



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

December 13, 2023, 10:00 a.m.

1. **Call to Order** – 2023 Board Chair, Commissioner Mike Warring
2. **Approval of Agenda** – Commissioner Warring
3. **Approval of October 11, 2023 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendment to Allina Health EMS' ARMER Participation Plan (**page 7**)
 - B. Approval of M Health Fairview EMS Request for Waiver to SECB Standard IOP-11 (**page 9**)
 - C. Approval of St. Louis Park Fire Department Request for Waiver to SECB Standard IOP-11 (**page 13**)
 - D. Approval of Amendment to University of Minnesota's ARMER Participation Plan (**page 15**)
 - E. Approval of Amendment to Anoka County's ARMER Participation Plan (**page 17**)
5. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager – None
6. **EMS Items** – Greg Hayes, EMS Coordinator
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Amendments to MESB Policies (**page 19**)
 - i. Policy 008 – Mileage Reimbursement
 - ii. Policy 018 – Accounts Payable
 - iii. Policy 020 – Leases at Government-Owned Antenna Sites
 - iv. Policy 021 – Travel Authorization, Advanced Funds, & Reporting
 - B. Discussion: Pending MESB Legislation HF 2431/SF 2454 (**page 25**)
8. **Old Business** – None
9. **New Business** – None
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

December 13, 2023, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2023 Secretary)
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson* (2023 Treasurer)

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando*

Isanti County

Commissioner Mike Warring* (2023 Chair)

Ramsey County

Commissioner Trista Martinson* (2023 Vice Chair)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Gary Kriesel
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES October 11, 2023

Commissioners:

Joe Atkins, Dakota County
 Gayle Degler, Carver County - **absent**
 Gregg Felber, Sherburne County - **absent**
 Irene Fernando, Hennepin County - **absent**
 Mike Gamache, Anoka County
 Rick Greene, Chisago County

Andrew Johnson, City of Minneapolis - **absent**
 Trista Martinson, Ramsey County
 Fran Miron, Washington County
 Mike Warring, Isanti County
 Tom Wolf, Scott County

Staff Present: Tracey Fredrick; Greg Hayes; Kelli Jackson; Jake Jacobson; Jacob Kallenbach; and Jill Rohret.

Guests Present: Brittany McCormick, *Board Counsel*; and Matthew Bergeron, *Larkin Hoffman*.

1. Call to Order:

The meeting was called to order at 10:02 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the October 11, 2023 Agenda

Motion made by Commissioner Greene, seconded by Commissioner Wolf to approve the MESB Executive Committee October 11, 2023 agenda. Motion carried.

3. Approval of the June 14, 2023 Minutes

Motion made by Commissioner Martinson, seconded by Commissioner Gamache to approve the MESB Executive Committee June 14, 2023 minutes. Motion carried.

4. Radio Items – None

5. 9-1-1 Items

A. Approval of Amendment 1 to Geo-Comm Agreement for Additional Services

Jake Jacobson stated the staff seek the approval of amendment 1 to the Geo-Comm agreement for additional services. Jacobson said this agreement will help the region with its upload/download of GIS data by increasing efficiency and quality while also making it more easily accessible and compatible with the required state format.

Commissioner Gamache asked if each county's data was combined into a regional dataset.

Jill Rohret said the MESB submits datasets to the state as a region. The new processes in the Geo-Comm amendment will create efficiencies in allowing counties to receive data errors directly from Geo-Comm, rather than filtering through the MESB. The amendment also allows the Geo-Comm to provide MESB regional datasets in the state prescribed format.

Motion made by Commissioner Martinson, seconded by Commissioner Atkins to recommend approval of amendment 1 to the Geo-Comm agreement for additional services. Motion carried.

6. EMS Items – None

7. Administrative Items

A. Approval of Amendments to MESB Policies

Rohret presented draft amendments to the following policies:

i. Policy 001 – Board Policies

METROPOLITAN EMERGENCY SERVICES BOARD

The amendments are not substantive changes and include changing references from nine counties to ten and defining acronyms.

ii. Policy 005 – Financial Policies

The amendments are not substantive and include clarification and references to other MESB policies.

iii. Policy 006 – Invested Funds

Most amendments are not substantive. A statement was added to formalize the review process for MESB funds with both Washington and Hennepin Counties.

iv. Policy 007 – Travel Authorization, Advanced Funds, & Reporting

The amendments clarify that the Board does not pay for family to travel with the employee. Additionally, the employee must choose between using the board credit card for meals or taking per diem; both methods may not be used within one trip.

v. Policy 013 – Use of Board Issued Credit Card

The amendments clarify MESB processes and requirements for the use of the board issued credit card.

