maintenance of geospatial datasets rather than tabular files, such as the MSAG.

Early in the planning for NG9-1-1, the MESB recognized the industry need to replace the legacy MSAG with geospatial datasets as the means for address validation and call routing determination. As a result, in 2004, the MESB hired a GIS Coordinator to begin working with county and regional agencies in the assessment and planning for how future 9-1-1 needs could be accommodated with GIS efforts contemplated or underway in the metropolitan area. The discussions focused on creation of publicly available, authoritative, centerline and address point datasets that were multi-use in nature, but would be capable of meeting the anticipated NG9-1-1 requirements under development by the NENA. Collaboration by GIS staff from the seven metropolitan counties, the MESB, the Metropolitan Council, and the State of Minnesota resulted in the Metropolitan Road Centerline Consortium (MRCC) project (see [Issue #3](#) of this newsletter) that has become the vehicle for meeting the NG9-1-1 centerline requirements for the metropolitan region. Similar collaborative efforts are anticipated to meet NG9-1-1 address point data requirements for the metropolitan region.

Data Validation and Synchronization

The MESB also recognized that the transition to NG9-1-1 would require a significant effort to validate and synchronize legacy 9-1-1 data (MSAG, ESNs, and ALI telephone record data) with the geospatial data (centerline, address points, and emergency service response polygons). Although the State of Minnesota did not officially kickoff the Minnesota NG9-1-1 GIS project until 2015, the MESB began working with its member counties and PSAPs as early as 2010 to explore what would be involved in the NG9-1-1 data validation and synchronization effort. Anticipating statewide requirements, the MESB has helped its member counties identify key markers of NG9-1-1 data synchronization, organize and report on discrepant data, and coordinate with key parties on error resolution. The MESB has identified essential phases of the 9-1-1/GIS data synchronization effort including validation of Emergency Service Zone (ESZ) and response agency boundaries with the MSAG and ESNs, validation of street names across the key datasets, geocoding of 9-1-1 addresses to centerline and address point data, geocoding of address point data to the centerline, centerline validations (e.g. parity checks), and ESN assignment comparison/validation. The metropolitan area counties and PSAPs are currently at various stages in their data synchronization, depending on

when they started, the state of their existing GIS data, timing with Computer Aided Dispatch (CAD) system upgrades, etc. Through diligence on their part, some MESB counties have even reached a current level of just .2% or less of 9-1-1 addresses that do not match either their county centerline or address points.

In working with its member entities, the MESB has also observed that, due to the data synchronization effort, metropolitan area PSAPs and county GIS departments have forged new partnerships surrounding GIS data, as well as strengthened their ties with address authorities, thereby ensuring that official addressing is consistently reflected throughout the datasets. The 9-1-1/GIS data synchronization effort in the metropolitan area is clearly benefiting existing centerline, address point, CAD, MSAG, and ALI data accuracy today. The synchronization effort is also positioning metropolitan area counties to be in a state of data readiness so that minimal adjustments will be needed to meet statewide NG9-1-1 GIS standards as they are finalized and approved.

Staff from the MESB, metro county GIS organizations, and PSAPs are working closely with Adam Iten, the State's NG9-1-1 GIS Project Manager, to share knowledge gained in the metro area over recent years and to offer input into the statewide project. The MESB is looking forward to more clarity from the DPS-ECN and MnGeo regarding NG9-1-1 system requirements as statewide planning and implementation evolves. As specifics of the State's NG9-1-1 system become clear, MESB will continue, as it has in the past, to support its member counties and PSAPs as they align their GIS data and processes to meet NG9-1-1 needs.

The Future of 9-1-1

In the future, 9-1-1 will remain a vital part of public safety. Though the future technical specifications are not entirely clear, the MESB is committed to evolving its role in the 9-1-1 system as it continues to evolve with technology and user needs. The MESB will continue to support and work with metropolitan agencies to optimize the 9-1-1 system and data, and will continue to advocate for system performance standards.

NG9-1-1 GIS Standards - Update

The Minnesota NG9-1-1 GIS Standards Workgroup continues to move forward with its efforts to establish GIS data standards for NG9-1-1. The workgroup consists of GIS managers and staff representing each of [DPS-ECN's seven regions](#).

Whether you describe them as guidelines, specifications, models, benchmarks or axioms, standards are needed because NG9-1-1 GIS data will be harvested from and maintained by local authoritative sources whenever possible. Standards will help ensure that these data can be consumed efficiently and with confidence that they will meet Emergency Call Routing Function (ECRF) and Location Validation Function (LVF) requirements.

Road Centerlines Review:

Working closely with the GIS Standards Workgroup, in late March DPS-ECN and MnGeo published a first draft of the document, *Minnesota Next Generation 9-1-1 GIS Data Standards*. Although the draft document focused solely on standards for road centerlines, it also included an overview of the state's proposed NG9-1-1 GIS data model, roles and responsibilities for the state and its partners, map projection requirements, and data creation and collection standards.

PSAP and GIS managers from across the state were asked to review the document and comment on standards defined in the publication by the end of April. Nearly 50% of the state's PSAPs responded, submitting more than 250 comments or questions. Examples include:

“Are the field names, types, and widths required or will the state have a means to translate the data into the final statewide schema as long as some field is present in the dataset to cover each mandatory and conditional field?”

“Are we conforming to State or Nena requirements? Assume this is saying conform to State standards which conforms to NENA standards?”

“Our current road centerline data closely aligns with requirements here. Missing fields should not require much effort to populate. That said, ZIP CODE boundaries have posed some difficulty locally. I could benefit from an authoritative zip code boundary source to populate the ZIP_L and ZIP_R fields.”

“Our centerlines meet spatial requirements, some maintenance will be needed once schema is changed and new fields are introduced. Is there a plan or suggestions in place to assist in verification of 100% msag [MSAG] matching once msag [MSAG] entries are made into the road centerline dataset?”

“Can E991 [E9-1-1] funds be used to acquire outside help on the project, and will the state provide help to meet this extensive list of standards?”

Comments have been compiled and reviewed by DPS-ECN and MnGeo and in most cases, staff responded to questions asked by the reviewers. MnGeo staff worked closely with the GIS Standards Workgroup to include revisions recommended through the vetting process in the second draft of the document. The second draft will be distributed for review in late August/early September to PSAPs, GIS managers and for the first time, NG9-1-1 vendors, ECRF and LVF vendors, and other states. This is the second of at least three revisions expected before formal approval of the completed document by the MESB, NG9-1-1 GIS Subcommittee, NG9-1-1 Committee, SECB, and [Minnesota Geospatial Advisory Council](#). Final approval will likely not occur until early 2017 (Figure 1).

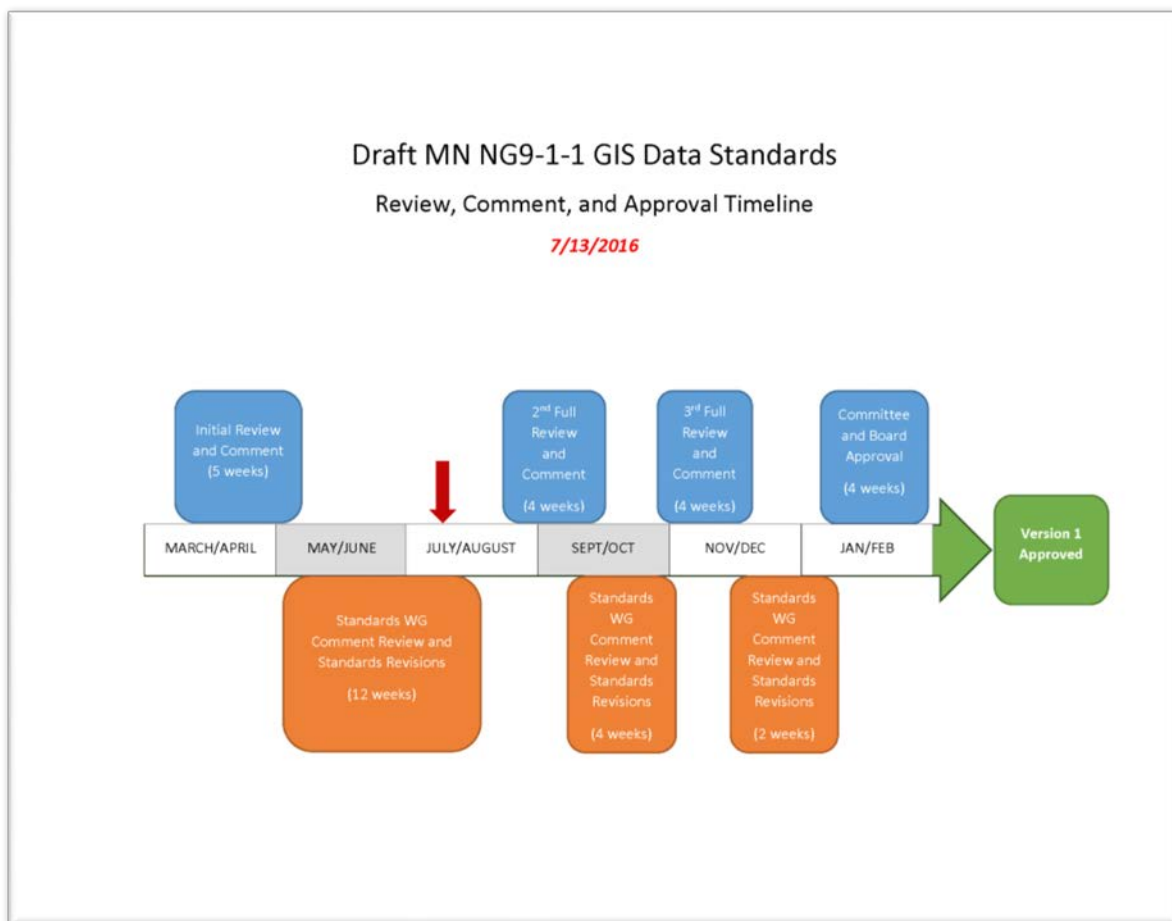


Figure 1: Data Standards Timeline

The second draft of *Minnesota Next Generation 9-1-1 GIS Data Standards* will also include preliminary specifications for address points and polygonal GIS data.

Address Points:

A growing number of PSAPs and GIS authorities across the country are building an “address point” layer for their service areas. Address points use a distinct geographic location such as [USNG](#) or latitude/longitude to describe the position of a residence, business, grocery store, police station, etc. (Figure 2).

Information associated with an address point such as its street address, accompanying phone number, business name and contents (such as hazardous chemicals storage) can potentially be displayed on a 9-1-1 dispatcher’s screen. The ability to link address locations to photos, 3-D floor plans and much more make address points more useful than current-day MSAG and ALI data.



Figure 2: Address Points

DPS-ECN and MnGeo are recommending that PSAPs begin building their address point layer along with road centerlines and emergency service boundaries. As with road centerlines, to maximize the benefit of collecting and utilizing site/structure address points in NG9-1-1, data standards are needed. DPS-ECN and MnGeo have begun work to define those standards for Minnesota building upon draft standards prepared by NENA, MetroGIS and adjacent states. Staff from the MESB, MnGeo and DPS-ECN have methodically compared (Figure 3) each with the other - identifying commonalities and differences. Preliminary results from this analysis will be incorporated in the second draft of *Minnesota Next Generation 9-1-1 GIS Data Standards* after being vetted by the MetroGIS Address Workgroup, MESB and the GIS Standards Workgroup.

In addition to defining “structure” of the data, i.e. domains, attributes, field widths and types, etc., consideration must be given to how address points are placed. The document, [NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1](#), provides helpful guidelines for address point data development including point placement considerations. Many of its recommendations will be incorporated in future revisions of *Minnesota Next Generation 9-1-1 GIS Data Standards*.

| MINNESOTA | | | | | NENA Site/Structure Address Points Data Model | | | | | MetroGIS | | | | IOWA | | | | | |
|--------------------------|------------|-----|------|-------|---|--------|------------------------------|------------|-------|----------|-------------|-----------------------------------|---------|------|-------------|------------|-------|------|-------------|
| Descriptive Name | Field Name | M/C | Type | Field | Responsibility | Domain | Descriptive Name | Field Name | M/C/O | Type | Field Width | Field | M/C/O | Type | Field Width | Field | M/C/O | Type | Field Width |
| 1 Source of Data | SOURCE | M | T | 75 | Local | Y | Source of Data | Source | M | A | 75 | ADRSOURCE, AUTHORITY, EDI/O, M, D | A, A, A | A | 40, 40, 40 | SOURCE | M | A | 75 |
| 2 Date Updated | EDITED_DT | M | D | | Local | N | Date Updated | DateUpdate | M | D | 20 | UPDATEDATE | M | D | | UPDATEDATE | M | D | 20 |
| 3 Effective Date | ACT_DATE | C | D | | Local | N | Effective Date | Effective | O | D | 20 | n/a | | | | EFF_DATE | M | D | 20 |
| 4 Expiration Date | RET_DATE | C | D | | Local | N | Expiration Date | Expire | O | D | 20 | n/a | | | | EXP_DATE | O | D | 20 |
| 5 Site Unique ID | UNIQUE_ID | M | T | 100 | Local | N | Site NENA Globally Unique ID | Site_NGUID | M | A | 100 | ADD_ID_NAT, ADD_ID_LOC | M, M | A | 60, 50 | SITE_UID | M | A | 100 |
| 6 Country | COUNTRY | O | T | 2 | State | Y | Country | Country | M | A | 2 | n/a | | | | COUNTRY | M | A | 2 |
| 7 State | STATE | M | T | 2 | State | Y | State | State | M | A | 2 | STATE_CODE | M | A | 2 | STATE | M | A | 2 |
| 8 County | COUNTY | M | T | 40 | Local | Y | County | County | M | A | 40 | CO_NAME | M | A | 20 | COUNTY | M | A | 40 |
| n/a | | | | | | | Additional Code | AddCode | C | A | 5 | n/a | | | | n/a | | | |
| 9 Additional Data URI | ADDDATAURI | C | T | 254 | Local/State | N | Additional Data URI | AddDataURI | C | A | 254 | n/a | | | | n/a | | | |
| 10 Municipality | QTY | M | T | 100 | Local | Y | Incorporated Municipality | Inc_Muni | M | A | 100 | MUNI_NAME | M | A | 30 | INC_MUNI | M | A | 100 |
| n/a | | | | | | | Unincorporated Community | Uninc_Comm | O | A | 100 | n/a | | | | UN_COMM | C | A | 100 |
| n/a | | | | | | | Neighborhood Community | Nbrhd_Comm | O | A | 100 | n/a | | | | NGHED_COMM | C | A | 100 |
| 11 Address Number Pref/w | ANUMBERPRE | C | T | 15 | Local | N | Address Number Prefix | AddNum_Pre | C | A | 15 | ANUMBERPRE | M | A | 6 | HNP | O | A | 15 |

Figure 3: Address Points Standards Analysis

Polygonal GIS Data:

To the extent that time allows, the second draft of *Minnesota Next Generation 9-1-1 GIS Data Standards* will include preliminary standards for polygonal data such as PSAP, law, fire, first responder and ambulance service areas. Ultimately, standards for polygonal data will define the structure of the data as well as resolution, map projections, etc.

