



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

December 9, 2020, 10:00 a.m.

WebEx Meeting:

[Meeting Link](#)

Meeting Access Code: 126 863 9830

Meeting Password: WpYx5Ypap98 (97995972 from phones and video systems)

1. **Call to Order** – Board Chair, Commissioner Trista Matascastillo
2. **Approval of Agenda** – Commissioner Matascastillo
3. **Approval of October 14, 2020 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator – None
5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Approval of Amendment 1 to Five-Agency Consortium Vesta Maintenance and Support Agreement (**page 7**)
6. **EMS Items** – Ron Robinson, EMS Coordinator
 - A. Approval of Amendment to Agreement for MCI Bus Maintenance (**page 17**)
7. **Administrative Items** – Jill Rohret, Executive Director – None
8. **Old Business** – None
9. **New Business**
 - A. Interviews of Respondents to Lobbying Services RFP – Rohret/Matascastillo (**page 21**)
10. **Adjourn**



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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Tom Egan* (2020 Vice Chair)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Irene Fernando* (2020 Secretary)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson* (2020 Treasurer)

Ramsey County

Commissioner Trista MatasCastillo* (2020 Chair)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Felix Schmiesing*

Washington County

Commissioner Wayne Johnson
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

October 14, 2020

Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County-**absent**
Jim Ische, Carver County
Andrew Johnson, City of Minneapolis-**absent**

Trista Matascastillo, Ramsey County
George McMahon, Chisago County
Fran Miron, Washington County
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Marcia Broman; Pete Eggimann; Tracey Fredrick; Jill Rohret; and Martha Ziese.

Guests Present: Jay Arneson, *MESB Board Counsel*.

1. Call to Order:

The meeting was called to order at 10:01 a.m. by MESB Chair Commissioner Trista Matascastillo.

2. Approval of October 14, 2020 Agenda

Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve the MESB October 14, 2020 Executive Committee Agenda. Motion carried.

Roll call for Approval of Agenda

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 8 Nay: 0 Motion passes.

3. Approval of Minutes

Motion made by Commissioner Egan, seconded by Commissioner Miron to approve the MESB Executive Committee July 8, 2020 minutes. Motion carried.

Roll call for Approval of Minutes

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		

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MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 8 Nay: 0 Motion passes.

4. Radio Items

A. Approval of Amendment to Appendix C of Metro Radio Standards

Fredrick said the Radio TOC recommends the Executive Committee to recommend approval of the amendments to Appendix C of the Metro Radio Standards. Appendix C is the metro talkgroup template. The main changes to this standard are updates of language referring to state standards and to add language to include encrypted talk groups. Many metro entities already have or are considering encryption.

Motion made by Commissioner Miron, seconded by Commissioner McMahon to approve the amendments to Appendix C of Metro Radio Standards. Motion carried.

B. Approval of Metro Transit Bi-Directional Amplifier Addition

Fredrick said the Radio TOC recommends the Executive Committee recommend approval of Metro Transit's request to add a bi-directional amplifier (BDA). The addition will provide coverage at the Mall of America and will share space with the City of Bloomington. It will be connected to City Center location for coverage.

Motion made by Commissioner Egan, seconded by Commissioner Wolf to approve the Metro Transit bi-directional amplifier addition. Motion carried.

C. Approval of 2021 Regional Grant Priorities

Fredrick said ECN and the SECB require regions to annually approve regional funding priorities. The 9-1-1 TOC recommends the prioritized regional funding priorities for grants available in 2021 to be CAD-to-CAD regional hub and feasibility study, vendor-provided resiliency training for telecommunicators, PSAP security audits, PSAP back-up equipment cache, 9-1-1 call processing or dispatch-related vendor-provided training, and T-CPR training.