Rohret stated she is reviewing all policies for amendments. She noted that the Flex Time Off (FTO) policy will have to change due to the new state employee leave laws. She hopes to have that ready for the January MESB meeting, but she needs Dakota County to amend its FTO policy and make decisions regarding the new leave laws.

Motion made by Commissioner Gamache, seconded by Commissioner Wolf to recommend approval of amendments to MESB policies. Motion carried.

B. Approval of 2024 MESB Legislative Platform

Rohret presented the draft 2024 MESB legislative platform. Rohret said she shifted to a legislative platform that discusses concepts and provides flexibility compared to the detailed agenda used in the past. Highlights of the 2024 platform include adequate funding and improving the overall quality and service of all things related to 9-1-1, changing the employment classification of public safety telecommunicators, funding indoor school mapping of k-12 schools which would improve 9-1-1 caller location in schools experiencing for armed assailant situations. Radio items include funding for ARMER encryption and general equipment/infrastructure updates. EMS items include maintaining increased regional funding and retaining EMS programs under EMSRB.

Commissioner Martinson asked who would have oversight of the telecommunicator certification process and how would the process be funded.

Rohret replied that a new board would be created to implement and oversee the certification process. She has not yet heard or seen any information regarding how the new board would be funded.

Commissioner Martinson noted the cost should not be passed onto the counties and that full funding should be sought.

Motion made by Commissioner Martinson, seconded by Commissioner Gamache to recommend approval of the 2024 MESB legislative platform. Motion carried.

C. Approval of Increase to Executive Director Signing Limit

METROPOLITAN EMERGENCY SERVICES BOARD

Rohret said staff request an increase in the signing authority limit for the Executive Director, as more regular monthly expenses are exceeding the current limit of \$10,000. She requested an increase of \$5,000 to a limit of \$15,000. She noted that getting signatures for expenses can be difficult due to busy schedules which then results in late fees.

Motion made by Commissioner Wolf, seconded by Commissioner Miron to increase the Executive Director signing authority limit by \$5,000 to a total of \$15,000. Motion carried.

D. Discussion: Change to 2023 MESB Treasurer in November

Rohret stated that Councilmember Johnson did not run for reelection and has recently started his new job and indicated he intends to step down from the Minneapolis City Council in November, meaning the Treasurer position would be vacant. Councilmember Johnson has stated that the City Council intends to appoint Councilmember Linea Palmisano to fill Minneapolis' seat on the MESB for the rest of the year.

8. Old Business – None

9. New Business – CLOSED MEETING for Performance Evaluation

A. 2023 Executive Director Performance Review

Motion made by Commissioner Miron, seconded by Commissioner Martinson to close the meeting for the Executive Director performance review. Motion carried.

The Executive Committee discussed the Executive Director's performance review.

Motion made by Commissioner Greene, seconded by Commissioner Atkins to recommend a Greatly Exceeds Standards rating, with a 7.5% salary increase. Motion carried.

Motion made by Commissioner Wolf, seconded by Commissioner Miron to reopen the meeting. Motion carried.

10. Adjourn

Motion made by Commissioner Wolf, seconded by Commissioner Atkins to adjourn. Motion carried.

The meeting was adjourned at 10:42 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 13, 2023

Agenda Item:

**4A. Approval of Amendment to
Allina ARMER Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendment to the Allina Health EMS ARMER participation plan.

BACKGROUND

Allina Health EMS received approval of its original ARMER participation plan from the Metropolitan Radio Board in May 2004 and its cooperative agreement with the Board and MnDOT was executed in March 2005. Since that time, its cooperative agreement has shifted to MnDOT only as Allina Health EMS is considered a statewide user.

ISSUES & CONCERNS

Allina Health EMS requests an amendment to its ARMER participation plan to extend its operations area to include Pierce and Saint Croix Counties in western Wisconsin. This addition covers Allina Health EMS' service area in River Falls, Wisconsin.

This amendment includes day-to-day operations for the sites listed, but the impact on the system for these operations is low. If significant changes to usage occur, other options for mitigation will be considered at that time.