Once these standards are defined, vetted and approved, polygonal data submitted by local authorities will be carefully reviewed by DPS-ECN and MnGeo staff. They will work with PSAPs, GIS managers and emergency service providers to resolve issues like boundary overlaps or gaps that may occur between adjacent PSAPs (Figure 4). Polygonal data will be compared with road centerlines, address points and MSAG tabular data as well to ensure its completeness and accuracy.

A complete set of standards for polygonal data will appear in the third revision of the data standards document.



Figure 4: Service Area Gaps

Data Readiness Profiles – Update

As noted in *Issue #3 of Minnesota NG9-1-1 GIS News*, a major initiative currently underway at MnGeo is the assessment of existing geospatial data needed to support the NG9-1-1 operations. Data Readiness is one of many processes used by MnGeo to evaluate 9-1-1 and GIS data submitted by local authorities (PSAPs, GIS managers, etc.). It falls within the Data Assessment activity – the first of three major program activities. The other two are Data Preparation, and Ongoing Data Maintenance. Each activity consists of multiple processes and phases undertaken to prepare the geospatial data for on-going ECRF and LVF use.

NG9-1-1 data assessments began in late 2015 when DPS-ECN and MnGeo requested GIS and tabular 9-1-1 data: MSAG, ALI and English Language Translation (ELT), from each PSAP in the state. Beginning with the Northeast region, these data have undergone a rigorous inspection and evaluation. Results from nearly 100 data readiness checks are being captured in a Data Readiness Profile table for each PSAP. Key results will be highlighted in a comprehensive Data Readiness Report and shared with PSAP and GIS authorities to support them with the validation and ultimately correction of their data. Below are examples (Figure 5) of several pieces of a *draft* Data Readiness Report.

Once the Data Readiness Profiles are completed for a region, MnGeo will work with local PSAP and GIS managers to schedule and kick-off the next activity, Data Preparation. Like the previous activity, Data Preparation consists of multiple processes and phases used by state and local authorities to validate and correct street centerlines, address points, PSAP and ESN boundaries. Tabular information, including the MSAG, ALI, ELT data are also to be assessed for each [ECN region](#) in the state - beginning with the Northeast. The Data Preparation process involves six phases:

1. Community Name Validations
2. Street Name Validations
3. Address Validations
4. Road Centerline Validations
5. Emergency Service Zone Validations
6. Edge Matching

Summary tables and charts:

2. Observation of Data Supplied to MnGeo

- a. Comments
 - i. There are blank records in all of their GIS data.

b. Aitkin County MSAG

| | |
|------------------------|------|
| Number of Entries | 1855 |
| Unique Street Names | 1260 |
| Unique Community Names | 18 |

c. Centerlines

| | |
|------------------------|------|
| Number of Entries | 4979 |
| Unique Street Names | 1247 |
| Unique Community Names | 15 |

d. Address Point

| | |
|------------------------|-------|
| Number of Entries | 14824 |
| Unique Street Names | 1056 |
| Unique Addresses | 14802 |
| Unique Community Names | 16 |

e. ALI

| | |
|------------------------|------|
| Number of Entries | 7391 |
| Unique Street Names | 0 |
| Unique Addresses | 5600 |
| Unique Community Names | 0 |

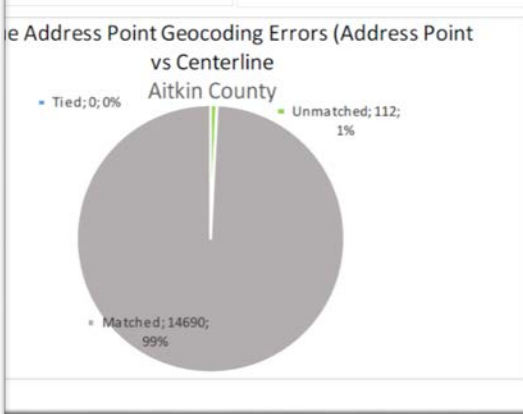
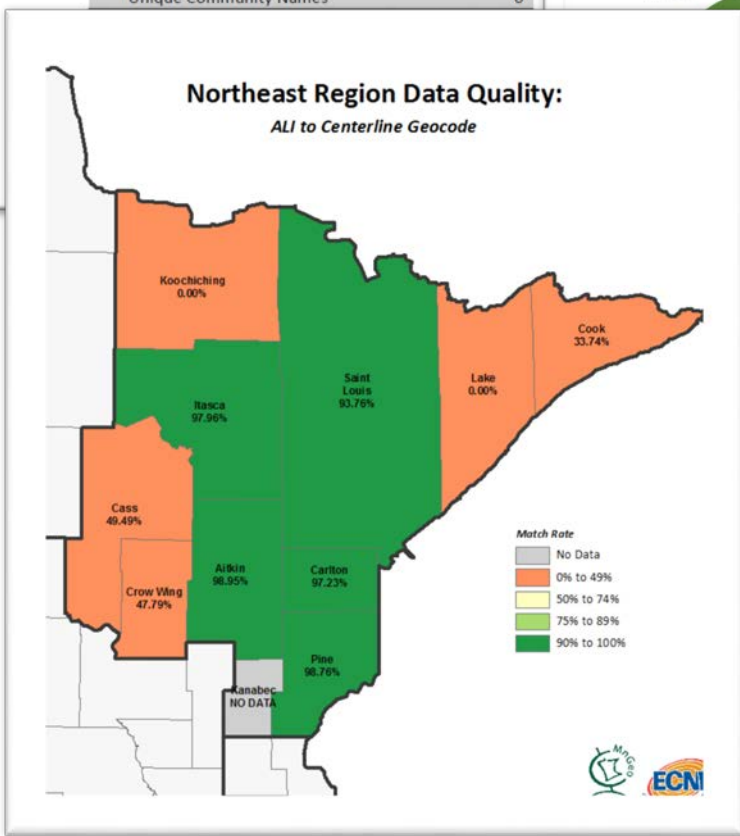
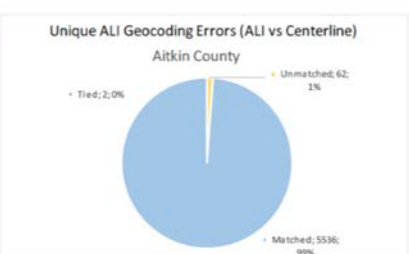
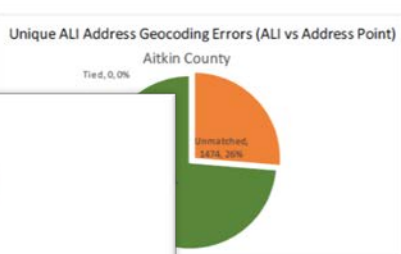
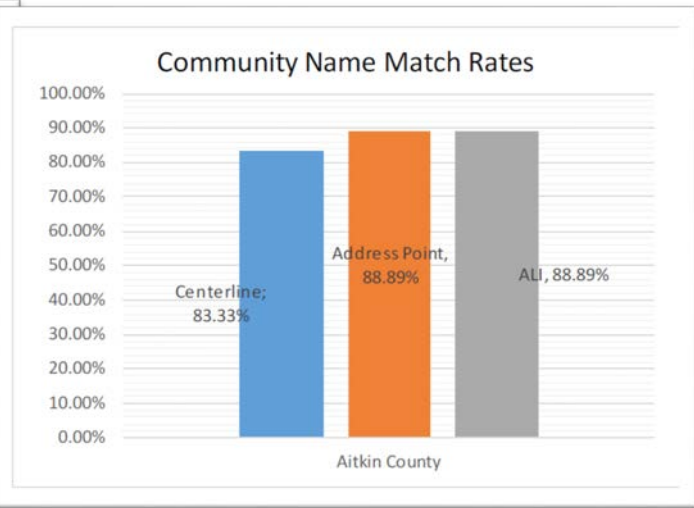


Figure 5: Data Readiness Profile Report

Community Names Validation report:

During the Community Names Validation phase the jurisdictional community name found in three input data files will be scrutinized for accuracy, continuity and adherence to state standards. The data sets to be evaluated for each PSAP are: Road Centerlines, Address Points, and the MSAG. This process has been designed to address the following questions:

1. Is every community name in the MSAG represented in both the Street Centerline and the Address Point geospatial data files?
2. Under what conditions should a change to a Community Name in any of those input data sets be required?
3. Who should determine when a change should be made?
4. What process should the affected stakeholders take to assure a change is permanently reflected in their source data?

Consistent and accurate community names are important because they are a critical component of geocoding, location validation, and call routing tasks. Below is a sample (Figure 6) comparison of Aitkin community names from five different sources. Pale red indicates a mismatch between these sources. For example, the community name “Deerwood” appears in the MSAG but not in the street centerline file provided by the PSAP or in the GNIS database.

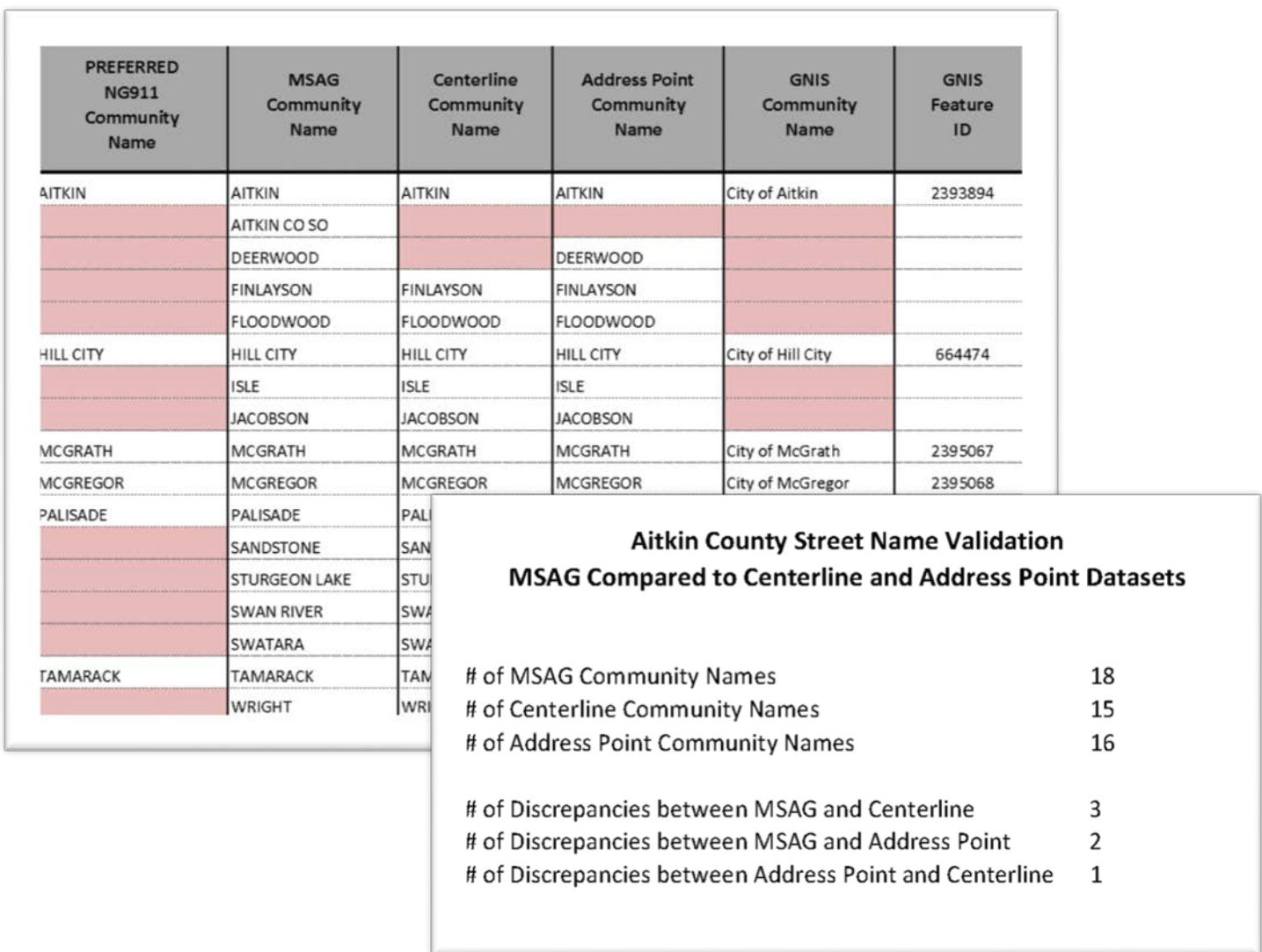


Figure 6: Community Names Analysis

In the coming weeks, DPS-ECN and MnGeo staff will be meeting with PSAP and GIS managers in the Northeast region to review and discuss their assessment of local data.

Upcoming Events

Notable upcoming DPS-ECN NG9-1-1 events:

- ❖ August 11: NG9-1-1 GIS Subcommittee Meeting
- ❖ August 24: NG9-1-1 Committee Meeting
- ❖ August 25: SECB Meeting
- ❖ September 8: NG9-1-1 GIS Subcommittee Meeting
- ❖ September 28: MN Geospatial Advisory Council Meeting
- ❖ October 26-28: [MN GIS/LIS Annual Conference](#), Duluth, MN

Neighboring States

For more information about NG9-1-1 efforts in the states surrounding Minnesota, visit:

[Iowa Enhanced 9-1-1](#)

[North Dakota ND911](#)

[South Dakota 9-1-1](#)

Wisconsin: In planning phase. See NENA [status map](#).

If you have a news item pertaining to NG9-1-1 that you would like to share in future issues of this newsletter, please contact:

Adam Iten, NG9-1-1 Project Manager

Telephone: 651-201-7559

E-mail: adam.iten@state.mn.us

Metropolitan Emergency Services Board

| | | |
|--|---------------------------------|--|
| MEETING DATE: September 14, 2016 | PRESENTED BY: Tretter | AGENDA NUMBER: 4A. Approval of TriTech / LOGIS interface for MCC7500 dispatch console |
|--|---------------------------------|--|

RECOMMENDATION

The Radio TOC recommends to the MESB Board approval of the TriTech interface with the Motorola MCC7500 console for generating alert notification paging for the Bloomington and Minnetonka PSAP's.

BACKGROUND

Per ARMER standards, equipment or applications which touch or interface with the ARMER system must be approved by the MESB and the Statewide Emergency Communications Board (SECB).

As technology has evolved, the ability to automate fire paging between Computer Aided Dispatch (CAD) systems and consoles has evolved and made the paging process more efficient.

ISSUES & CONCERNS

The proposed interface would automate fire paging from TriTech CAD to the MCC7500 consoles. The interface will send out automatic pages on VHF systems via an executable file on the MCC7500 consoles. As a call comes into CAD, the page can be automatically sent out from the console via the executable file without having to manually enter in the page into the console, thereby fostering efficiency within the PSAP.

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

FINANCIAL IMPACT

None to the MESB.

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

| |
|---------|
| MOTION: |
|---------|

August 17, 2016

MESB Radio TOC

Subject: MCC7500 Interface Request

The LOGIS consortium is moving to a TriTech system for Computer Aided Dispatch and we have a desire to interface to the MCC7500 consoles for our member PSAPS. I've attached a diagram provided by LOGIS network staff after consultation with John Anderson. Below is the description of the interface provided by TriTech.

TriTech – Motorola MCC 7500 Interface Description

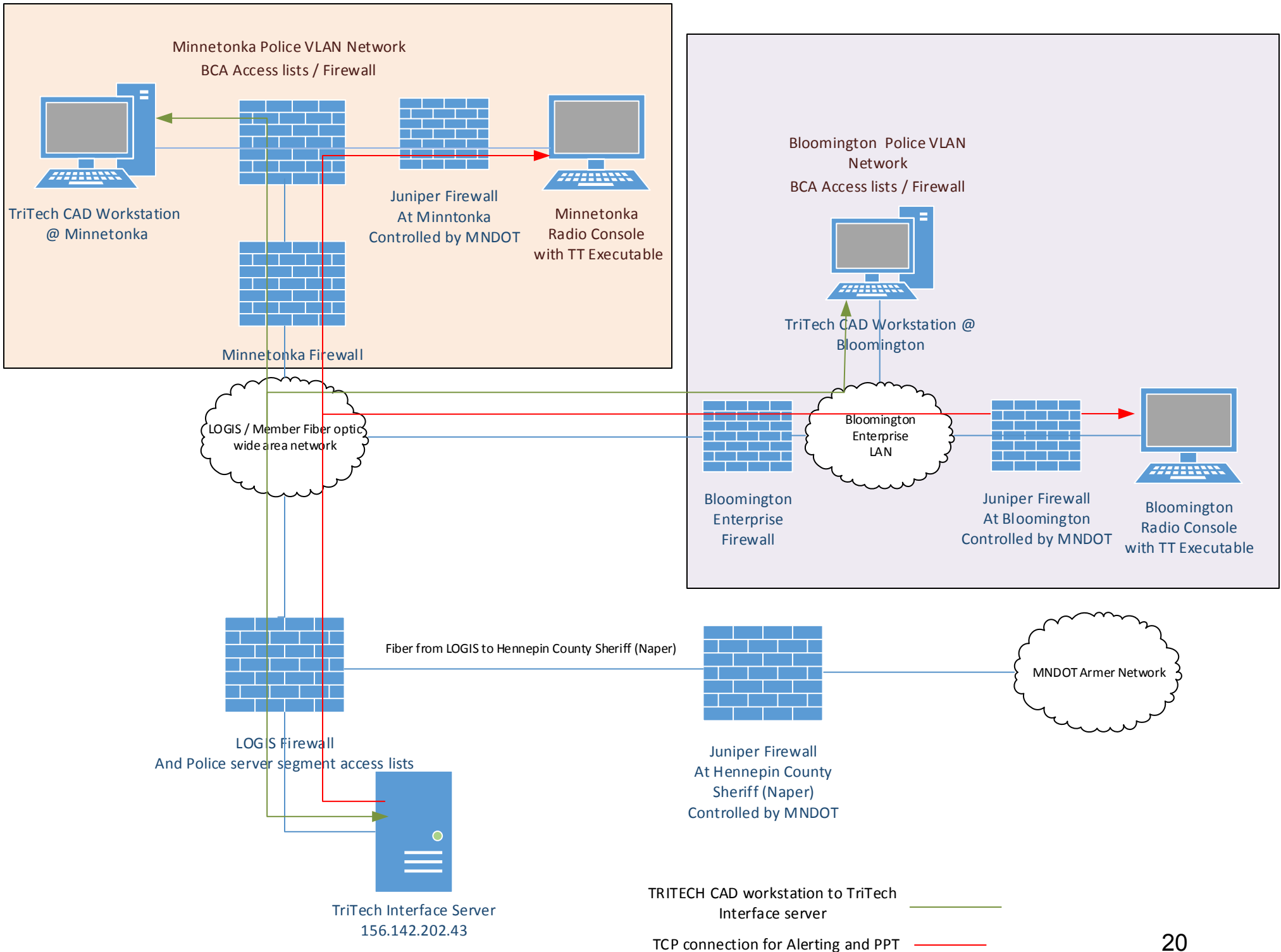
The Interface will function with 4 public safety answering points, Bloomington, Minnetonka, Rice and Steele 911 Center and the Dakota Communications Center. The interface calls for the installation of a small executable on the consoles. The TriTech executable running on the console exists to receive communication via TCP and call the corresponding function calls. The executable also receives the API messages, which can be sent back to our interface server via the TCP connection.

The interface shall generate alerting/notification messages for stations upon unit dispatch events.

Alerting/Notification: The interface shall generate alerting/notification messages for stations upon unit dispatch events. Alert messages will correspond to a "Page Alias" or "Page Alias Group" identified in the console as a representation of a station.

LOGIS is requesting MESB approval.





Metropolitan Emergency Services Board

| | | |
|--|--------------------------------|--|
| MEETING DATE: September 14, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4B. Approval of Award of Audit RFP |
|--|--------------------------------|--|

RECOMMENDATION

Staff recommends the Board approve the award of the audit RFP to Redpath and Company.

BACKGROUND

Per MESB Policy 027 – Contracted Professional Services, the MESB went out for RFP for audit services in July 2016. The RFP notice was printed in the State Register’s July 11, 2016 edition, and on the MESB’s website, with a deadline of July 29, 2016.

The MESB last issued a RFP for audit services in late 2004.

ISSUES & CONCERNS

The MESB received one response from its RFP for audit services, from Redpath and Company.

FINANCIAL IMPACT

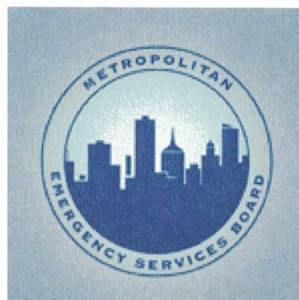
The Redpath and Company response includes financial figures which align with the MESB’s 2017 budget amount for audit services.

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

| |
|---------|
| MOTION: |
|---------|

**Proposal for Independent Professional Auditing
Services for the Fiscal Years Ending
December 31, 2016 Through 2020**

**Metropolitan Emergency
Services Board**



July 26, 2016

**Submitted By:
Peggy A. Moeller, CPA
Partner**

pmoeller@redpathcpas.com
651.407.5832

Redpath and Company, Ltd.
55 East Fifth Street
Saint Paul, MN 55101
651.426.7000
www.redpathcpas.com



Table of Contents

| <u>Section</u> | | <u>Page</u> |
|----------------|--|-------------|
| | Letter of Transmittal | 1 |
| I | Client Assessment | 2 |
| II | Industry Experience..... | 5 |
| III | Independence | 6 |
| IV | License to Practice in Minnesota | 7 |
| V | Firm Qualifications and Experience | 8 |
| VI | Partner, Supervisory and Staff Qualifications and Experience | 9 |
| VII | Similar Engagements with Other Governmental Entities | 13 |
| VIII | Specific Audit Approach | 15 |
| IX | Acknowledgement of Scope and Required Audit Schedule | 21 |
| Appendix A | Peer Review Report..... | 23 |
| Appendix B | Proposer Guarantees and Warranties | 24 |





July 26, 2016

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

Dear Ms. Rohret:

It is our pleasure to present this proposal for Metropolitan Emergency Services Board (MESB). Choose Redpath and Company and you will have selected a committed, qualified CPA firm as a collaborative partner. We are ready to deliver for you!

Redpath and Company has a proven process of delivering value where the client manager is held accountable to deliver on our promise by spending time with you to identify issues and solutions. This proactive approach and immersion into your industry differentiates us from other CPA firms.

Our understanding of the work to be done is outlined in Section IX of this proposal. We commit to perform the work within the time period outlined in the Request for Proposal.

Thank you for your consideration of Redpath and Company. We look forward to continuing to work with you.

Sincerely,

A handwritten signature in black ink that reads "Peggy A. Moeller".

Peggy A. Moeller, CPA
Partner

Section I – Client Assessment

Your Goals and Our Approach

| Your Goals | Our Approach |
|---------------------------------------|---|
| Proven Client Management Process | The focus is on you. Our organizational and client management structure is designed to deliver you the best client service. Your account will be proactively managed by a client service manager to serve your business requirements. Client service managers are responsible for knowing your industry, business, goals, and needs. In addition, they coordinate service delivery through our service area leaders, whose primary focus is to develop knowledgeable and efficient teams. New clients express appreciation for our client service management structure, the strong relationships client managers build, and how valuable client managers are as trusted advisors. |
| Timely Deliverables | Our goal is to deliver field results to the audit partner within 10 days of fieldwork completion. The audit partner will then deliver the initial audit draft to you after another 10 days. We avoid delays and last minute changes by conducting a thorough partner review in the field. Specific timelines for your engagement will be communicated onsite by the partner in charge. |
| Industry Experience | We have significant experience with local governments (please see page 13 for a selected list of similar clients). Local governments are a primary focus for our government group and the staff assigned to your account will have specific knowledge of these types of entities. |
| Collaborative, Communicative Approach | Your Redpath team will be in constant communication and collaboration with you to provide specific direction, planning, and timelines. We enjoy conferring with clients and encourage them to contact us throughout the year. We do not bill for routine inquiries. Client calls and emails will be timely addressed. |
| Qualified Staff | The professionals assigned to your account will be senior level and experienced. Your dedicated client manager will be a Partner from our Government practice area and will be in the field with the team. It is our responsibility to train junior staff members – not yours. |

Section I – Client Assessment

Our Three Uniques

1. You are a trusted Partner.

This partnership will help you make the best possible decisions affecting your success. We will provide the professional services requested in a **proactive** and timely manner. “Proactive” means taking into account the entire business environment in which you operate. We strive to uncover areas where you can save money, streamline operations, or increase productivity. This big picture/small detail approach will bring you peace of mind throughout the engagement.

2. We are a qualified CPA firm.

Redpath and Company ranks in the Top 12 largest accounting firms in the Twin Cities and is an independent member of a large worldwide organization of professional accounting firms, HLB International. With approximately 124 staff between our St. Paul and White Bear Lake offices, we have the experience and services to match national firm capabilities. The difference is our personal service. Our **innovative** approach will provide you with local attention backed by global capabilities.

3. Not a commodity provider.

We believe our estimate of fees to be competitive, yet it allows us to be responsive to your needs and provide high-quality service. We will respond to routine questions from your personnel during the year at no additional charge. We provide **value-driven solutions** by solving, not selling.

Outstanding Service is Our Standard

We have the right systems, resources, and talent in place to exceed your expectations. Here are a few examples of **how we are able to provide outstanding service.**

I. Dedicated Client Manager

MESB can expect the following from their Redpath and Company client service manager:

- Understanding of your industry and business needs
- Active management, monitoring, and timely delivery of services provided
- Deep knowledge of all Redpath and Company services and products to recommend solutions as needs arise
- Coordination of periodic consulting meetings and a year-end planning meeting

Section I – Client Assessment

II. Deep Government Bench.

With over a century of accumulated experience at the senior professional level, we have a pool of knowledgeable government auditors who understand this sector’s audit process. In addition to the leadership identified below, there are approximately 12 staff level professionals dedicated to this industry. Your engagement will be consistently staffed with qualified experts.

| Name | Title | Government Experience |
|------------------------|----------------|-----------------------|
| David J. Mol, CPA | Partner | 34 Years |
| Peggy A. Moeller, CPA | Partner | 32 Years |
| Jeffery L. Wilson, CPA | Senior Manager | 31 Years |
| Andrew P. Hering, CPA | Director | 16 Years |
| Cathy A. Lydon, CPA | Senior Manager | 11 Years |

III. Efficient delivery of services.

At a minimum, your Client Service Manager will meet monthly with your engagement team to review a detailed “task list” customized to your needs. The “task list” meetings keep the team informed of all compliance deadlines, client expectations, and new opportunities. Throughout the year, we will meet with you to discuss the “task list” and make sure all business needs and compliance issues are identified, appropriate due dates are set, and expectations are exceeded.

IV. Talent recruitment and retention are a priority.

In January 2003, Redpath and Company became 100-percent employee-owned. The Employee Stock Ownership Plan (ESOP) is an important part of our culture and gives us a competitive edge in attracting and retaining quality staff. The employee owners in our firm have a financial interest in the company and therefore are heavily vested in long-term growth and delivering services aligned with our core values. The professionals assigned to your account will be high-level and experienced.

Section II – Industry Experience

Industry Involvement

We train our staff to be Thinkers, not Robots. Thinkers understand government finance and apply their understanding in determining the right procedures and services for clients. There are many good accountants that follow governmental accounting standards, but in today's world governmental services should be treated as more than a commodity. Our professionals participate in local, regional, and national associations to be proactive in understanding the issues this industry faces.

AICPA Governmental Audit Quality Center

The Center is a national community of CPA firms that demonstrate a commitment to governmental audit quality and raise awareness about the importance of governmental audits. The Center provides members with best practices, guidelines, and tools CPAs need to perform quality governmental audits and better serve their clients.

Members of the Center demonstrate their commitment by voluntarily agreeing to adhere to Center membership requirements, including designating a partner responsible for its governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making the firm's peer review report findings publicly available.

GFOA's Certificate of Excellence Program

Four staff members currently participate in the GFOA's Certificate Review Program. Additionally, six staff members are former reviewers. Certificate reviewers perform reviews of four to six CAFR's each year from governmental audits throughout the United States. David Mol and Peggy Moeller have also conducted seminars on the certificate program.

Section III – Independence

We are independent with respect to the Metropolitan Emergency Services Board as defined by generally accepted auditing standards and *Government Auditing Standards*.

We have no knowledge of any business, investment, or personal relationships with MESB, its officials, appointed employees or department heads, and personnel of our firm that would impair our independence or would cause a conflict of interest.

Redpath and Company complies with the requirements of the AICPA's peer review program. A copy of our most recent external quality control review report, on which we received an unqualified opinion, is included in Appendix A. This review included specific government engagements.

Section IV – License to Practice in Minnesota

Our firm is licensed and in good standing with the State of Minnesota. Our annual license is in effect from January 1, 2016 to December 31, 2016. We renew the license annually. Our license number is 359. The partners of our firm hold the following certificates issued by the Minnesota State Board of Accountancy:

| <u>Name</u> | <u>Certificate No.</u> |
|----------------------|------------------------|
| James S. Redpath | 5846 |
| David J. Mol | 9129 |
| D. Kenneth George | 7601 |
| Norman C. Longsdorf | 8423 |
| Steven J. Wahlin | 8160 |
| Mark C. Gibbs | 11326 |
| Thomas W. Hodnefield | 12890 |
| Paul W. Longsdorf | 12957 |
| Peggy A. Moeller | 5515 |
| Brian J. Sweeney | 19549 |
| Gloria J. McDonnell | 18891 |
| Joel C. Newby | 18904 |
| Sue Weiskopf-Larson | 11565 |
| Megan Johnson | 19180 |
| John Kammerer | 23585 |

All key employees assigned to the audit (managers, senior managers and directors) are properly licensed to practice in Minnesota.

Section V – Firm Qualifications and Experience

About Redpath and Company, Ltd.

Redpath and Company is a leading accounting firm providing proactive, innovative, and value driven CPA services. We serve closely held businesses, government, and not-for-profit entities in the areas of audit & attest, tax, benefits and compensation administration, international consulting, mergers & acquisitions, succession and estate planning, and valuation services. Our offices are located in St. Paul, Minnesota and White Bear Lake, Minnesota and have approximately 124 employees. In addition to government expertise, we have a full range of services at your disposal including:

- Sales tax
- Employee benefit plans
- Payroll
- Regulatory audit assistance
- Temporary outsourcing and troubleshooting
- Internal control

Our firm’s professional demographic is as follows:

| Classification | Total Staff Number | Government Services Staff Number |
|--------------------|-----------------------|---|
| Partners | 15 | 2 |
| Directors | 4 | 1 |
| Senior Managers | 12 | 2 |
| Managers | 15 | 4 |
| Professional staff | 47 | 7 |
| Other staff | 31 | 1 |
| Total | 124 | 17 |

Our firm is licensed and in good standing with the State of Minnesota. Our license number is 359 and it is renewed annually.

Redpath and Company’s quality control is subject to peer review under the AICPA’s Private Companies Practice Section. We are pleased to continue our history of receiving unqualified opinions on our peer review reports. Our most recent peer review report is included as Appendix A. This review includes specific government engagements.

Redpath and Company, Ltd. has not had any federal or state reviews of its audits or disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Related Experience

Redpath and Company has been dedicated to the government industry since our inception in 1971. We have extensive background and success in working with cities, housing authorities, relief associations, charter schools and other government entities. With more than 40 years of experience servicing governmental entities, Redpath and Company is well-positioned and eager to continue to deliver value to MESB.

Team Assignment

We believe in developing long-term relationships and strive to maintain consistency in key assigned staff from year-to-year. As part of our personal brand of service, you will deal one-on-one with senior Redpath and Company staff.

Your engagement will be staffed by the following Redpath and Company senior professionals:

Peggy A. Moeller, CPA – Partner. Participates in planning meeting(s) with MESB staff. Assists field auditors with complex technical issues; final review and signing of reports; exit and presentation to the Board of Directors. Peggy will be the assigned Client Service Manager and is responsible for continued contact throughout the year.

Jackie M. Kotilinek, CPA – Manager. Jackie is responsible for coordinating fieldwork for MESB, supervising audit staff and reviewing audit work.

In addition to the above staff, we anticipate assigning two other staff auditors on a full time basis on the MESB audit.

Equal employment opportunities and the value of diversity is an essential part of our business practices and principles. This commitment to equal employment opportunities extends to the assignment of staff to engagements.

All partners and professional staff of our firm are required to attain a minimum of 40 hours per year of continuing professional education (CPE). Included in the 40 hour per year requirement, partners and staff who work in the governmental area are required to have at least 24 hours of CPE directly related to the governmental environment and governmental auditing in a two-year period, in accordance with government audit standards.

Section VI – Partner, Supervisory and Staff Qualifications and Experience

A summary of specialized training in governmental auditing and accounting for assigned personnel is as follows:

| Personnel | Position | Hours of qualified "Yellow Book" CPE in gov't/NFP auditing and accounting over the past three years ending June 30, | | | |
|--------------------------|----------|---|------|------|-------|
| | | 2014 | 2015 | 2016 | Total |
| Peggy A. Moeller, CPA | Partner | 45 | 50 | 71 | 166 |
| Jackie M. Kotilinek, CPA | Manager | 42 | 41 | 36 | 119 |

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Peggy A. Moeller, CPA

Audit Partner

Minnesota Certificate No. 5515

Peggy Moeller leads the Government/Not-for-Profit service area at Redpath and Company. She specializes in audit and management advisory services for local governments, assisting organizations with quality financial reporting and special projects such as debt studies, cash flow projections and utility rate studies. She is a national reviewer of the Government Finance Officers Association's Certificate of Achievement in Financial Reporting Program and is a frequent presenter.



Peggy has over thirty years of governmental audit experience. Governments audited for the year ended December 31, 2015 include the Cities of Blaine, Oakdale, Andover, St. Anthony Village and Columbus, Metropolitan Emergency Services Board, Metropolitan Mosquito Control District, Minnesota Valley Transit Authority, St. Cloud Housing and Redevelopment Authority and a number of Watershed Districts, Relief Associations and Cable Commissions.

Peggy received her Bachelor of Arts Degree from the University of Minnesota and is a member of the American Institute of Certified Public Accountants (AICPA), Minnesota Society of Certified Public Accountants (MNCPA) and the Minnesota Government Finance Officers Association (MNGFOA). She currently serves on the MNGFOA Conference Committee and was a presenter at MNGFOA's advanced accounting classes in October 2015.

Peggy lives in Lake Elmo with her husband Bill and has two children. To relax, she enjoys taking cruises and long weekends at the cabin with her family.

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Jackie M. Kotilinek, CPA

Manager

Minnesota License No. 25813

Jackie is a manager in the governmental and non-profit service area at Redpath and Company. She assists clients with audited and reviewed financial statements and accounting services. She works with a variety of governmental and non-profit entities including cities, special districts, schools, housing authorities and non-profit organizations.



Jackie graduated from North Dakota State University with a Bachelor of Accountancy Degree and is a member of the American Institute of Certified Public Accountants (AICPA), Minnesota Society of Certified Public Accountants (MNCPA) and Minnesota Government Finance Officers Association (MNGFOA). Jackie is a former national reviewer for the GFOA Certificate Program and is a member of the School District Audit Review Task Force.

Jackie lives in Buffalo with her husband and two children. When she's away from her desk, she enjoys outdoor activities such as camping and softball.

Section VII – Similar Engagements with Other Governmental Entities

Government Client List

Our firm has been involved in providing audit and other services to governmental clients since 1971. The following is a list of Minnesota governmental entities which we have audited in the past year:

Housing Authorities

Bloomington HRA²
Cambridge HRA
Columbia Heights EDA/HRA
Fridley HRA

St. Cloud HRA²
St. Louis Park Housing Authority
Washington County HRA^{1,2}

Local Governments

Andover¹
Blaine¹
Bloomington^{1,2}
Cambridge^{1,2}
Champlin¹
Chanhassen^{1,2}
Columbia Heights¹
Columbus

Fridley¹
Grand Rapids^{1,2}
Oakdale¹
Oak Park Heights
St. Anthony Village
St. Louis Park^{1,2}
Waconia¹

Charter Schools

Dugsi Academy
Duluth Public Schools Academy²
Hiawatha Academies
High School for Recording Arts
Parnassus Preparatory School
Partnership Academy²

Rochester Math & Science
Rochester STEM Academy
Spectrum High School
Urban Academy

¹GFOA Certificate Holder

²Required a federal single audit for 2015

Section VII – Similar Engagements with Other Governmental Entities

Special Districts

Carnelian-Marine-St. Croix Watershed District
Lower Minnesota River Watershed District
Minnehaha Creek Watershed District
Mississippi Water Mgmt. Org.
Nine Mile Creek Watershed District
Ramsey-Washington Metro Watershed District

Rice Creek Watershed District
Riley Purgatory Bluff Creek Watershed District
South Washington Watershed District
Valley Branch Watershed District

Joint Ventures

Grand Rapids/Itasca County Airport Commission
Central St. Croix Valley Joint Cable Communications Commission
Quad Cities Cable Communication Commission
Anoka-Champlin Fire Department

Relief Associations

Bayport Fire Relief Association
Brooklyn Park Fire Relief Association
Chanhassen Fire Department Relief Association
Cohasset Fire Relief Association
Cottage Grove Fire Relief Association
Grand Rapids Fire Relief Association
Lake Elmo Fire Relief Association
Little Canada Fire Relief Association
Lower St. Croix Fire Relief Association
Maplewood Fire Relief Association
New Brighton Fire Relief Association
Newport Fire Relief Association
St. Anthony Fire Relief Association
White Bear Lake Fire Relief Association
Woodbury Fire Relief Association

Specialty

North Suburban Hospital District
Minnesota Valley Transit Authority^{1,2}
Metropolitan Mosquito Control District
Three Rivers Park District^{1,2}

¹GFOA Certificate Holder

²Required a federal single audit for 2015

Section VIII – Specific Audit Approach

Audit Approach Overview

Every audit requires individual attention. Whether we are auditing the entity two years in a row, or two different entities of similar size, each audit receives individual attention and a customized approach. This approach is necessary to deliver a quality audit and to provide assurance. Auditing should never be mechanical using the same procedures and processes over and over again. Listed below are some of the steps we take to insure every audit receives customized attention:

- Encourage staff to think “outside-of-the-box”.
- Evaluate risk of a material misstatement by conducting interviews with staff throughout the entity. This approach gives us a more thorough understanding of what’s happening throughout the organization.
- Use audit programs as a menu of potential procedures, not as a checklist. We evaluate risk of misstatements first and then identify and perform procedures that respond to the identified risk.
- Focus on transactions and use data mining software for assistance to uncover red flags in payroll and disbursements.
- Employ sampling methods in areas where it is deemed efficient and effective.

MESB/Audit Firm Relationship

Our firm approaches each audit with the understanding that we work for the Board of Directors and that we work with MESB staff to obtain the necessary information to conduct the audit.

Our working relationship with the Board of Directors will include the following:

- **Issuance of annual engagement letter (contract).**
The engagement letter addresses auditor responsibilities, management’s responsibilities, scope of services, and fees.
- **Optional meeting with Board members prior to the start of the audit.**
This meeting provides each Board member an opportunity to communicate any concerns they may have and ask questions regarding the audit process.
- **Available throughout the year.**
Audit staff is available throughout the audit cycle and throughout the entire year to respond to inquiries.
- **Presentation of audit results.**
This presentation includes a review of all reports issued.

Section VIII – Specific Audit Approach

Our working relationship with MESB staff will include the following:

- **Internal task list meetings.**
The Redpath and Company team assigned to MESB’s audit meets monthly to ensure client needs are met. Our firm prepares a “task list” customized for each client.
- **Task list meetings with clients.**
The client manager coordinates periodic meetings with MESB staff. The purpose of these meetings is to identify and discuss financial, accounting and audit topics. These meetings are generally held quarterly.
- **Audit planning meeting.**
Prior to year end, the client manager meets with MESB staff to discuss the upcoming audit. This meeting includes establishing a timeline for each audit segment.

Security of Information

Our firm uses secure email and a secure Client Portal for transmitting files. Our portal is an efficient, secure platform to exchange information needed for audit purposes.

Section VIII – Specific Audit Approach

Service Approach

We take the approach that we provide a service, not a commodity. We also take our role as independent auditor seriously and we will dig into details. Our approach is a good fit for organizations that expect high quality services. Our clients value our responsiveness to their needs and the assurance provided by our services.

Audit Timeline

We strive to build efficiency in our execution and timing of our audit engagements. We commit to the preliminary report and exit conference date stated in the RFP. We will work with MESB staff to determine a time table for the audit and we anticipate the following segments:

| Segment | Level of Staff | Hours |
|--|----------------|-------|
| 1. Audit planning and interim audit programs to meet the particular needs of the engagement and scheduling of appropriate support personnel, internal control evaluation, walkthroughs and risk assessment and legal compliance. | All levels | 22 |
| 2. Final fieldwork (including substantial review, and preparation of draft reports) for MESB Audit. | All levels | 108 |
| 3. Final reviews, edits of reports and exit conference (to review drafts of all reports). | All levels | 25 |

Specifically, the engagement is anticipated to have the following timeline:

October

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

October 2016:

Execute engagement letter and entrance conference with MESB staff.

December 2016:

Fiscal Year-End and audit planning complete – Includes the refining of audit programs to meet the particular needs of the engagement and performing various audit procedures required by SAS 99 (fraud standards) and SAS 104-111 (risk assessment standards) such as initial internal control walkthroughs and documentation, conducting internal planning meetings to review audit strategy, and scheduling of appropriate engagement personnel. A list of all schedules to be prepared by MESB will be provided to MESB no later than December 31, 2016.

December

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



Section VIII – Specific Audit Approach

December

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

April

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

The schedule for preliminary and final fieldwork will be agreed upon by Redpath and Company and MESB staff at the October entrance conference. Detail of the proposed segments are as follows:

Preliminary fieldwork by December 31, 2016 – Includes audit tasks which will alleviate final fieldwork requirements and SAS 104-111 audit procedures such as client interviews, internal control testing and walkthroughs, legal compliance testing. Expected to be 1 day utilizing two Redpath personnel.

Receive MESB trial balance and prepare audit lead schedules and draft financial statements– We utilize financial statement preparation software. This software enables the assigning of each account on the trial balance to a specific line item in the financial statements. Once all accounts have been assigned, the audit lead schedules can be produced upon receiving a final trial balance. Auditor to complete preliminary draft fund financial statements prior to final fieldwork.

Final fieldwork completed by April 15, 2017 – Expected to be 3 to 4 days in duration utilizing three Redpath personnel.

Final workpaper review and report preparation – Our approach is to have substantially all reviews completed by the end of fieldwork. Our goal is to have the audit to the Partner for final review within 10 days of completion of final fieldwork.

Draft report and exit conference by April 30, 2017 – With Executive Director and Financial Services Specialist to discuss fieldwork results and significant findings.

Presentation of audit report at May 2017 Board of Directors Meeting – Presentation of the draft audit report by an audit Partner at the Board of Directors meeting.

May 2017 – Issue final reports. Transmit final audit adjustments (including description/reason for entry) to MESB personnel.

Section VIII – Specific Audit Approach

Audit Areas of Emphasis

For several years we have used a risk-based approach which more recently has been mandated by auditing standards. Using this approach we develop a preliminary audit strategy based on risk and continually evaluate the approach throughout the engagement. This process results in a dynamic engagement rather than a canned approach. Areas of emphasis may change from year-to-year and some procedures are altered every year to guard against complacency.

Understanding of Your Internal Control

We will request copies of MESB policies and procedures manuals. We will also interview the appropriate MESB staff to gain a further understanding of MESB's design of the internal control over financial reporting.

Sampling

We will use sampling methods in any area where it is deemed efficient and effective. Typically, we use sampling for disbursements, payables, payroll and other areas.

Analytical Procedures

Our firm uses analytical procedures in the planning and final review stages as required by audit standards. We also use analytical procedures as substantive testing in areas which we believe such procedures are effective.

Laws and Regulations

Laws and regulations that are subject to audit test include applicable statutes as compiled by the Office of the State Auditor in the Minnesota Legal Compliance Audit Guide.

Communication

During the planning stage, we establish two-way communication with management and those charged with governance. We will ask if you have any preferred method of communication, concerns or requests.

All draft reports will be reviewed with you prior to issuance. The exit conference provides a forum to discuss issues raised during the engagement and to obtain an understanding of all reports prior to issuance.

Section VIII – Specific Audit Approach

We are available to present the issued reports to the governing board or similar group.

Proactive Service

By having experienced auditors in the field, clients consistently receive proactive and open communication about ideas, opportunities and risks. We take a proactive approach with clients by keeping them up-to-date on new audit and compliance standards in their industry throughout the year. We monitor regulatory, business and economic trends, and continually look for ways for our clients to reduce risks or take advantage of opportunities. We communicate emerging developments through client letters, newsletters, e-mail alerts, our Web site and one-on-one communication.

Use of Computer Software in the Engagement

We have significant experience auditing computerized systems.

Our firm uses several software packages as follows:

CCH Engagement – This software enables us to import your trial balance and prepare various schedules used for analytical purposes, preparation of lead schedules and financial statements.

IDEA – This software is a data-mining software and enables us to import information for further analysis. The information analyzed is payroll, disbursements (check register) and journal entries.

Client Portal – This enables the secure transfer of information needed for audit purposes.

Section IX – Acknowledgement of Scope and Required Audit Schedule

Redpath and Company has more than 40 years of experience servicing governmental entities and has audited many agencies with activities similar to MESB. We also have experience performing single audits for a variety of federal programs.

We understand that the work to be performed is as stated in the Request for Proposal on Auditing Services, key elements of which are as follows:

Metropolitan Emergency Services Board:

- We will audit the basic financial statements of MESB as of and for the years ending December 31, 2016 through 2020. Our audit will be performed in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*. With regard to required supplementary information (RSI), we will apply certain limited procedures, which will consist principally of inquiries of management regarding methods of measurement and presentation of supplementary information. However, we will not audit the information nor express an opinion on it.
- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*
- Minnesota Legal Compliance Report
- Preparation of Communication to Those Charged with Governance (Management Letter)
- Federal Single Audit (if required, performed in accordance with the provisions of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* – Uniform Guidance)
- Draft, type, copy, and assemble the Annual Financial Statements (MESB to prepare the Management Discussion and Analysis)

We believe our estimate of professional hours and fees to be competitive yet allow us to be responsive to your needs and provide high-quality service. **We will respond to routine questions from MESB personnel during the year at no additional charge.**

Our proposed fee is based on the anticipated scope of services. An increase in the scope of service will necessitate an addendum (change order) to this agreement. Examples of an increase in the scope of service include additional audit procedures resulting from certain accounting issues or events, new contractual agreements, new accounting and auditing standards, if there is an indication of misappropriation or misuse of public funds, or difficulties encountered due to lack of accounting records, incomplete records, inaccurate records or turnover in MESB's staff.

Section IX – Acknowledgement of Scope and Required Audit Schedule

Value Added Services:

Additional services provided as part of doing business with Redpath and Company:

- Proprietary client management system to maximize engagement efficiency
- Professionals who are able to communicate, interpret, and educate highly sophisticated financial concepts to a less technical audience in understandable terms

Detail on fees is presented in the Dollar Cost Proposal.

We commit to the time schedule stated in the RFP.

Appendix A – Peer Review Report



LIEM & COMPANY, P.C.
Certified Public Accountants & Business Consultants

Member:
Private Companies Practice
Section, Division of Firms,
American Institute of
Certified Public Accountants
Arizona Society of Certified
Public Accountants

System Review Report

September 26, 2013

To the Shareholders of
HLB Tautges Redpath, Ltd.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of HLB Tautges Redpath, Ltd. (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of HLB Tautges Redpath, Ltd. in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. HLB Tautges Redpath, Ltd. has received a peer review rating of *pass*.

Liem & Company, P.C.

4455 East Camelback Road
Suite E290
Phoenix, Arizona 85018
Telephone (602) 667-6040
Fax (602) 667-6039
www.liemcpa.com

Appendix B – Proposer Guarantees and Warranties

PROPOSER GUARANTEES

- I. The proposer certifies that it can and will provide and make available, as a minimum, all services set forth in Section II, Scope of Services.

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without prior written permission of the Metropolitan Emergency Services Board.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: *Peggy A. Moeller*

Name (typed): Peggy A. Moeller, CPA

Title: Partner

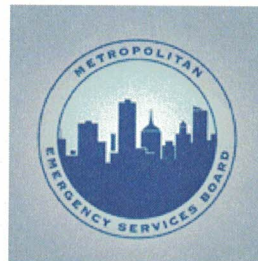
Firm: Redpath and Company, Ltd.

Date: July 26, 2016

DOLLAR COST
PROPOSAL

**For the Fiscal Years Ending
December 31, 2016 Through 2020**

**Metropolitan Emergency
Services Board**



July 26, 2016

**Submitted By:
Peggy A. Moeller, CPA
Partner**

**Redpath and Company, Ltd.
55 East Fifth Street
Saint Paul, MN 55101
651.426.7000
pmoeller@redpathcpas.com
www.redpathcpas.com**

I hereby certify that I am entitled to represent Redpath and Company, Ltd. and am empowered to submit the bid and am authorized to sign a contract with Metropolitan Emergency Services Board.

Peggy A. Moeller

 Peggy A. Moeller, Partner

Schedule of Professional Fees and Expenses

| Services | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Metropolitan Emergency Services Board: | | | | | |
| Financial audit | \$20,500 | \$21,145 | \$21,825 | \$22,520 | \$23,245 |
| Single audit (if required) | 5,000 | 5,150 | 5,300 | 5,450 | 5,600 |
| Accounting services - cash to accrual assistance, as needed | 4,200 | 4,325 | 4,450 | 4,600 | 4,750 |
| GASB 68 (pension) calculation assistance | 525 | 540 | 550 | 565 | 575 |
| OPEB calculation assistance | 525 | 540 | 550 | 565 | 575 |
| Out of pocket expenses | - | - | - | - | - |
| Quarterly Task List meetings | no charge | no charge | no charge | no charge | no charge |
| Routine phone calls | no charge | no charge | no charge | no charge | no charge |
| Total ^{(1),(2),(3)} | \$30,750 | \$31,700 | \$32,675 | \$33,700 | \$34,745 |

⁽¹⁾ Assumes no significant changes in accounting and auditing standards.
⁽²⁾ Single Audit assumes one major program.
⁽³⁾ If significant additional time is necessary due to a change in scope of services, we will immediately discuss it with MESB's Executive Director and arrive at a new fee estimate before we incur the additional costs.

Metropolitan Emergency Services Board Schedule of Professional Fees and Expenses For the Audit of the 2016 Financial Statements

| 2016 | Hours | Billing Rate | Total |
|--|-------|-----------------|-----------------|
| Audit: | | | |
| Partner | 20 | \$350 | \$7,000 |
| Manager | 40 | 200 | 8,000 |
| Senior auditor | 45 | 140 | 6,300 |
| Audit staff | 45 | 115 | 5,175 |
| Other: Support staff | 5 | 80 | 400 |
| Subtotal for services as described in Section II, Nature of Services | 155 | | 26,875 |
| Out-of-pocket expenses/other/rounding: | | | |
| Single Audit (if required) | | | 5,000 |
| Accounting services - cash to accrual | | | 4,200 |
| GASB 68 (pension) calculation assistance | | | 525 |
| OPEB calculation assistance | | | 525 |
| Travel, lodging and subsistence | | | - |
| Realization adjustment | | | (6,375) |
| Total all inclusive maximum price for FY2016 audit⁽¹⁾ | | | \$30,750 |
| ⁽¹⁾ The fee quoted includes single audit and is for one major program | | | |

**Metropolitan Emergency Services Board
Schedule of Professional Fees and Expenses
For the Audit of the 2017 Financial Statements**

| 2017 | Hours | Billing Rate | Total |
|--|-------|-----------------|-----------------|
| Audit: | | | |
| Partner | 20 | \$361 | \$7,220 |
| Manager | 40 | 206 | 8,240 |
| Senior auditor | 45 | 144 | 6,480 |
| Audit staff | 45 | 118 | 5,310 |
| Other: Support staff | 5 | 82 | 410 |
| Subtotal for services as described in Section II, Nature of Services | 155 | | 27,660 |
| Out-of-pocket expenses/other/rounding: | | | |
| Single Audit (if required) | | | 5,150 |
| Accounting services - cash to accrual | | | 4,325 |
| GASB 68 (pension) calculation assistance | | | 540 |
| OPEB calculation assistance | | | 540 |
| Travel, lodging and subsistence | | | - |
| Realization adjustment | | | (6,515) |
| Total all inclusive maximum price for FY2017 audit⁽¹⁾ | | | \$31,700 |
| ⁽¹⁾ The fee quoted includes single audit and is for one major program | | | |

Metropolitan Emergency Services Board Schedule of Professional Fees and Expenses For the Audit of the 2018 Financial Statements

| 2018 | Hours | Billing Rate | Total |
|--|-------|-----------------|-----------------|
| Audit: | | | |
| Partner | 20 | \$372 | \$7,440 |
| Manager | 40 | 212 | 8,480 |
| Senior auditor | 45 | 148 | 6,660 |
| Audit staff | 45 | 122 | 5,490 |
| Other: Support staff | 5 | 84 | 420 |
| Subtotal for services as described in Section II, Nature of Services | 155 | | 28,490 |
| Out-of-pocket expenses/other/rounding: | | | |
| Single Audit (if required) | | | 5,300 |
| Accounting services - cash to accrual | | | 4,450 |
| GASB 68 (pension) calculation assistance | | | 550 |
| OPEB calculation assistance | | | 550 |
| Travel, lodging and subsistence | | | - |
| Realization adjustment | | | (6,665) |
| Total all inclusive maximum price for FY2018 audit⁽¹⁾ | | | \$32,675 |
| ⁽¹⁾ The fee quoted includes single audit and is for one major program | | | |

**Metropolitan Emergency Services Board
Schedule of Professional Fees and Expenses
For the Audit of the 2019 Financial Statements**

| 2019 | Hours | Billing Rate | Total |
|--|-------|-----------------|-----------------|
| Audit: | | | |
| Partner | 20 | \$383 | \$7,660 |
| Manager | 40 | 218 | 8,720 |
| Senior auditor | 45 | 152 | 6,840 |
| Audit staff | 45 | 126 | 5,670 |
| Other: Support staff | 5 | 87 | 435 |
| Subtotal for services as described in Section II, Nature of Services | 155 | | 29,325 |
| Out-of-pocket expenses/other/rounding: | | | |
| Single Audit (if required) | | | 5,450 |
| Accounting services - cash to accrual | | | 4,600 |
| GASB 68 (pension) calculation assistance | | | 565 |
| OPEB calculation assistance | | | 565 |
| Travel, lodging and subsistence | | | - |
| Realization adjustment | | | (6,805) |
| Total all inclusive maximum price for FY2019 audit⁽¹⁾ | | | \$33,700 |
| ⁽¹⁾ The fee quoted includes single audit and is for one major program | | | |

**Metropolitan Emergency Services Board
Schedule of Professional Fees and Expenses
For the Audit of the 2020 Financial Statements**

| 2020 | Hours | Billing Rate | Total |
|--|------------|-----------------|------------------------|
| Audit: | | | |
| Partner | 20 | \$394 | \$7,880 |
| Manager | 40 | 225 | 9,000 |
| Senior auditor | 45 | 157 | 7,065 |
| Audit staff | 45 | 130 | 5,850 |
| Other: Support staff | 5 | 90 | 450 |
| Subtotal for services as described in Section II, Nature of Services | <u>155</u> | | <u>30,245</u> |
| Out-of-pocket expenses/other/rounding: | | | |
| Single Audit (if required) | | | 5,600 |
| Accounting services - cash to accrual | | | 4,750 |
| GASB 68 (pension) calculation assistance | | | 575 |
| OPEB calculation assistance | | | 575 |
| Travel, lodging and subsistence | | | - |
| Realization adjustment | | | (7,000) |
| Total all inclusive maximum price for FY2020 audit⁽¹⁾ | | | <u><u>\$34,745</u></u> |
| ⁽¹⁾ The fee quoted includes single audit and is for one major program | | | |

Metropolitan Emergency Services Board

| | | |
|--|--------------------------------|--|
| MEETING DATE: September 14, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4C. Approval to Execute 2016 Audit Engagement Letter |
|--|--------------------------------|--|

RECOMMENDATION

Staff recommends the Board approve the execution of the 2016 audit engagement letter.

BACKGROUND

Each year, the MESB's audit firm sends an audit engagement letter which must be executed, and which serves as the agreement between the MESB and the audit firm for that year's audit.

ISSUES & CONCERNS

None. The terms in the engagement letter match what was included in Redpath and Company's RFP response.

FINANCIAL IMPACT

The Redpath and Company response includes financial figures which align with the MESB's 2017 budget amount for audit services.

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

| |
|---------|
| MOTION: |
|---------|

August 23, 2016

To the Board of Directors
Metropolitan Emergency Services Board
Metro Counties Government Center
2099 University Avenue W., Suite 201
St. Paul, MN 55104-3431

We are pleased to confirm our understanding of the services we are to provide the Metropolitan Emergency Services Board for the years ended December 31, 2016 through December 31, 2020.

Audit Services

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Metropolitan Emergency Services Board as of and for the years ended December 31, 2016 through December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Metropolitan Emergency Services Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Metropolitan Emergency Services Board's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules, General Fund, 911 Fund
3. Schedule of Funding Progress – Other Postemployment Benefit Plan
4. Schedule of Proportionate Share of Net Pension Liability
5. Schedule of Pension Contributions

Nonaudit Services

As part of this engagement, we will also provide the following assistance:

- Preparation of draft financial statements, footnotes and schedules.
- Accounting services, including cash-to-accrual assistance, as requested.
- Assistance with calculation of OPEB liability
- Assistance with GASB 68 (pension) calculations

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the minimum procedures for auditors as prescribed by M.S. 6.65, and will include tests of accounting records of the Metropolitan Emergency Services Board, and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Metropolitan Emergency Services Board's financial statements. Our report will be addressed to the Board of Directors. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Metropolitan Emergency Services Board is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we

consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Metropolitan Emergency Services Board's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Minnesota Legal Compliance Audit Guide for Political Subdivisions requires that we test whether the auditee has complied with certain provisions of Minnesota Statutes. Our audit will include such test of the accounting records and other procedures as we consider necessary in the circumstances.

Other Services

We will also assist in preparing the financial statements and related notes of the Metropolitan Emergency Services Board and provide cash to accrual assistance, OPEB liability calculation assistance and Pension calculation assistance in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, cash to accrual conversion, OPEB liability and Pension calculation assistance previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and

financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations,

as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, cash to accrual assistance, and assistance with OPEB liability and pension calculations and that you have reviewed and approved the financial statements and related notes prior to their issuance and other nonaudit services we provide and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Metropolitan Emergency Services Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Redpath and Company, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agency(ies), a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Redpath and Company, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the grantor agency(ies). If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our base audit fee for these services plus out-of-pocket costs (such as courier fees) are estimated as follows, except that we agree that gross fees will not exceed the following:

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Audit and financial statement preparation | <u>\$20,500</u> | <u>\$21,145</u> | <u>\$21,825</u> | <u>\$22,520</u> | <u>\$23,245</u> |
| Accounting services (as needed) | <u>\$4,200</u> | <u>\$4,325</u> | <u>\$4,450</u> | <u>\$4,600</u> | <u>\$4,750</u> |
| OPEB calculation assistance | <u>\$525</u> | <u>\$540</u> | <u>\$550</u> | <u>\$565</u> | <u>\$575</u> |
| GASB 68 (pension) calculation assistance | <u>\$525</u> | <u>\$540</u> | <u>\$550</u> | <u>\$565</u> | <u>\$575</u> |

The above fees are based on the anticipated scope of services and on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encouraged during the audit. An increase in the scope of service will necessitate an addendum (change order) to this agreement. Examples of an increase in the scope of service include significant changes in your operations, new contractual agreements, new accounting and auditing standards, indications of fraud or abuse, incomplete, inaccurate or piecemeal accounting records, or turnover in your staff.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 120 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to Metropolitan Emergency Services Board and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

REDPATH AND COMPANY, LTD.



Peggy A. Moeller, CPA

Response

This letter correctly sets forth the understanding of the Metropolitan Emergency Services Board.

Management signature:

Governance signature:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Nonaudit Services:

The individual assigned to oversee nonaudit services is the Financial Services Specialist unless otherwise indicated below.

Other Individual (Name and Title) _____

Metropolitan Emergency Services Board

| | | |
|--|--|---|
| MEETING DATE: September 14, 2016 | PRESENTED BY: Arneson/Rohret | AGENDA NUMBER: 4D. Approval of the 2017 – 2021 MESB Joint Powers Agreement |
|--|--|---|

RECOMMENDATION

Board counsel and staff recommend the Board approve the 2017 – 2021 MESB Joint Powers Agreement.

BACKGROUND

The Joint Powers Agreement (JPA) which created the Metropolitan Emergency Services Board was executed in 2005, and has been amended twice since (2008 and 2011). The current JPA has been in effect since January 1, 2012 and expires on December 31, 2016.

ISSUES & CONCERNS

Board counsel and the Executive Director have reviewed the current JPA and made proposed amendments for the 2017 – 2021 agreement. These amendments are not major amendments; they are primarily language changes to reflect statutory and circumstantial changes which have occurred since the current version was executed. A summary of the changes immediately follows this action sheet in the meeting materials.

Some of the changes include: including Chisago and Isanti Counties in the EMS provisions as the state now considers them to be part of the metro region; name changes for the Statewide Radio Board; inclusion of new statutory provisions; and removal of the Cost Allocation Committee and the associated attachment to the JPA.

Once the MESB approves this language, the governing body of each member agency must approve and execute the agreement.

FINANCIAL IMPACT

None to the MESB.

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

| |
|---------|
| MOTION: |
|---------|



**METROPOLITAN
EMERGENCY SERVICES BOARD**

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

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

MEMO

To: MESB Members
From: Jay Arneson, Board Counsel
Date: August 23, 2016
RE: Amendments to the Joint Powers Agreement

1. Subsequent to the last amendment and renewal of the JPA in 2012, Chisago County and Isanti County became part of the metropolitan EMS regional system and became voting members when the Board acts in its capacity as a regional emergency medical services board. The current JPA contains language that is no longer applicable given the change in status of those two counties. Language which distinguished Chisago County and Isanti County in regards to EMS matters is being deleted, and outdated references to a “seven-county metropolitan area” are being replaced with a “nine-county metropolitan area.” [See the edits to the last recital on page 1, the second recital on page 2, Article 1.C, and similar changes throughout the JPA.]
2. Minnesota Laws 2013, Chapter 32, Section 8, enacted Minn. Stat. § 403.392, which provides that a regional radio board may elect to become a regional emergency communications board and exercise the powers authorized under Minn. Stat. § 403.392. The JPA is being amended to make this election. [See the edits to Article IV, Section 1.D.]
3. The current JPA does not expressly state that the Board may delegate authority to the Executive Director beyond contracting authority. The proposed amendment is intended to make explicit that the Board may delegate “such other powers as the Board deems appropriate for the efficient and effective management of the joint powers organization.” [See the edits to Article IV, Section 2.A.6.]
4. Minnesota Laws 2013, Chapter 32, Section 6, enacted Minn. Stat. § 403.382, which authorized the Statewide Radio Board to elect to become a Statewide Emergency Communication Board (SECB). The JPA is being amended to replace all outdated references to the “Statewide Radio Board” and the “SRB” with “Statewide Emergency Communication Board” and “SECB.” [See the edits to Article IV, Section 2.B.2, and similar changes throughout the JPA.]

5. Minnesota Laws 2013, Chapter 32, Section 8, enacted Minn. Stat. § 403.392, subd. 2, which requires a regional radio board that has elected to become a regional emergency communication board to amend its JPA to include the powers authorized under Minn. Stat. § 403.392. [See the edits to Article V, Section 4.]
6. The need for a Radio Cost Allocation Committee ended when all members joined the ARMER system. The proposed amendment deletes the description of a Radio Cost Allocation Committee. [See the edits to Article V, Section 4.]
7. Costs for the regional radio system are no longer allocated on a per radio basis. Language referencing the allocation of costs on a per radio basis in accordance with a Cost Allocation Plan is now deleted. [See the edits to Article VI, Section 7.]
8. The current JPA expires at the end of 2016. The proposed amendment provides that the revised JPA is effective January 1, 2017 and runs through December 31, 2021. [See the edits to Article IX, Section 1.]
9. Exhibit A, Radio Cost Allocation Plan, is deleted.

**JOINT POWERS AGREEMENT
FOR
METROPOLITAN EMERGENCY SERVICES BOARD**

AGREEMENT made on the effective date herein between Anoka County, Carver County, Chisago County, Dakota County, Hennepin County, Isanti County, Ramsey County, Scott County, Washington County, and City of Minneapolis.

WHEREAS, the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington entered into a joint powers agreement to establish the Metropolitan 911 Board to carry out the requirements of counties under Minnesota Statutes, Chapter 403 for the establishment of a 911 telephone system in the seven-county metropolitan area; and

WHEREAS, the provision of Emergency Medical Services (EMS) is a function that is related to the installation and operation of a regional 911 telephone system; and

WHEREAS, regional EMS systems governed by a body consisting of appointed representatives from each of the counties within a region are eligible for funds from the EMS Regulatory Board in accordance with Minnesota Statutes, Section 144E.50; and

WHEREAS, the Joint Powers Agreement for Metropolitan 911 Board was previously amended to include the power to serve as a regional EMS system board under Minnesota Statutes, Sections 144E.50 to 144E.52; and

WHEREAS, the Metropolitan Radio Board was established pursuant to Minnesota Statutes, Section 403.22, and included the seven member counties to the Metropolitan 911 Board and Chisago County, Isanti County and the City of Minneapolis; and

WHEREAS, the statutorily created Metropolitan Radio Board terminated pursuant to Minnesota Session Laws, 2004, c. 201, s. 22, and a successor regional radio board needed to be established pursuant to Minnesota Statutes, Section 403.39 to plan, implement, maintain, and operate regional and local improvements to the statewide, shared, trunked radio and communication system provided for in Section 403.36; and

WHEREAS, the seven member counties to the Metropolitan 911 Board and the City of Minneapolis recognized that there were economic and operational advantages to the members to jointly plan, coordinate, and administer a regional 911 system, emergency medical services, and a regional radio system in the metropolitan area, pursuant to Minnesota Statutes, Section 471.59 and other law; and therefore entered into a Joint Powers Agreement for Metropolitan Emergency Services Board effective June 15, 2005, which made the former Metropolitan 911 Board the successor to the Metropolitan Radio Board; and

WHEREAS, Chisago County became a party to said Joint Powers Agreement in 2006, and fully participates in the activities of the Board; and

Deleted: except when the Board acts in its capacity as a regional emergency medical services board

WHEREAS, said Joint Powers Agreement was amended and replaced by Joint Powers Agreement for Metropolitan Emergency Services Board effective January 1, 2008; and

WHEREAS, Isanti County became a party to said Joint Powers Agreement in 2010, and fully participates in the activities of the Board; and

WHEREAS, the Joint Powers Agreement for Metropolitan Emergency Services Board effective January 1, 2008 was amended and replaced by Joint Powers Agreement for Metropolitan Emergency Services Board effective January 1, 2012; and

Deleted: except when the Board acts in its capacity as a regional emergency medical services board

WHEREAS, all of the parties to the existing Joint Powers Agreement for Metropolitan Emergency Services Board agree that it shall be amended and replaced with this Agreement.

THEREFORE, in consideration of the terms contained herein, and in consideration of the execution of this Agreement by each of the parties hereto, it is agreed as follows:

ARTICLE I

Purposes

This Agreement has been executed by the parties hereto for the following purposes:

A. establishing a regional radio board pursuant to Section 403.39 to implement, maintain and operate regional and local improvements to the statewide, shared, trunked radio and communication system provided for in Section 403.36.

B. complying with the mandate of Sections 403.02 to 403.15, and implementing and administering a regional 911 system through a joint powers board.

C. encouraging the development of new resources and the coordination of EMS services throughout the nine-county metropolitan area to efficiently and cost effectively respond to medical emergencies and provide a high level of patient care.

Deleted: seven

D. serving as the successor in interest to the Metropolitan Radio Board with respect to all contracts (including but not limited to Cooperative Agreements with members to this Agreement and/or other radio users), responsibilities and obligations, whether at law or in equity.

Each member agrees to cooperate in fulfilling these purposes, the terms of this Agreement and the objectives of applicable legislation, rules and standards in furtherance of the public safety and welfare of the people of the nine-county metropolitan area through effective emergency communications systems and emergency medical services systems.

ARTICLE II

Definitions

Section 1: Statutory Definitions. The definitions of terms contained in Minnesota Statutes, Chapter 403 shall apply in this Agreement where those terms are used.

Section 2: Additional Definitions. In the interpretation of this Agreement, the following additional definitions shall have the meanings given to them.

- A. “Board” means the joint powers board described in Article III, Section 1 of this Agreement.
- B. “Nine-county metropolitan area” means the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington.
- C. “EMS” means Emergency Medical Services.
- D. “Local Elective Service” means that service of a county which exceeds minimum 911 service.
- E. “Member” means a party to this Agreement.
- G. “PSAP” means a public safety answering point.
- H. “Representative” means a county commissioner or city council member who is a duly appointed, qualified and acting representative of a member hereto.
- I. “Regional 911 System” means the metropolitan area 911 system under the Board coordinating 911 service to each of the counties hereto.
- ~~J. “User” with respect to the regional radio system, means any entity or person who has a contractual or other right to send and receive information via the regional radio system.~~

Deleted: J. “Seven-county metropolitan area” means the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington.¶
¶
K

ARTICLE III

Joint Powers Board

Section 1: Creation and Composition. A board, known as the Metropolitan Emergency Services Board, is hereby established for the purposes contained herein with the powers and duties set forth in this Agreement. The Board shall consist of either one or two representatives from each of the counties of Anoka, Carver, Dakota, Scott and Washington, and from the City of Minneapolis, as provided in their appointing resolutions. Ramsey County and Hennepin County shall each have two to four representatives, as provided in their appointing resolutions. The counties of Anoka, Carver, Dakota, Scott and Washington, and the City of Minneapolis, shall be

entitled to two votes each, one vote for each representative, or allocated among their representatives as provided in their appointing resolutions. Ramsey County and Hennepin County shall have four votes each to be allocated among their representatives as provided in their appointing resolutions. The Board shall include one representative from each of the counties of Chisago and Isanti who shall each have one vote. The governing body of each member to this Agreement shall appoint, by resolution, its representatives and alternates to the Board. Alternates shall be elected officials and shall have the same voting strength as the representative for whom they are appointed to serve as an alternate. Resolutions appointing representatives shall be filed at a place, time and manner as determined by a majority of the Board.

Section 2: Terms. Representatives shall be appointed for a one year term beginning January 1 of each year. In the event that any representative shall not have been appointed by January 1 in any year, the incumbent representative shall serve until a successor has been appointed. Removal of any representative during the term for which the representative has been appointed shall be done only by resolution of the appointing governing body. Resolutions appointing or removing representatives under this section shall be filed as provided for in Section 1 of this Article.

Section 3: Chair and Vice Chair. At its first regular meeting of the year the Board shall elect a Chair and Vice Chair from among the representatives designated by the governing bodies of the members to serve on an Executive Committee. The Chair and Vice Chair shall be elected by the Board for one year terms. The Chair shall preside at all meetings of the Board and shall perform other duties and functions as may be determined by the Board. The Vice Chair shall preside over and act for the Board during the absence of the Chair.

Section 4: Secretary and Treasurer. At its first regular meeting of the year the Board shall elect a Secretary and a Treasurer from among the representatives designated by the governing bodies of the members to serve on an Executive Committee. The Secretary and the Treasurer shall be elected by the Board for one year terms. The Secretary and Treasurer shall perform all the duties and functions as provided for in the bylaws. In the absence of the Chair and Vice Chair the Secretary and Treasurer, respectively, shall preside over and act for the Board.

Section 5: Membership in Executive Offices. Ramsey County shall have one representative in any of the four executive offices provided for in Sections 3 and 4 of this Article. Hennepin County and the City of Minneapolis shall alternate every four years having a representative in any of the four executive offices provided in Sections 3 and 4 of this Article. Officers will serve successively in the offices of Treasurer, Secretary, Vice Chair and Chair. Representatives from all other members will serve as officers on a rotating basis.

Deleted: .

Section 6: Vacancies. If an appointment of any representative is vacated before the end of the term, the vacancy shall be filled by appointment by the appropriate appointing governing body. Vacancies shall be filled within thirty (30) days of their occurrence. A vacancy shall be deemed to have occurred when any of the conditions specified in Minnesota Statutes, Section 351.02 exist, or if a representative fails to qualify or act as a representative.

Section 7: Meetings. The Board shall meet at regular meetings at such times and places as the Board shall determine. Special meetings may be held on reasonable notice by the Chair or any two representatives upon terms and conditions as the Board may determine and in accordance with the requirements of the open meeting law, Minnesota Statutes, Chapter 13D. Each representative shall be present and voting only in his or her own representative capacity and without authority to cast proxy votes. An affirmative vote of a majority of representative votes present shall be required before any action can be taken provided a quorum is present at the call of the meeting to order. A majority of the representatives designated by the members to this Agreement shall constitute a quorum, provided that those present represent a majority of the members to this Agreement.

ARTICLE IV

Powers of the Board

Section 1: General Powers. The Board is hereby authorized to exercise such authority that it may as a joint powers board pursuant to Minnesota Statutes, Section 471.59, and other law, including new and amended law, except as otherwise limited herein, to effectively achieve the goals and objectives as described herein.

A. **Radio.** When acting in its capacity as a regional radio board and as the successor to the Metropolitan Radio Board, the Board has the powers necessary and convenient to discharge the duties imposed on it by law, including the duty to implement, maintain, and operate regional and local improvements to the statewide, shared, trunked radio and communication system provided for in Minnesota Statutes, Section 403.36. The Board shall also have the powers of a regional radio board provided by Minnesota Statutes, Section 403.39.

B. **911.** When acting as the metropolitan 911 board, the Board is authorized to complete the implementation of the consolidated 911 plan for the nine member counties in the acquisition, installation, operation and maintenance of the Regional 911 System, and is authorized to exercise those powers required to discharge the duties imposed by Minnesota Statutes, Sections 403.01 to 403.15, and rules and regulations promulgated pursuant to said statutes.

C. **EMS.** When acting as a regional emergency medical services (EMS) board pursuant to Minnesota Statutes, Sections 144E.50 to 144E.52, the Board is authorized to take actions, or recommend actions to the appropriate authorities, public and private, which are needed for the coordination and improvement of emergency medical services (EMS) within the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington.

D. **Emergency Services Systems.** The Board may exercise other powers granted by the legislature to regional radio boards and to counties or cities under Minnesota Statutes, Chapter 403, including all the powers of a regional emergency communication board under Minnesota Statutes, Section 403.392, or any other law related to emergency services systems. In accordance with Minn. Stat. § 403.392, subd. 1, the Board elects to become a regional emergency communication board.

Deleted: In the event Chisago, Isanti or another county becomes a member of the metropolitan regional EMS system, such county will be allowed to participate when the Board acts in its capacity as a regional emergency medical services board, and all references in this Agreement to the seven-county metropolitan area and the seven-county metropolitan regional EMS system shall be deemed to include such county. ¶

Section 2: Specific Powers. The Board may exercise, but is not limited to, the following specific powers:

A. **Powers of General Applicability.** The Board may exercise the following powers in carrying out any of the purposes set forth in this Agreement:

1. Adopt an annual budget, together with a statement of the sources of funding and an estimate of the proportion of such amounts required of each party.
2. Enter into contracts required in furtherance of this Agreement and statutory mandate; and enforce such contracts to the extent available in equity or at law. The requirements of the member with the least restrictive contracting and purchasing authority shall apply hereto in the judgment of the Board.
3. Disburse funds in a manner, which, as far as practicable, is consistent with the method provided by law for the disbursement of funds by the parties to this Agreement.
4. Adopt by-laws and rules and/or policies consistent with this Agreement required for the exercise of the powers of the Board or accomplishment of its objectives.
5. Proceed against any member to this Agreement failing to make prompt payment of its just and correct assessment under Article VI, subject to the procedures established in this Agreement.
6. Make provision for the employment, discipline or discharge of personnel required to accomplish the purposes of this Agreement. Employ an executive director and delegate contracting authority to the executive director up to such limits as determined by the Board, and delegate such other powers as the Board deems appropriate for the efficient and effective management of the joint powers organization.
7. Purchase public liability insurance and such other bonds and insurance as is deemed necessary for the protection of the Board, its members, representatives, officers, agents and employees. The exercise of such authority by the Board shall not be construed as a waiver or modification of the limitations, defenses and immunities of liability contained in Minnesota Statutes, Chapter 466, Minnesota Statutes, Section 471.59, subd. 1a, or other applicable law.
8. Seek, apply for, and accept appropriations, gifts, grants or loans of money, other property or assistance on behalf of any or all the members from the United States Government, the State of Minnesota, or any person, association or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and disburse or dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto. Nothing herein is intended to authorize the Board to issue bonds for any of its purposes.

9. Acquire real and personal property by purchase, lease, gift, or grant, and interests in property necessary for the accomplishment of the purposes set forth in this Agreement, and sell or otherwise dispose of property which it no longer requires.

10. To the extent allowed by law, establish and collect fees, including user fees, for services provided by the Board.

11. Petition the legislature and congress for funding and for statutory changes.

12. Sue and be sued.

13. The Board shall keep proper minutes of all its proceedings.

14. The Board shall keep proper and adequate books of accounts showing all its receipts and disbursements by date, source, and amount. The Board must be audited at least once each year. The Board may elect to be audited by a certified public accountant or by the state auditor.

B. **Radio Specific Powers.** The Board may exercise the following regional radio board powers:

1. Establish, implement, and approve plans for local government radio subsystems that are, or will be, interconnected to the state backbone within the nine-county metropolitan area.

2. Set or adopt regional performance and technical standards, subject to review by the Statewide Emergency Communications Board (SECB), for regional radio system infrastructure.

3. Set regional interoperational priorities or protocols for the radio system.

4. Determine cost apportionment among radio user entities for regional capital, operational, maintenance, and administrative costs.

5. Continue to administer radio antenna leases within metropolitan area. Renegotiate and approve new leases upon expiration, when necessary, in conjunction with MnDOT.

6. Assume existing contractual responsibilities of the Metropolitan Radio Board.

7. Monitor compliance with standards, protocols and procedures as determined by the SECB and this Board within the nine-county metropolitan area.

8. Prepare reports to the legislature as required by law.

Deleted: Radio

Deleted: SRB

Deleted: SRB

9. In cooperation and conjunction with the SECB, and MnDOT, allocate capacity within the nine-county metropolitan area.

Deleted: SRB

10. Coordinate integration among users in the nine-county metropolitan area.

11. Apply for and hold licenses for public safety frequencies to be used in regional and local improvements, including a regional data system.

12. In cooperation with the SECB, determine the extent to which local governments, quasi-public service corporations, and private entities eligible to use the system may provide system enhancements at their direct expense.

Deleted: SRB

13. Subject to system capacity and channel availability, the Board shall ensure that all local governments, quasi-public service operations, and private entities in the nine metropolitan counties that are eligible to use radio frequencies reserved for public safety use have adequate communications capacity and intercommunications capability.

14. The Board may contract with entities in the nine metropolitan counties eligible to use the public safety channels other than local governments, to provide them with public safety radio communication service. The Board may contract with eligible jurisdictions and entities outside the nine metropolitan counties for inclusion in the regionwide public safety radio communication system.

15. Own, lease or otherwise provide hardware and/or software necessary to support sharing of radio infrastructure between multiple agencies, including public safety answering point (PSAP) dispatch operation position equipment.

C. **911 Specific Powers.** The Board may exercise the following 911 board powers:

1. Engage in planning, installing, administering, operating and maintaining the Regional 911 System, including preparing and submitting a consolidated 911 system plan on behalf of all the counties. Any consolidated 911 system plan approved by the Board shall not impose financial obligations on any county or city which exceeds those approved by the county or the city responsible for the PSAP.

2. Provide or administer training to PSAP operators and other participants in the emergency services systems.

3. Own, lease or otherwise provide the network(s) and/or emergency service applications that support the network(s), including hardware and/or software, for network components and elements such as servers, gateways, routers, databases, or any other network elements, necessary to support standardized regional delivery of Requests for Emergency Assistance (RFEAs) and the related data information to multiple PSAPs.

4. Own, lease or otherwise provide the hardware/software/data/applications and/or other emergency service components and elements necessary to support standardized regional

handling of Requests for Emergency Assistance (RFEAs) and the related data information at individual and/or multiple PSAPs.

5. Contract with one or more vendors to provide an emergency services system(s) or related elements or components of an emergency services system(s).

6. Contract with or employ staff to design, install, administer, operate, and maintain elements or components of an emergency services system.

7. Set or adopt regional performance and technical standards related to an emergency services system(s).

8. Monitor vendor compliance with the emergency services system standards.

9. Determine and administer cost apportionment among user entities for regional capital, operational, maintenance, and administrative costs.

10. Develop and maintain a regional plan for the implementation of Next Generation 911(NG911) service within the region or within subregions of the region consistent with standards established under Minnesota Statutes, Section 403.382.

11. Establish regional technical and operational standards for the implementation of NG911 service within the region or within subregions of the region that are consistent with technical and operational standards for 911 service adopted pursuant to Minnesota Statutes, Section 403.382.

D. **EMS Specific Powers.** The Board may exercise the following EMS board powers:

1. Serve as the contractual and financial agent for the purposes of accepting and disbursing State or federal funds under agreements with the State of Minnesota, Minnesota Department of Health or other State or federal agencies on behalf of the counties included in the nine-county metropolitan regional EMS system, as identified in Section 1.C, for regional emergency medical services (EMS) activities.

Deleted: seven

2. Review and approve plans, grant applications or requests for funds or programs related to emergency medical services within the nine-county metropolitan regional EMS system.

Deleted: seven

3. Recommend policies, procedures, or programs to coordinate and improve the delivery of emergency medical services in the nine-county metropolitan regional EMS system.

Deleted: seven

4. Review, develop, and recommend standards for training of emergency services personnel, including dispatchers, first responders, emergency medical technicians, paramedics, emergency room nurses and physicians for the nine-county metropolitan area.

Deleted: seven

5. Develop, review, and recommend standards and procedures for EMS communications, including, but not limited to use of the assigned Emergency Medical Services radio frequencies within the nine-county metropolitan area.

Deleted: seven

6. Develop, review, and recommend standards and procedures for emergency transportation and medical care of the patient from the scene of the incident to the hospital including equipment for patient care in the nine-county metropolitan area.

Deleted: seven

7. Review, develop, and present public information and education programs that relate to EMS functions and services in the nine-county metropolitan area.

Deleted: seven

Section 3: Indemnification. The Board shall be considered a separate and distinct public entity to which the members have transferred all responsibility and control for actions taken pursuant to this Agreement. The Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes, Chapter 466. The Board shall fully defend, indemnify and hold harmless the members against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Board. This Agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided under Minnesota Statutes, Section 466.04. To the full extent permitted by law, actions by the members pursuant to this Agreement are intended to be and shall be construed as a cooperative activity and it is the intent of the members that they shall be deemed a single governmental unit for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a; provided further that for purposes of that statute, each member to this Agreement expressly declines responsibility for the acts or omissions of the other members. The members of the Board are not liable for the acts or omissions of the other members to the Board except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other members.

ARTICLE V

Committees

Section 1: Executive Committee. The Chair, Vice Chair, Secretary, Treasurer and one representative from each of the members not represented by an executive officer shall constitute an Executive Committee. The governing body of each member to this Agreement shall designate which of its representatives will serve on the Executive Committee. The Executive Committee shall have the authority to act in those circumstances and on those matters as directed by the Board.

Section 2: Technical Operations Committee(s). The Board shall establish Technical Operations Committee(s) and shall determine the membership and responsibilities of the committee(s).

Section 3: EMS Technical Operations Committee. The EMS Technical Operations Committee shall recommend to the Board those actions which are needed for the coordination

and improvement of emergency health care services within the seven-county metropolitan regional EMS system.

Section 4: Other Committees. The Board may appoint such other committees and subcommittees as are necessary for the accomplishment of the purposes of this Agreement. The Board may authorize one or more subcommittees for any committee of the Board.

ARTICLE VI

Funding

Section 1: Assessment Procedure. By August 1 of each year, prior to the adoption of an annual budget for the following year, the Board shall determine the amount of contribution by each participating county according to the assessment formula in Section 3 herein. The budget shall account for all revenue and expenses of each function of the Board under this Agreement. The contribution of each county shall be a credit for the county making the contribution. If, in any year, the amount of any contribution exceeds that estimated as each county's share toward the total annual cost, the excess shall be allocated in such manner as to reduce each county's contribution in accordance with the assessment formula herein. If, after the adoption of an annual budget, it appears that a deficit is imminent in that the amount of any share is incorrect or insufficient, the Board may, at a regular or special meeting, adjust the budget to the extent required for the exercise of its powers and the accomplishment of its purposes. Such additional contributions shall be assessed as provided in Section 3 herein. Hennepin County will be assessed based on its entire population as provided in Section 3 herein; therefore, the City of Minneapolis shall not be assessed for Board functions except for administrative costs related to regional radio board functions as provided in Section 8 herein.

Section 2: Initial Assessment. An assessment shall be made and charged to each county herein sufficient to enable the Board to administer the Regional 911 System. Such assessment shall be made by the Board at its first regular meeting in accordance with the assessment formula contained in Section 3 herein. Thereupon, notice of the assessment shall be forwarded to each county for approval and payment.

Section 3: Assessment Formula. All assessments authorized to be made by this Agreement shall be made in the same proportion as the ratio of the population of the county bears to the population of the nine-county metropolitan area, as measured by the most recent and available population figures of the State Demographic Center. If the Board incurs any liability for damages arising from any of its activities under this Agreement, the amount of damages shall be assessed against each county in the same manner as in the assessment formula described in this section; provided that any assessment against Hennepin County shall be reduced by the amount attributable to the population of the City of Minneapolis and shall be assessed against the City of Minneapolis. Nothing herein shall be construed as a waiver or modification of the limitations, defenses and immunities of liability contained in Minnesota Statutes, Chapter 466, Minnesota Statutes Section 471.59, subd. 1a, or other applicable law.

Deleted: Section 4: Radio Cost Allocation Committee. The Board shall establish a Radio Cost Allocation Committee which shall consist of one representative from each member that meets the criteria of a Full Subsystem Owner or an Integrated Subsystem Owner as provided in the Cost Allocation Plan attached hereto as Exhibit A. The governing body of each member that meets said criteria shall designate which of its representatives will serve on the committee. The representatives shall each have one vote. An affirmative vote of a majority of representatives present shall be required before any action can be taken, provided a quorum is present at the time of the vote. A majority of the representatives designated to serve on the committee shall constitute a quorum. The committee shall have the sole authority to determine radio related costs and the allocation of such costs, and the Board shall ratify the recommendations of the committee in such matters. The representatives appointed to the committee shall annually elect a chair from among said appointed representatives.¶

Deleted: 5

Section 4: Initial Local Elective Service. The total costs incurred as a result of any single county request or local elective service shall be assessed to the county so requesting. If more than one county makes a request for such service, the assessment therefor shall be made in the same proportion as the ratio of population of each requesting county bears to the population of all counties requesting such local elective service. The assessment therefor shall be made on the most recent and available population figures of the State Demographic Center.

Section 5: Local Elective Service After Implementation. Any county requesting an elective service after implementation of the Regional 911 System, or after the cost of a local elective service has been assessed and paid by another county or counties, shall purchase the local elective service by paying its proportionate share of the installation cost of special or additional equipment required for local elective service to the Board as though the later requesting county or counties had originally requested the local elective service.

The amount paid by the county or counties later requesting the local elective service shall be paid to the county or counties originally paying for the local elective service in proportion to their entitlement, or at the county's option, may be allocated by the Board to the initial requesting county or counties as a credit in proportion to their original payment for local elective service.

Section 6: Time of Payment; Review. All assessments made under the provisions of this article shall be approved and paid by each county within thirty (30) days of receipt of written notice of the assessment. Payment by any county shall not be construed as a waiver of the right to review the amount or the basis for the assessment. Any county may request such a review, after payment of the assessment, by the Board. The Board shall hear the parties upon request and make such modifications in the assessment to any county as are appropriate under the circumstances. If the request for review is not satisfactorily resolved before the Board, the aggrieved county or counties may make a request for arbitration pursuant to the provisions of Minnesota Statutes, Chapter 572.

Section 7: Allocation of Capital, Operating and Maintenance Costs for Radio System. Each member shall pay for the capital, maintenance and operating costs of all equipment related to the regional radio system which the member owns, now or in the future.

Section 8: Administrative Costs. The administrative costs of the Board which are incurred as a result of the Board's operating as a regional radio board shall be determined by the Board and shall be allocated to all members as provided in Section 3 herein, except that Hennepin County's assessment shall be reduced by the amount assessed to the City of Minneapolis, which shall be assessed based on its population.

Section 9: Accountability for Funds. All funds shall be accounted for according to generally accepted government accounting principles.

Deleted: Shared costs, including but not limited to costs relating to operating, maintaining and upgrading that portion of the Backbone System attributable to local and regional agency use as specified in Agreement No. 75685 between the State of Minnesota and the Metropolitan Radio Board (such agreement to be assumed by the Board) shall be allocated on a per radio basis to each member and non-member radio user based on the Cost Allocation Plan attached hereto as Exhibit A. Said Cost Allocation Plan shall not be modified without the unanimous approval of all of the representatives on the Cost Allocation Committee.¶

ARTICLE VII

Withdrawal

Section 1: Unilateral Withdrawal. No member may withdraw during the term of this Agreement or during any renewal term. Any member may withdraw upon the expiration of the term of this Agreement or upon the expiration of any renewal term, provided for in Article IX, Section 1, by giving notice to the Chair of the Board of a certified copy of a resolution of its governing body indicating its intent to withdraw from this Agreement. Such notice must be given to the Chair of the Board by June 1st of the year of withdrawal to be effective. Upon receipt of the resolution, the Chair of the Board shall forward a copy of the resolution to each of the members and to the Minnesota State Department of Public Safety.

Section 2: Effect of Withdrawal. Withdrawal by any member shall not terminate this Agreement except as provided in Article VIII. Withdrawal shall not act to discharge any liability incurred or chargeable to any member before the effective date of withdrawal. Such liability shall continue until appropriately discharged by law or agreement. No member shall be entitled to a refund of administrative or operating funds paid, or forgiveness of such funds owed, to the Board. Any withdrawing county receiving local elective services shall continue to be liable for its share of the annual recurring costs of such service.

ARTICLE VIII

Termination

Section 1: Termination. This Agreement shall terminate upon the occurrence of any one of the following events:

- A. When members withdraw pursuant to Article VII so that in the judgment of the Board it becomes impractical or uneconomical to continue to operate under this Agreement.
- B. When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction.
- C. When a majority of the members hereto agree, by resolution of their governing bodies, to terminate the Agreement.
- D. Upon the termination date set forth in Article IX, unless renewed as provided in Article IX.

Section 2: Effect of Termination. Termination shall not discharge any liability incurred by the Board or by the members during the term of this Agreement. Each member shall be liable for its own acts and for the acts of the Board to the extent provided by law. Property or surplus money acquired by the Board shall be distributed to the members in proportion to contributions of the contracting parties. Any funds remaining from the settlement with Northwestern Bell Telephone Company shall be distributed to the counties of Anoka, Carver, Dakota, Hennepin, Ramsey,

Scott and Washington in proportion to their population as determined by the most recent and available population figures of the State Demographic Board. The Board shall approve a final report of its activities and affairs.

ARTICLE IX

Effective Date, Renewal, Amendments, New Members

Section 1: Effective Date. This Agreement, which amends and replaces the existing Joint Powers Agreement for Metropolitan Emergency Services Board, shall become effective on January 1, ~~2017~~ and shall continue in force ~~through~~ December 31, ~~2021~~.

This Agreement may be renewed for additional terms of up to five years each by resolution of the governing bodies of the members hereto. Upon the renewal of this Agreement by a majority of members, this Agreement will become binding upon the remaining members except for any member that has provided notice of its intent to withdraw pursuant to Article VII, Section 1.

Section 2: Amendments. This Agreement may be amended only by unanimous agreement of the members hereto by resolution of the governing bodies thereof except as provided in Section 3 herein.

Section 3: New Members. Additional members may become parties to this Agreement by resolution of their governing bodies and unanimous agreement of the representatives of the existing members.

Section 4: Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the date written below:

Deleted: 2012

Deleted: until

Deleted: 2016

COUNTY OF ANOKA, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF CARVER, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF CHISAGO, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF DAKOTA, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF HENNEPIN, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF ISANTI, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF RAMSEY, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF SCOTT, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

COUNTY OF WASHINGTON, STATE OF MINNESOTA

Attest: _____ By: _____
Clerk of County Board Chair of County Board

Date: _____

CITY OF MINNEAPOLIS, STATE OF MINNESOTA

By: _____
City Coordinator

By: _____
City Finance Officer or Designee

Date: _____

Metropolitan Emergency Services Board

| | | |
|--|------------------------------------|---|
| MEETING DATE: September 14, 2016 | PRESENTED BY: Rohret | AGENDA NUMBER: 4E. Approval to Execute Contract for 9-1-1 System |
|--|------------------------------------|---|

RECOMMENDATION

Staff recommends the Board approves authorization for the Chair to execute the contract for the 9-1-1 system.

BACKGROUND

Prior to a contract signed in late 2009, the MESB had been a signatory on the 9-1-1 system contract between the State of Minnesota and the 9-1-1 system vendor. The 2009 – 2014 contract did not include the MESB as a signatory, for reasons which are unclear. Per Minnesota Statutes §403.07 Subd. 2, the MESB shall establish and adopt design standards for the metropolitan area 911 system; due to this clause, the Minnesota Department of Public Safety, Emergency Communication Networks (ECN) division traditionally included the MESB in the contract with the 9-1-1 system vendor. During the last contract term, ECN committed to include the MESB in the next RFP process, which is currently in its final stages.

ISSUES & CONCERNS

In 2014, the State of Minnesota and the MESB developed an RFP for the next contract for the 9-1-1 system. Three vendors submitted proposals, which were scored. At the time of this writing, negotiations with the selected vendor are nearing conclusion, which will result in a two year contract, with the ability to extend annually for an additional number of years, to be executed by the State of Minnesota, the MESB, and the selected vendor. Under the new contract, the State of Minnesota will continue to pay recurring charges related to the 9-1-1 system. The MESB will continue to pay for non-recurring charges associated with 9-1-1 network changes.

The new contract will allow incremental transition to NG9-1-1, and hopefully will set the stage for a full transition in the next contract. It will allow for a transitional short message service (SMS) text to 9-1-1 capability, which is hoped to be implemented in first quarter 2016.

It is anticipated that the contract will be finalized and ready for execution between the September and November MESB meetings; the State would prefer to not have to wait until the November MESB meeting to fully execute the agreement. MESB Counsel will review the contract prior to the Chair signing it; it should be noted that the terms and conditions of the contract are being solely negotiated by the State. The MESB has had input into the Statement of Work portion of the contract.

As of this writing, staff has requested a copy of the terms and conditions for MESB Counsel to review prior to the September MESB meeting, but they have not yet been received or reviewed. Depending upon the timing of the contract completion, it is possible that the agreement could be reviewed by the Executive Committee at its October meeting. Staff will make the full contract available to Board members once it is available.

FINANCIAL IMPACT

None to the MESB.

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

| |
|---------|
| MOTION: |
|---------|

**5A. MESB-Metro Region EMS/MDH First Responder Naloxone Dispensing Grant
Update**

Current as of August 25, 2016

| Agency | EMS Provider/Trainers | Program Progress |
|---|----------------------------------|----------------------------------|
| Centennial Lakes FD | Centennial Lakes FD | Ongoing |
| Columbia Heights FD | Allina Health EMS | Ongoing |
| Dakota Co. Drug Task Force | Allina Health EMS | Ongoing |
| Golden Valley FD/PD | North Memorial EMS | In development; training 3Q16 |
| Lino Lakes PD | North Memorial EMS | Ongoing |
| Minneapolis FD | Hennepin EMS | Ongoing |
| Minnetrista PD (via Ridgeview EMS) | Ridgeview EMS | In development; training 3Q16 |
| Prior Lake PD | Allina Health EMS | In development; training 3Q16 |
| Richfield FD | Hennepin EMS | In development; training 3Q16 |
| Roseville PD | Regions Hospital | In development; training 3Q16 |
| Shakopee PD | Allina Health EMS | In development; training 3Q16 |
| Spring Lake Park PD | Allina Health EMS | Currently in training |
| Washington Co. Sheriff's Office (via Lakeview EMS) | Lakeview EMS/Regions Hospital | Ongoing |

Grant Funds Status

| | |
|--|--------------------|
| Funds for Naloxone purchases (product) | \$58,100.00 |
| Expended to date: | <u>\$32,955.90</u> |
| Remaining funds: | \$25,144.10 |

| | |
|--------------------|-------------------|
| Funds for training | \$3,500.00 |
| Expended to date: | <u>\$2,150.00</u> |
| Remaining funds: | \$1,350.00 |

| | |
|--------------------|---------------|
| Contingency funds* | \$3,500.00 |
| Expended to date: | <u>\$0.00</u> |
| Remaining funds: | \$3,500.00 |

*To be used for either training or product



METROPOLITAN
EMERGENCY SERVICES BOARD

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

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

MEMO

To: MESB Board Members
Fr: Troy Tretter
Date: August 25, 2016
RE: Agenda Item 5B3. SECB Steering Committee Discussion/Findings of sub-system roaming workgroup

The sub-system roaming group was formed by the SECB Steering Committee in March 2016 to address roaming from region to region (regional subsystem to regional subsystem), i.e.: Central MN subsystem radio traffic, roaming onto the Metro subsystem.

The sub-system group met on July 11, 2016; three metro representatives were appointed by the Radio TOC (Troy Tretter-MESB, Ron Jansen-Dakota County and Jake Thompson-Anoka County). Only two of the three could attend on the selected date.

Northwest, Southwest, South Central did not send representatives.

The workgroup concluded three main points:

1. Quantifying subsystem roaming is an inadequate method to evaluate and resolve a subsystem roaming concern. *The approach must be qualitative.* The group agreed that usage roaming varies from the metro versus outstate and putting number values or thresholds cannot be uniform across the state.
2. Subsystem roaming concerns need to be addressed through an *established process* emphasizing communication between involved parties. The current standard states that any conflicts should be addressed at the regional radio boards or the OTC. Some regions only meet once every other month and the group that involving the OTC would be a last resort. The group recommended amendments to State Standard

2.11.0 'Radio Site Access Permission – Subsystem Roaming,' including a process to resolve issues and adopting metro language on programming site preference recommendations to keep radio affiliation on towers within their regions.

3. *A Radio Programming Best Practices Guide should be created to guide radio programmers in standardized and uniform ways of how radios access ARMER. Since Jim Stromberg's report, MnDOT generated programming guidelines have been found. These documents contain sensitive information about the ARMER system and are not publicly available, many radio programmers and system managers in the metro were not aware these documents existed.*
- Other Comments From the Workgroup
 - There was consensus that subsystem roaming could be both a public safety and a fairness issue, depending on unique circumstances.
 - The workgroup believed that monitoring subsystem roaming was the responsibility of the subsystem owner. Meaning each county and/or region would monitor usage their own sub-system of people roaming onto their system. Ex: Carver County would monitor who is roaming onto their sub-system.
 - The workgroup examined State Standards 2.9.0 'Statewide Wide Area Talkgroup Access and Management' and 2.11.0 'Radio Site Access Permission – Subsystem Roaming' and shall forward recommendations to the Standards Workgroup for review. Many of the representatives are part of the standards workgroup.

On August 10th, 2016 these findings were presented to and voted on by the SECB Steering Committee to have State Standards 2.9.0 and 2.11.0 go to the standards workgroup, with the intent to try to combine the standards. The revised standard(s) will then go to SECB Operations and Technical Committee for review before coming back to SECB Steering Committee. The Statewide Interoperability Coordinator (SWIC), Jim Stromberg, plans to create a conflict resolution standard for roaming issues separate from that of the existing state standard 7.2.0 'Response to Non-Compliance' and have that come to the SECB Steering for review.