Fredrick said the Radio TOC recommends prioritized items that are similar to last year's priorities. Those items are vendor-provided technical training, Communications Response Task Force (CRTF) training/exercise, funds to attend the 2021 Public Safety Communications Conference, creation of an updated ARMER training video, purchase of laptop radio consoles to be used throughout the region, and funding local bi-directional amplifier (BDA) requests.

Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve 2021 regional grant priorities. Motion carried.

Roll call for Items 4A-C

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		

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MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

5. 9-1-1 Items

A. Approval of Ramsey County's 9-1-1 Plan Amendment

Pete Eggimann said the request from Ramsey County is to make its 9-1-1 application software GEO-diverse. Currently Ramsey County has two servers which reside in St. Paul. Ramsey County would like to move one of those servers to Arden Hills and connect the two with the county's fiber connection. The request involves moving off the copper facility and onto the fiber connection and establishing a total of four connections. Wet weather affects the St. Paul copper circuits. The cost will be picked up by Ramsey County for recurring costs and the state will pay for at least two of the circuits.

Commissioner Miron asked if there were any other advantages to separate the locations in a civil unrest event or national disaster. Eggimann responded that the advantages are significant operationally. One important advantage is enabling another location to pick up calls for another PSAP.

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve Ramsey County's 9-1-1 plan amendment. Motion carried.

B. Recommendation of RFP Award for NG9-1-1 Grant GIS Project

Marcia Broman said that at the end of 2019, the MESB applied to ECN for a grant focusing on the Master Street Address Guide (MSAG) maintenance process. The MESB was awarded a grant for \$150,000.00. In August, the MESB issued an RFP for this project. Two proposals were received. The RFP review team requests the MESB Executive Committee to recommend approval to award the RFP to one of the two vendors.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to recognize this strategic position for the MESB and recommend approval of the award to one of the two responding vendors. Motion carried.

Roll call for Items 5A-B

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

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6. EMS Items – None

7. Administrative Items

A. Approval of 2021-2022 Lease with MMCD

Rohret requested the Executive Committee recommend Board approval of the 2021-2022 lease with MMCD. The lease includes a three percent rent increase. Though this increase was not included in the 2021 budget, the increase was small enough that contingency funds can be used to cover the increase amount.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the 2021-2022 lease with MMCD. Motion carried.

Roll call approving the 2021-2022 Lease with MMCD

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

8. Old Business – None

9. New Business – Closed meeting

A. 2020 Executive Director Performance Review

Upon the re-opening of the meeting, Commissioner Mastacastillo said the MESB Executive Committee recommends the rating of Exceeds Standards for the Executive Director's performance review and instead of a pay increase, to provide an additional FTO hours to keep the balance at 1,000 hours. The committee also recommends adding an additional goal for Rohret's 2021 goals.

10. Adjournment

The meeting adjourned at 10:45 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 9, 2020

Agenda Item:

**5A. Approval of Amendment 1 to
Five Agency Consortium Vesta
Maintenance Contract
Eggimann**

Presenter:

RECOMMENDATION

Staff recommends the Executive Committee recommend approval of Amendment 1 to the Five Agency Consortium (CHS-1) Vesta maintenance contract.

BACKGROUND

In mid-2014, the Board approved three agreements in relation to the five PSAP shared call handling equipment system known as CHS-1: a Master Cooperative Agreement; an Ancillary Agreement to the Cooperative Agreement; and a Purchase Agreement. The parties to the agreements are Allina Health EMS; City of Edina; City of Minneapolis; Hennepin County; and Hennepin EMS. The Purchase Agreement was also signed by the awarded RFP respondent, Independent Emergency Services, LLC (IES). The system is governed by a System Owners Group (SOG) made up of representatives from each of the five PSAP owners. The CHS-1 SOG asked the MESB to act as the contract manager and fiscal agent for the CHS 1 system. The MESB is an additional signatory on the CHS-1 maintenance contract.

ISSUES & CONCERNS

The CHS-1 system has been covered under warranty and the current maintenance agreement which took effect on January 1, 2017 and runs through December 31, 2020.