This request has been reviewed by MnDOT, which does not foresee any issues with the design.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

167 Grand Avenue
St. Paul, MN 55102
651-241-4405

September 18, 2023

Metropolitan Emergency Services Board
Radio Technical Operations Committee

Dear Radio TOC Chair Thompson,

Allina Health Emergency Medical Services is requesting a change to their participation plan on the ARMER system, allowing Allina Health EMS to conduct dispatch operations of the Allina Health EMS River Falls operations in Pierce and St. Croix County.

Allina Health EMS River Falls (AHEMS-RF) has approximately 2,220 responses yearly; the primary service area is a two-thirds split between Pierce County and St. Croix County. Original day-to-day radio operations were set up on WISCOM, the State of Wisconsin's radio system using radio over IP, bringing the talk group into our St. Paul dispatch center's MCC7500 consoles through the CCGW. WISCOM has proven unreliable because of the lack of towers and does not allow for full MCC7500 operations in the dispatch center. When ambulance crews have not had WISCOM radio reception, they have successfully moved to ARMER to get their transmission out.

Allina Health respectfully requests to be approved to operate on the ARMER system for their River Falls, Wisconsin Operations. Daily there are three ambulances on duty and are posted in River Falls and Prescott Wisconsin. Usage is approximately 7 minutes per day and would on the ARMER system would be split between towers in Dakota and Washington Counties.

Thank you,

Victoria Vadnais

EMS Supervisor; 911 and Communications Technology • Emergency Communications Center • Allina Health EMS
Cell: 651-955-4014 • Office: 651-241-4405

Victoria.Vadnais@allina.com

Mail Route 54101 • 167 Grand Ave • Saint Paul, MN 55102



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 13, 2023
Agenda Item: 4B. Approval of M Health Fairview
EMS Waiver to SECB Standard IOP-11
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends approval of M Health Fairview EMS' request for a waiver to SECB Standard IOP-11 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for four radios for M Health Fairview medics to use for SWAT operations with the South Metro SWAT team.

BACKGROUND

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Requests for use of these talkgroups by anyone other than law enforcement must be done by an approved waiver to the standard.

LTACs are encrypted talkgroups used widely by SWAT teams to prevent scanners from listening to these radio communications.

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

ISSUES & CONCERNS

The radios being assigned for this use will be used by the four M Health Fairview EMS medics assigned to the South Metro SWAT Team. These talkgroups will only be used by these medics during SWAT activations.

The local system administrator, along with the South Metro SWAT Team and M Health Fairview EMS leadership, will be responsible for any corrective action to be taken, should the need arise from misuse of the talkgroups.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Tracey Fredrick

Metropolitan Emergency Services Board

2099 University Ave

St. Paul, MN 55104

RE: M Health Fairview EMS SWAT Medic ARMER Talkgroup IOP-11 Waiver

Coordinator Frederick:

I am writing to formally requesting the addition of certain METAC and LTAC encrypted talkgroups (determined by Ron Jansen) on four portable radios that are owned and operated by M Health Fairview EMS. These radios will be specifically assigned to the four M Health Fairview SWAT MEDICS who currently embed on the South Metro SWAT Team. If approved, the units will be programmed with the Dakota County SWAT Zone to provide a consistent channel layout while deployed.

As part of their assignment on the team, these medics are expected to work closely with law enforcement team members. Effective communication via radio is crucial for seamless coordination and collaboration between the medics and law enforcement personnel. Therefore, it is essential that the mentioned portable radios are equipped with the necessary encrypted talkgroups.

Please note that these radios will be assigned solely to the mentioned individuals and will not be shared with other members of the department. This ensures that each medic has consistent access to reliable communication channels while performing their duties. I have also attached a letter of support from the South Metro SWAT Commander, Adam Tschida.

In light of the above, I kindly request your attention to this matter. If you have any questions or require further information regarding this waiver request, please do not hesitate to reach out to me. I can be contacted directly through email or at 651-326-1706.

Thank you for your prompt attention to this request, and I appreciate your cooperation.

Sincerely,

Eli Charif, Communications Manager.

M Health Fairview EMS



SOUTH METRO SWAT
ADAM TSCHIDA Commander
MATT SCHUSTER Assistant Commander
ANDREW VAN DORN Assistant Commander

7100 147th Street West
Apple Valley, MN 55124-9016

Telephone (952) 953-2879
FAX (952) 953-2733

October 16th, 2023

To whom it may concern,

I support the reprogramming of four (4) portable radios owned and maintained by M Health to be utilized by medics assigned to the South Metro SWAT Team. This project should include the addition of encrypted law enforcement channels into the M Health radio's channel map. Dakota 911 staff have been consulted and will work in cooperation with M Health radio services to complete this task.

Please contact me with any questions or concerns.

Respectfully,

Adam Tschida
Commander



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 13, 2023
Agenda Item: 4C. Approval of St. Louis Park Fire
Department Waiver to SECB Standard
IOP-11
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends approval of St. Louis Park Fire Department's request for a waiver to SECB Standard IOP-11 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for one additional radio for the St. Louis Park Fire Department to use for Weapons of Mass Destruction (WMD) Tactical Response Team operations.

BACKGROUND

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Requests for use of these talkgroups by anyone other than law enforcement must be done by an approved waiver to the standard.

LTACs are encrypted talkgroups used widely by SWAT teams to prevent scanners from listening to these radio communications.

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

ISSUES & CONCERNS

The radio assigned for this use will be used by one member of the St. Louis Park Fire Department who is on the WMD Tactical Response Team. Use of this talkgroup will be restricted to use during WMD Tactical Response Team activations.

The local system administrator, along with St. Louis Park Fire Department leadership and Hennepin County Sheriff's Office leadership, will be responsible for any corrective action to be taken, should the need arise from misuse of the talkgroups.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



SHERIFF DAWANNA S. WITT

Hennepin County Sheriff's Office • Emergency Communications Division
1245 Shenandoah Lane North, Plymouth, MN 55447 • (952) 258-5321 • hennepinsheriff.org

June 8th, 2023

Metropolitan Emergency Services Board
Radio Technical Operations Committee
2099 University Ave
St. Paul, MN 55104

Re: ME LSEC's, LTAC's and LTACE's for one St. Louis Park Fire Fighter portable radio for WMD Team

Radio TOC Chair Jake Thompson,

Hennepin County, on behalf of the St. Louis Park Fire Department is seeking a waiver to Metro Region Radio Standard 3.14.0 "Use of Metro ARMER ME TACs" and State Standard 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". The St. Louis Park Fire Department has one fulltime Fire Fighter that is a member Hennepin County's Weapons of Mass Destruction (WMD) Tactical Response Team. This team is comprised of members with MSP Airport, Brooklyn Center, Brooklyn Park, Eden Prairie, Golden Valley, Maple Grove, Metro Transit, Minneapolis, Minnesota State Patrol, Plymouth, St. Anthony, and St. Louis Park Police and Fire Departments, along with the Hennepin County Sheriff's Office.

This team is trained and equipped to provide the Sheriff's Office as well as local, state, and federal law enforcement agencies with the capability to conduct tactical operations in a hazardous materials or WMD environment. Most members of this team are law enforcement; however, this specific member and radio are categorized as fire, and this is assigned specifically to this employee. We are requesting permission to program the above four mentioned portable radios with the metro regional LSEC's, LTAC and LTACE talkgroups. All agencies mentioned above utilize the requested law enforcement specific talkgroups for communication during incidents.

Approving this requested waiver would significantly reduce the risk of all members allowing them to be on the same talkgroup and reduce a safety risk for lost or missed communications.

Thank you in advance for your consideration on this item.

Sincerely,

Tony Martin
Emergency Communications Director



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 13, 2023

Agenda Item:

**4D. Approval of Amendments to
University of Minnesota's ARMER
Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendments to the University of Minnesota's ARMER participation plan.

BACKGROUND

The University of Minnesota received approval of its original ARMER participation plan from the Metropolitan Radio Board in May 2004 and its cooperative agreement with the Board and MnDOT was executed in March 2005.

ISSUES & CONCERNS

The University of Minnesota requests approval of amendments to its ARMER participation plan to add one additional MCC7500E console with CRYPTR capability.

The addition of the MCC7500E supports operations at the newly created Emergency Response Center on campus.

The addition of the new MCC7500E console brings the direct-connected consoles count to eight.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

September 29, 2022

Tracey J. Fredrick, MA
Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

ARMER Participation Plan Amendment

Dear Tracey,

The University of Minnesota Department of Public Safety is requesting approval for the following modification to our ARMER participation plan:

The Minneapolis Campus Police Dispatch Center is adding an MCC7500-E console with CRYPTR encryption capability to support a newly created Emergency Response Center that will support public safety operations at all University of Minnesota campuses across the State. This new console will be physically located in a secured room 2 floors above our dispatch center. Connectivity to ARMER will be by way of existing LAN-WANs currently in use. We are not adding a new dispatch site.

Currently, 7 of our consoles are direct connected consoles, and two are laptops connected through our ARMER-approved firewall. This new position will increase our direct-connected count to 8 MCC7500 consoles.

Sincerely,

Dave Theis
University of Minnesota
Department of Public Safety
(320) 423-8828
dtheis@umn.edu



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 13, 2023
Agenda Item: 4E. Approval of Amendments to
Anoka County's ARMER Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendments to the Anoka County ARMER participation plan.

BACKGROUND

Anoka County has been an ARMER participant since 2003. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

Anoka County requests approval of amendments to its ARMER participation plan to add 44 new MCC 7500 consoles and to update the number of its console positions to 21.

Anoka County is building a new emergency communications center, which will be completed in July 2024. The new consoles will be installed and used in both the new PSAP and its back-up center. Once the new center is functional, the former PSAP site will be decommissioned.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



November 3, 2023

Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan to add 44 new MCC7500E consoles to the new Anoka County Emergency Communications Center.

1. We are requesting to add 44, MCC7500E consoles to our new primary dispatch center which is in progress with an ETC of July 2024. We will be splitting the console positions into two zones, Zone 1 and Zone 2. Below is the breakout:
 - a. New Primary Dispatch Center/PSAP; 31 positions Zone 1; Site TBD*
 - b. New Primary Training Room; 13 positions Zone 2; Site TBD*

*MNDOT is aware of the proposal and design. They have been an integral part of the planning process with Anoka County and Motorola Solutions engineering and design team. Site IDs have been allocated but not assigned.

2. Anoka County currently operates 19 dispatch positions: 17 positions in the main dispatch center on console site 21; 2 positions on site 20 in the alternate dispatch center in Andover.
 - a. The existing Primary PSAP will become the Alternate PSAP upon commissioning of the new Dispatch Center/Primary PSAP and retain the Site ID of 1021. Site Alias will be updated to reflect S21-ANOKA-APSAP.
 - b. The existing Alternate PSAP will be decommissioned, and the Site ID of 1020 returned to the ID pool. The Site Alias will be withdrawn upon commissioning of the new Anoka County Primary Dispatch Center. The new Site Aliases will be proposed as follows:
 - i. S24-ANOKA-PSAP1 (main dispatch) Zone 1
 - ii. S25-ANOKA-PSAP2 (training room) Zone 2

Thank you.

Cory DeMuth
Radio Systems Manager
Emergency Communications Center-911
13595 Hanson Blvd NW
Andover MN 55304

cory.demuth@anokacountymn.gov

763-324-4756 office (direct)

763-324-4755 office (all)

763-486-3279 mobile



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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 13, 2023

Agenda Item:

**7A. Approval of Amendments to
MESB Policies**

Presenter:

Rohret

RECOMMENDATION

Staff recommend the Board approve amendments to MESB Policies 008, 018, 020, and 021.

BACKGROUND

The Metropolitan Emergency Services Board established policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 9-1-1 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 9-1-1 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made. The policies were all reviewed in 2015-2016 and amendments were made to most. Additionally new policies have been created since 2015.

ISSUES & CONCERNS

The Executive Director plans to review all MESB policies every 8-10 years, though policies may be amended or created as needed. The Director plans to conduct this review over the next year; as such, policy amendments will be on many upcoming agendas.

Policy 008 – Mileage Reimbursement: the amendments are not substantive.

Policy 018 – Accounts Payable: the amendments are not substantive. Most amendments provide clarification or references to other MESB policies. The title of the policy has changed to be more intuitive and the Executive Director's signing authority limit was updated.

Policy 020 – Leases at Government-Owned Antenna Sites: the amendments are not substantive. This policy may require updates sooner than the Executive Director's planned review timeline due to some long-term government leases needing renewal.

Policy 021 – Insurance Deductible for Property at Radio Sites: the amendments are not substantive.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Mileage Reimbursement

Number: 008

Effective Date: 04-07-1997
Revision Date: 01-10-~~18~~2021

Mileage Reimbursement

Board members shall be reimbursed for round trip mileage for meetings of the Board, Executive Committee, and other standing committees on which they are members. Board members shall annually validate round trip mileage from their home or County ~~Courthouse~~ Government Center location to the Metropolitan Emergency Services Board offices at 2099 University Ave. W, St. Paul. -Reimbursement to Board members shall be made in accordance with Board Policy 004 "Per Diem Procedures."

Board staff shall be reimbursed for round trip mileage from the Board office to any authorized meeting required in the normal course of employment and as a part of their assigned duties. -Mileage reimbursement will be computed on the basis of the most direct route from the Board offices to the travel destination and return. -All reimbursement requests shall be submitted to the Executive Director for approval and payment no later than the month following when they were incurred. -Any reimbursement request which is submitted after the end of the month following the occurrence of the expense may be denied.

For Board staff which travel irregularly, mileage expenses shall be submitted no less than twice a year, by June 30 and December 31.

The mileage rate applicable for Board and staff shall be the approved federal government rate as reported by the IRS.

All reimbursement checks shall be cashed within 90 days of the date of issuance.

Commented [JR1]: This text is existing text, but is underlined for emphasis.

Metropolitan Emergency Services Board

Subject: Financial Policy-~~Payment Processing~~Accounts Payable

Number: 018

Effective Date: 09-8-2004

Revision Date: 01-~~13~~10-20162024

PURPOSE: To establish procedures and guidelines for processing payments of the Metropolitan Emergency Services Board.

The Metropolitan Emergency Services Board has assigned to the Executive Director authority to sign all checks, drafts, notes, and other evidences of payment or indebtedness for purchase of supplies, equipment, and services and other approved budgeted items within the limits as established by the annual approved budget, up to \$~~10~~15,000. Single budgeted expenditures in excess of ~~Ten~~ Fifteen Thousand Dollars (\$~~10~~15,000.00) shall require BOARD approval and signature by the BOARD Treasurer or Board Chair. Any expenditure that results in payment to the Executive Director personally, shall be signed by the Treasurer or Board Chair.

By agreement and Board action, Washington County Financial Services acts as the Board's fiscal agent.

The process to be used by the Board for review and approval of all payments includes the following activities:

- Invoices are received, stamped with the date received and the account code stamp by the Administrative Assistant.
- General Board and 9-1-1 invoices are coded by the Financial Services Specialist; the EMS and Radio Coordinators each code their own funds' invoices as well as review for accuracy verification.
- A chart of accounts has been prepared for the purpose of account coding payments which correlate to the budget categories for expenditures.
- The Executive Director reviews all accounts payable and approves payment.
- After invoices are approved by the Executive Director, the Financial Services Specialist logs each invoice on a spreadsheet, recording vendor name, amount of invoice, fund expensed to, expense code, and the date the invoice will be mailed to Washington County Financial Services (WACO). -This spreadsheet is totaled at the end of each month and compared to the month-end registers and financial statements received from WACO. -This reconciliation was recommended by the MESB's auditors.
- A weekly package is mailed via US Mail to WACO with all of the invoices and deposits/checks.- Payments are issued by WACO and mailed to vendors with payment coupons.
- WACO provides financial reports monthly for review and approval of the Board including the financial statements and payment registers for each Board fund.
- The Financial Services Specialist sends (via email) the Treasurer monthly financial statements for review and approval.
- A Treasurer's report ~~will be~~ prepared and signed by the Treasurer. -This report ~~will be~~ included in the Board meeting packets. -The Treasurer's report is included as a standing consent agenda item on the Board's agenda.

Metropolitan Emergency Services Board

Subject: Leases at Government-Owned Antenna Sites

Number: 020

Effective Date: 10-12-2005

Revision Date: ~~09-09-2015~~01-10-2024

PURPOSE: To establish guidelines for lease agreements at government-owned antenna sites.

The Metropolitan Emergency Services Board administers the shared ~~nine-ten~~ county metropolitan portion of the Allied Radio Matrix for Emergency Response (ARMER) system. As the radio system is a cooperative venture among the State of Minnesota, the metropolitan area counties and cities, and the federal government, and as most counties, cities and federal government will eventually operate on the system, the Board seeks to establish a policy regarding leases for government-owned antenna sites.

As local subsystems are being constructed, and as current leases' terms end, it is the policy of the Metropolitan Emergency Services Board to negotiate a no-cost lease for any government entity owned sites due to the homeland security issues and the shared, mutual benefit of the system.

Such a policy is necessary as all system charges are allocated to users of the system.

Metropolitan Emergency Services Board

Subject: Insurance Deductible for Property at Radio Sites

Number: 021

Effective Date: 09-14-2005

Revision Date: ~~09-09-2015~~01-10-2024

PURPOSE: To establish a policy for payment of property insurance deductibles.

The Metropolitan Emergency Services Board (MESB) assumed responsibility, assets and liabilities of the metro region portion of the statewide Allied Radio Matrix for Emergency Response (ARMER) system from the Metropolitan Radio Board (MRB).

The policy of the MRB's was to pay the \$25,000 per event property insurance deductible should a claim be filed. -This meant that if five tower sites were affected by a storm, the MRB would have potentially paid \$25,000 for each of the five tower sites.

The MESB would like to help system owners recover from the need to replace radio antenna site equipment should a site, or parts of a site, be damaged due to weather, fire, etc. -However, the need for financial planning prohibits the ability of the MESB to pay the deductible per event.

The MESB will reimburse up to a total of \$100,000 per year. -In December of each calendar year, the MESB will collect the total amount of all claims and reimburse each agency at an equal percentage which will total no more than \$100,000. -The \$25,000 deductible obligation of the MESB will be paid first, before other claims are satisfied.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 13, 2023

Agenda Item:

**7B. Discussion: Pending MESB
Legislation HF 2431/SF2454**

Presenter:

Rohret

RECOMMENDATION

None – this item is for discussion only.

BACKGROUND

In 2022, the MESB discussed introducing a funding request for the 2023 legislative session. The proposal, which included funding requests for the Computer-Aided Dispatch (CAD)-to-CAD Interoperability solution, distributed antenna systems for public schools in the metro region, and indoor school mapping for public schools in the region, was introduced as House File 2431 and Senate File 2454.

ISSUES & CONCERNS

The bills did not receive hearings in the 2023 legislative session. It is anticipated that the bills will receive hearings in the 2024 session.

Since introduction, there have been many updates to the situation regarding CAD-to-CAD interoperability/mutual aid between PSAPs. The MESB received two proposals, neither of which were awarded, with much higher cost figures than the estimates used in the drafting of the legislation.

Additionally, DPS-Emergency Communication Networks Division has developed a proposal for an information sharing solution statewide. This was briefly discussed at the November 2023 MESB meeting. Since that time, MESB staff has learned the following PSAPs have indicated to ECN their intent to participate in the statewide system: Anoka County; Dakota 911; Hennepin County; Minneapolis; MSP Airport; Ramsey County; and Washington County.

Staff requests the Executive Committee discuss whether the funding request for CAD-to-CAD interoperability/mutual aid between PSAPs should be removed from the bills.

Note: MESB staff and lobbyists will have a couple legislative meetings between the time of this writing and the Executive Committee meeting on December 13. An update will be provided at the Executive Committee meeting.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

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Presenter:

Rohret

FINANCIAL IMPACT

None to the MESB currently; if the bills pass in the 2024 legislative session, MESB would have funds to complete communications projects related to schools.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

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in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-THIRD SESSION

H. F. No. 2431

03/02/2023

Authored by Curran
The bill was read for the first time and referred to the Committee on Public Safety Finance and Policy

1.1A bill for an act

1.2relating to public safety; appropriating money for a grant to the Metropolitan

1.3Emergency Services Board.

1.4BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5Section 1. **METROPOLITAN EMERGENCY SERVICES BOARD GRANT;**

1.6**APPROPRIATION.**

1.7\$4,450,000 in fiscal year 2024 and \$68,000 in fiscal year 2025 are appropriated from

1.8the general fund to the commissioner of public safety for a grant to the Metropolitan

1.9Emergency Services Board. Of the amount in fiscal year 2024, \$100,000 is to support

1.10implementation of computer-aided dispatch interoperability; \$3,700,000 is to purchase

1.11bidirectional amplifiers; and \$650,000 is to conduct a statewide public safety answering

1.12point mapping project for public schools. \$68,000 in fiscal year 2025 is for ongoing

1.13maintenance of the statewide mapping project.