Amendment 1 to the maintenance contract extends the contract for one additional year, through December 31, 2021.

FINANCIAL IMPACT

None to the MESB. The five participating PSAPs are responsible for paying all costs involved with this contract extension.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

**FIRST AMENDMENT TO
SUPPORT SERVICES AND MAINTENANCE AGREEMENT**

for a

FIVE-AGENCY CONSORTIUM SHARED / HOSTED GEO-DIVERSE
VESTA 9-1-1 CALL HANDLING SYSTEM SOLUTION

THIS FIRST AMENDMENT TO SUPPORT SERVICES AND MAINTENANCE AGREEMENT ("Amendment"), is entered into as of January 1, 2021 by and between Allina Health System d/b/a Allina Health Emergency Medical Services, Hennepin County, City of Edina, City of Minneapolis, and Hennepin Healthcare System, Inc. d/b/a Hennepin County Medical Center (individually, "Buyer" and collectively, "Buyers"), which own and operate individual Public Safety Answering Points ("PSAPs"), and the Metropolitan Emergency Services Board ("MESB"), which will serve as Contract Manager for the Buyers, and Independent Emergency Services, LLC, a Minnesota limited liability company ("Contractor" or "IES").

WITNESSETH:

WHEREAS, Buyers, the MESB, and IES entered into a Support Services and Maintenance Agreement for a Five-Agency Consortium Shared/Hosted Geo-Diverse Vesta 9-1-1 Call Handling System Solution dated January 1, 2017 (the "Agreement"); and

WHEREAS, the Agreement expires on December 31, 2020, and the parties wish to extend the Agreement for one year; and

WHEREAS, the parties have agreed to pricing for Year 6 of the Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Buyers, MESB, and Contractor agree as follows:

1. The term of the Agreement shall be extended for one (1) year ending on December 31, 2021.
2. The pricing set forth in the attached Exhibit 1 for Common Equipment Support Services and for individual Buyer Support Services shall be in effect during the Year 6 extended term.
3. This Amendment may be executed electronically in one or more counterparts, each of which shall be deemed to be an original, but all of

which together shall be deemed to constitute one and the same agreement.

Each party represents to the other that it has full authority to enter into and secure performance of this Amendment and that the person signing this Amendment on behalf of the party has been properly authorized to enter into this Amendment

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year first above written.

(Signature pages to follow)

SIGNATURE PAGE TO PURCHASE AGREEMENT

ALLINA HEALTH SYSTEM d/b/a Allina Health Emergency Medical Services

By: _____

Susan Long, VP of Operations

SIGNATURE PAGE TO PURCHASE AGREEMENT

**COUNTY OF HENNEPIN
STATE OF MINNESOTA**

By: _____

Marion Greene, Chair of its County Board

Attest: _____

Karen Keller, Deputy/Clerk of its County Board

By: _____

David Hough, County Administrator

Approved as to form:

Assistant County Attorney

SIGNATURE PAGE TO PURCHASE AGREEMENT

CITY OF EDINA

By: _____
James Hovland, Mayor

By: _____
Scott Neal, City Manager

SIGNATURE PAGE TO PURCHASE AGREEMENT

CITY OF MINNEAPOLIS

Department Responsible for Administering
and Monitoring Agreement

By: _____

Kathy Hughes, Director of Department of Emergency Communications

Pam Fernandez, Finance Officer

Approved as to form:

Brad Cousins, City Attorney

SIGNATURE PAGE TO PURCHASE AGREEMENT

HENNEPIN HEALTHCARE SYSTEM, INC. d/b/a Hennepin County Medical Center

By: _____

Martin Scheerer, Senior Director of Hennepin EMS

SIGNATURE PAGE TO PURCHASE AGREEMENT

METROPOLITAN EMERGENCY SERVICES BOARD

By: _____
Chair

Approved as to Form:

By: _____
MESB Counsel

SIGNATURE PAGE TO PURCHASE AGREEMENT

INDEPENDENT EMERGENCY SERVICES, LLC

By: _____
Richard David Taylor II, Manager



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 9, 2020
Agenda Item: 6A. Approval of Amendment to Agreement with Ron Bombeck for MCI Bus Maintenance
Presenter: Robinson

RECOMMENDATION

Staff recommends the Board approve Amendment 3 to the Agreement for Contract Services with Ron Bombeck for MCI bus maintenance. to provide monthly MCI bus checks and device maintenance MCI bus.

BACKGROUND

The Metropolitan Emergency Services Board entered into a contract with Ron Bombeck in April 2017 to perform monthly vehicle and medical device maintenance checks, engine run-ups and vehicle drivability checks, be available to deploy the MCI bus upon request to respond to a scheduled or emergent event as well as provide MCI bus orientation and driver training and scheduling as requested.

ISSUES & CONCERNS

Amendment 3 extends the termination date of this contract from April 30, 2020 to April 30, 2021, thereby retaining Mr. Bombeck's services for an additional year.

FINANCIAL IMPACT

None to the MESB as this expense was included in the MESB's EMS Grant budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

**AMENDMENT NO. 3 TO
AGREEMENT FOR CONTRACT SERVICES**

THIS AMENDMENT is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD, Metro EMS Region, 2099 W. University Ave., #201, Saint Paul, MN 55104 ("the MESB") and Ron Bombeck, 4654 Allendale Drive, White Bear Lake, Minnesota 55127 ("CONTRACTOR").

WITNESSETH

WHEREAS, the MESB entered into an agreement with the CONTRACTOR dated April 26, 2017 (the "Agreement") to perform monthly vehicle and medical device maintenance checks, engine run-ups and vehicle drivability checks of the mass casualty incident ("MCI") bus, be available to deploy the MCI bus upon request to respond to a scheduled or emergent event as well as provide MCI bus orientation and driver training and scheduling as requested by the MESB EMS Coordinator;

WHEREAS, the Agreement was last amended in November 2019 to extend the termination date to **April 30, 2020**; and

WHEREAS, the parties wish to amend the Agreement to extend the Agreement for an additional year.

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the MESB and the CONTRACTOR agree as follows:

1. Article V.A. is amended to read:

A. The term of this Contract shall commence on May 1, 2017, or such other date as agreed to by the parties and shall terminate on **April 30, 2021** unless otherwise terminated as provided in this Contract. The parties may extend the terms of this Contract in yearly increments for up to five (5) years by written agreement.

This Amendment shall be effective May 1, 2020 – April 30, 2021.

Except as previously amended and as hereinabove amended, the terms, conditions and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the dates set forth below.

METROPOLITAN EMERGENCY
SERVICES BOARD

CONTRACTOR

By: _____
Trista Matascastillo, Chair

By: _____
Ron Bombeck

Dated: _____

Dated: _____

Approved as to form:

Board Counsel



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

December 9, 2020

Agenda Item:

**9A. Interviews of Respondents to
Lobbying Services RFP**

Presenter:

Rohret

RECOMMENDATION

Staff recommend the Executive Committee make a recommendation to the Board to award the lobbying services RFP to one of the two respondents.

BACKGROUND

MESB Policy 27 – Contracted Professional Services requires the MESB to issue an RFP every five years for contracted professional services. The last RFP for lobbying services was issued in 2017. In 2019, the Board requested the lobbying services RFP be issued in 2020 after the election so the lobbyist can be selected with election results in mind.

ISSUES & CONCERNS

The MESB received two responses to the lobbying services RFP and both agencies will be present at the December 9 Executive Committee for interviews.

Staff did an initial evaluation of the responses.

FINANCIAL IMPACT

Costs for lobbying services were included in the 2021 MESB operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL