



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

February 12, 2020, 10:00 a.m.

1. **Call to Order** – Board Chair, Commissioner Trista Matascastillo
2. **Oath of Office** – Commissioner Matascastillo
3. **Approval of Agenda** – Commissioner Matascastillo
4. **Approval of October 9, 2019 Executive Committee Minutes (page 3)**
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Rice/Steele PSAP to Utilize METCOM **(page 8)**
 - B. Discussion: Amendments to Metro ARMER Standard 6.2.0 – User Fees **(page 12)**
 - C. Discussion: Update on Metro Mobility ARMER Usage **(page 17)**
6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services – None
7. **EMS Items** – Ron Robinson, EMS Coordinator – None
8. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Draft MESB Policy 033 – PERA Phased Retirement Option **(page 19)**
 - B. Approval of Executive Director Travel Request **(page 23)**
9. **Old Business – CLOSED MEETING for Attorney-Client Privileged Discussion re: Discrimination Claim**
10. **New Business** – None
11. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

February 12, 2020, 10:00 a.m.

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 9, 2019

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-**absent**
George McMahon, Chisago County
Fran Miron, Washington County
Felix Schmiesing, Sherburne
Tom Wolf, Scott County

Staff Present: Jill Rohret, Pete Eggimann, Tracey Fredrick, Kelli Jackson, and Martha Ziese.

Others Present: Margaret Vesel, *Larkin Hoffman*.

1. Call to Order

The meeting was called to order at 10:06 a.m. by MESB Chair, Commissioner Fran Miron.

2. Approval of October 9, 2019 Agenda

Jill Rohret asked to amend the agenda and add two items. The items are: 7D. Amendment to MESB policy 031 – Other Post-Employment Benefits Policy, and 7E. Discussion on MESB Borrowing.

Motion by Commissioner Wolf seconded by Commissioner Egan to approve the October 9, 2019 Executive Committee agenda as amended. Motion carried.

3. Approval of June 12, 2019 Executive Committee Minutes

Motion by Commissioner Egan, seconded by Commissioner Fernando to approve the June 12, 2019 Executive Committee minutes. Motion carried.

4. Radio Items

A. Approval of Amendments to LifeLinkiii ARMER Participation Plan

Tracey Fredrick said LifeLinkiii is requesting an amendment to its ARMER participation plan by adding 10 radio IDs and four talk group IDs. LifeLinkiii has been on the ARMER system since 2004, and currently has 20 radio IDs and four talk groups. The additional IDs and talk groups will allow LifeLinkiii to continue service while radios are down for maintenance. LifeLinkiii's system administrator and MnDOT saw no issues with these additions.

Motion made by Commissioner Fernando, seconded by Commissioner Wolf to approve the amendments to LifeLinkiii's ARMER Participation Plan. Motion carried.

5. 9-1-1 Items – None

6. EMS Items – None

Rohret said there will be some 9-1-1 and EMS grants for the Board to accept at the November its meeting.

7. Administrative Items

A. Approval to Implement PERA Phased Retirement Option (PRO) for MESB Staff

Rohret said the PERA phased retirement option would be available for anyone that has worked full time for at least five years before retirement. The individual would have to cut their hours by at least 25% a year while working under the PRO program. The MESB has four staff members that

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could conceivably retire at the same time. This option would benefit the MESB by allowing the employee to phase into retirement and sit with his/her replacement to pass on their institutional knowledge. The MESB discussed this option when it was just a temporary option but did not take action at that time. Rohret said she thought it made sense to formally take action so staff knows if this is an option. Legislature passed the temporary option in 2009 and passed bills in 2019 making it a permanent option.

Motion made by Commissioner Fernando, seconded by Commissioner Egan to approve the PERA Phased Retirement Option (PRO) for MESB staff. Motion carried.

B. Approval of MESB 2020 Legislative Agenda

Rohret said that many of the 2020 legislative agenda items have been carried over from past years.

Rohret said amendments to MS 403 remain on the agenda. ECN's intent is to change the SECB's composition by adding the Department of Corrections and add a seat for tribal nations. The rewrite would update the definition of the metro region to ten counties, not seven. It is expected there will be a more substantial rewrite in the future.

Rohret stated it is possible that there could be an effort to change the employment classification of public safety telecommunicators in Minnesota. Telecommunicators are currently classified as clerical position by the U.S. Department of Labor; there is an effort in Congress to change the classification of telecommunicators to a protective service occupation. Ramsey County received an inquiry from a state representative about the federal bills and whether a similar measure should be introduced in Minnesota.

Rohret said another possible amendment to 403 is the clarification of how a multi-line telephone service (MLTS) can implement a 24-hour private answering point. Statute currently allows for a 24-hour private answering point, but some MLTS owners have interpreted that to mean a paid company in another state, which may not be able to provide location information. It is possible ECN will add this amendment to its bill.

Rohret stated that funding counties for GIS data maintenance may be a 2021 initiative. When 9-1-1 begins to consume GIS data more frequent updates will be required which may put an increased burden on county GIS staff. Financial assistance may be needed for some counties to do this maintenance in a timely manner. The state requirements are not yet known. This effort would likely be led by Minnesota County IT Leadership Association (MNCITLA) and the Association of Minnesota Counties.

Rohret said the primary EMS legislative initiative continues to be long term sustainable funding for the EMS regions. It is possible a bill will be introduced to include an appropriation from distracted driving fines to the EMS regions, similar to seatbelt fines. Additional items include the discussion of moving the regional EMS grant programs from the EMSRB to the Department of Health-Office of Rural Health. That is a concern for the MESB because metro counties would have to potentially meet some of those requirements meant for rural areas.

Rohret noted that there have been discussions about changing the EMS primary service area (PSA) law to allow local governments more say in how those PSAs are awarded. The Minnesota State Fire Chiefs Association has said it will take an organized approach on this issue this year. Rohret recommended neutrality because the MESB must work with all of the providers, regardless of their position on this issue. She said that changes in PSAs may affect local governments' resources. For instance, if a new EMS provider moves ambulance base locations

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to new locations, it could affect EMS response times, thereby requiring increased police and fire response to calls.

Commissioner Fernando asked the emerging positions on this issue. Rohret said those that own the PSAs, be it cities or health care systems, have free reign to change providers without the input of locals.

Commissioner Anderson asked about the increased GIS requirements. Rohret said that without the state's defined requirements being finalized yet, it's hard to know. There could be state requirements to implement new addresses into county datasets faster than is currently done.

Pete Eggimann said that when the 9-1-1 system is reliant on the GIS data, then the error correction and data maintenance will likely operate on an established timeline. It is possible there may not be enough staff to make the changes as quickly as the state requires or the current staff might have to change the way they do business. For example, they may have to deal with any GIS changes or error corrections that would impact 9-1-1 every day rather than working them as a project in between all of the other projects the GIS department is responsible for as time permits.

Commissioner Fernando said the telecommunicator re-classification might have inclusion in county legislation agendas. She said that if the MESB includes this bill in its legislation agenda, information should be conveyed to the counties so they may include the issue on their legislative agendas as well. It would help counties partner and provide additional pathways for initiatives if there was a collaborative stance.

Commissioner Schmiesing said Sherburne County currently does some coordinating with AMC. It would be beneficial to double down. Commissioner Fernando said there can be additional pathways if counties choose to be engaged.

Rohret asked about the best way to disseminate the information to the counties. Should it be done via an email to county administrators?

Commissioner Fernando said that it would be beneficial to add more information to the MESB legislative agenda and send to county administrators. Commissioner Egan agreed.

Commissioner Miron suggested to request a response from the counties if there is an interest in collaborating on any legislative item.

Motion made by Commissioner Egan, seconded by Commissioner McMahon to approve the draft legislative agenda with some additions specific to the history of the request and possible support or opposition, and emerging positions; once approved by the Board, the agenda will be sent to county administrators. Motion carried.

C. Discussion: 2020 MESB Meeting Schedule – November Board Meeting

Rohret said that the November 2020 meeting falls on Veterans Day. She is wondering if the Board would like to still meet on that day or reschedule. She suggested the following options:

1. Re-schedule the November 11, 2020 Board meeting to either Wednesday, November 4, 2020 or Wednesday, November 18, 2020.
2. Cancel the November meeting and hold a Board meeting in place of the Executive Committee meeting on either Wednesday, October 14, 2020 or Wednesday, December 9, 2020.
3. Hold the meeting as scheduled on Wednesday, November 11, 2020 (staff in attendance would take an alternate day as a holiday).

METROPOLITAN EMERGENCY SERVICES BOARD

Commissioner Wolf said October 29 and 30, 2020 are fifth Thursdays and Fridays; commissioners will likely have those days open.

Motion made by Commissioner Wolf, seconded by Commissioner Anderson to recommend to the board to reschedule the November 11, 2020 board meeting to October 29 or 30, 2020. Motion carried.

D. Amendment to MESB Policy 031 – Other Post-Employment Benefits (OPEB) Policy

Rohret said that GASB 75 requires MESB to have an actuarial study related to OPEB. There are two current MESB staff members that are eligible for OPEB benefits, and one current retiree. The Board approved MESB Policy 031 in early 2019 to memorialize the OPEB policy and how it operates. In preparation for the required update of the actuarial study, the actuarial firm noticed the Board's policy was silent on spousal OPEB, though stated in Anoka County's guidance.

Rohret stated that spousal coverage was not discussed during the December 2006 MESB meeting where the Board decided the OPEB policy. She drafted an amendment to MESB Policy 031 to provide the Board a basis for discussion today. Based on current status, there is only one employee that would be eligible for spousal coverage, which is determined by years of service. Using 2019 figures, including spousal coverage could add \$864.00 - \$1,100.00 per year.

Commissioner Fernando asked if the Board had previously discussed this issue. Rohret said no; there is only one retiree eligible for OPEB, but she had single coverage at the time of her retirement.

Commissioner Egan asked if staff has given thought on how to include this expense in the budget. Rohret replied that it would be included in the budget based on when the one current employee with spousal coverage retires.

Commissioner Fernando said policies are made to reflect practices accurately. If this piece what was missed by everyone, the MESB policy should stay as is. If there is a desire to have a discussion about adding the spouse coverage benefit, then that should be a separate conversation.

Rohret said the motion in 2006 was to adopt the Anoka County plan which included spousal coverage, though it may not have been actually discussed at the time.

Commissioner Fernando said the MESB plan excluded spouses. The Board adopted the Anoka County plan as a guide, but MESB Policy 031 was adopted and it should be the policy that is followed.

Commissioner Miron stated the Executive Committee should provide a recommendation to the Board.

Motion made by Commissioner Fernando, seconded by Commissioner McMahon to uphold the MESB Policy 031 as approved. Motion carried.

E. Discussion on MESB Borrowing

Rohret said this item arose yesterday when staff met with the MESB auditors in preparation for the 2019 audit. This issue is related to the new GASB 87 requirements on how leases should be reported. MESB needs a new document that creates payment schedules for its leases. One of the requirements for the document is to define a discount rate. The MESB does not have bonding authority which could determine a discount rate. Because of this, the auditors looked at the

METROPOLITAN EMERGENCY SERVICES BOARD

MESB joint powers agreement which states, "...the Board may seek, apply for, and accept appropriations, gifts, grants or loans of money." The auditors asked from whom the MESB would borrow, a county or a bank. Rohret said she consulted with Board Counsel who was not aware of any discussions regarding borrowing or a reason why the MESB could not borrow through a county.

Commissioner Miron said the other option would be to amend the JPA striking the term borrowing. Rohret said that could be discussed when the agreement is renewed in a couple of years. Currently, staff seeks feedback related to from whom the MESB would borrow to help determine the discount rate.

Kelli Jackson said the rate is only to calculate a value of future lease payments. It will tell determine what is owed on future lease payments at the time of the MESB audit.

Commissioner Fernando said the commercial rate is perfectly suitable; counties likely would not want to lend to another entity.

8. Old Business – None

9. New Business

A. CLOSED MEETING for Executive Director Performance Evaluation

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to close the meeting for the Executive Director's performance evaluation at 11:03 a.m. Motion carried.

Motion made by Commissioner Egan, seconded by Commissioner Wolf to reopen the meeting at 11:42 a.m. Motion carried.

2019 Executive Director Performance Review

Commissioner Miron summarized the closed meeting. He said the Committee determined to rate the Executive Director at the greatly exceeds standards rating in the 2019 Dakota County Merit Compensation Plan, resulting in a 4.5% base salary increase and a 2% lump sum payment. This recommendation will go before the full board. The goals and the narrative in writing should be available to the Board for review before the November meeting.

Motion made by Commissioner Fernando, seconded by Commissioner Ische to rate the Executive Director as greatly exceeds standards and to follow salary adjustments as outlined in the 2019 Dakota County Merit Compensation Plan. Motion carried.

10. Adjournment

The meeting adjourned at 11:45 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 12, 2020

Agenda Item:

**5A. Approval of Rice/Steele
PSAP Use of METCOM**

Presenter:

Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval for the Rice/Steele PSAP to use METCOM talkgroup.

BACKGROUND

In 2007, the MESB approved the creation of the METCOM talkgroup, which is a region-wide talkgroup used to facilitate communications between PSAPs. This talkgroup is, according to the standard, only allowed in consoles; requests to include the resource in portable radios or to be used in PSAPs outside of the metro region require approval of the Board.

In 2011, the MESB Interoperability Subcommittee denied a request from Goodhue County to use the resource to hail and interoperate with Dakota Communications Center.

ISSUES & CONCERNS

The Rice/Steele PSAP requests use of the metro-wide talkgroup METCOM for hailing and interoperability with neighboring metro region PSAPs, Dakota Communications Center and Scott County Sheriff's Office. The Rice/Steele PSAP's use of METCOM will conform to the requirements of Metro Standard 3.30.0 – METCOM Rice/Steele PSAP will add the talkgroup to six consoles in its dispatch center.

Dakota Communications Center is the back-up center for the Rice/Steele PSAP.

The Rice/Steele PSAP is located outside of the metro region, thus requires Board approval to use the resource. This is the first request from outside the metro region which is recommended for approval. A similar request from Goodhue County was denied in 2011. The Radio TOC decided to allow Rice/Steele PSAP to use the resource because it borders more than one metro region PSAP.

Additional requests from counties outside of the metro region could come in the future.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
Entity: Rice & Steele 911 Center	Date: 12/27/2019
Requestor: Jill Bondhus	
Address: 204 Pearl St E	
Telephone: 507-363-6464	
Email: jbondhus@rsc-psap.org	
Requestor Signature: <i>Jill Bondhus</i>	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID <small>(provided by Authorizing Agency)</small>
Example: CM-CALL - CM-TAC12	Portables Mobiles Consoles	16 portables and 12 mobiles	
METCOM	CONSOLES	6	

Reason for the Request
<p>Example: Add regional talkgroups to fire department portable and mobile radios for interoperability with other neighboring departments.</p> <p>Add bordering radio region PSAP call/hailing channels for interoperability with other neighboring departments.</p>

Authorizing Entity Information			
Approval:	YES	NO	YES w/CONDITIONS (see below)
Approved By:			
Approver's Entity:			
Approver's Telephone:			
Approver's Email:			
Approver's Signature:			Date:

Conditions
<p>Example: Request authorization must be reviewed and renewed every two years from approver's signature date.</p>

Talkgroup Authorization Requests are considered by the talkgroup's owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	3 - Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.30.0	Date: 05/23/07
Procedure Title:	800 MHz METCOM Talkgroup	
Date Established:	5/2/07	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:		Date: 06/13/07

1. Purpose or Objective

To establish guidelines and procedures for the use of the 800 MHz **METCOM** talkgroup.

2. Technical Background:

▪ **Capabilities**

The **METCOM** talkgroup is a metro region-wide talkgroup intended to facilitate communications between dispatch centers.

▪ **Constraints**

This Standard strives for consistency among all metro region agency dispatch centers and also serves to minimize usage conflicts when multiple incidents may be occurring simultaneously within the metro region area.

3. Operational Context:

The **METCOM** talkgroup is to be used for day to day interagency urgent or emergency mutual aid situations. It is also a means for hailing another dispatch center, to re-direct non-emergency communications to an alternative talkgroup of their choice.

4. Recommended Protocol/ Standard:

Emergency Communications shall be defined, for these purposes, as those communications necessary to reduce the time factor when intervening in a life-threatening situation, or a large-scale property damage situation.

Emergency communications shall have priority over all other types of communications. Those emergency communications shall include, but not necessarily be limited to:

- Any situation where human life may be in danger of great bodily harm or death.
- Situations where property damage occurs, or very possibly could occur, on a large scale and immediate action is necessary to restore order or prevent further damage or harm.
- Any emergent situation when a dispatcher must provide essential information to multiple agencies at once.

Non-emergency communications shall be defined as any communications where the probability of a life-threatening or large-scale property damage situation does not exist but no other reasonable means of communication between users is available.

Non-emergency communications include, but are not limited to:

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.

<u>TG Requirements</u>	<u>For Whom?</u>
Mandatory	All Region Dispatch Centers
Highly Recommended	EOCs, Incident Command Centers
Optional	None
Not Allowed	Mobile and Portable Radios

<u>Cross Patch Standard</u>	<u>YES / NO</u>	<u>To Talkgroup(s)</u>
Soft Patch	No	NA
Hard Patch	No	NA

No personnel in any dispatch center shall soft patch the 800 MHz METCOM talkgroup to an 800 MHz trunked talkgroup, RF control station or conventional resource (See Metro Standard 3.24.0).

5. Recommended Procedure:

Any user transmitting information to another shall:

- Identify by department name and department(s) being called.
- Identify talk group being used "METCOM."
- Identify the type of incident or emergency.
- Example: "Minneapolis to Golden Valley and State Patrol on METCOM, pursuit."

6. Management

The dispatch center managers for agencies on the regional 800 MHz radio system shall insure that there is a procedure for use of the METCOM talkgroup in the dispatch center for which they are responsible.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly Interoperability Subcommittee meetings for resolution.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 12, 2020

Agenda Item:

5B. Discussion: Metro Standard

6.2.0 – User Fees

Presenter:

Rohret/Fredrick

RECOMMENDATION

No recommendation. This is being brought to the Executive Committee for discussion as a policy matter to give staff direction on how to handle this standard.

BACKGROUND

When the Metropolitan Emergency Services Board was formed in 2005, it voted to implement all of the existing radio standards approved by the Metropolitan Radio Board. In so doing, all references to the Metropolitan Radio Board were replaced with Metropolitan Emergency Services Board.

Over the course of 2019, all radio standards were reviewed for accuracy and were, if necessary, amended by the MESB. Only one standard was not reviewed as it pertains to policy which should be determined by the Board, rather than the Radio TOC; that standard is Metro Standard 6.2.0 – User Fees, which was last revised in January 2005.

ISSUES & CONCERNS

Metro Standard 6.2.0 – User Fees was approved by the Metropolitan Radio Board (MRB) to govern how it would charge user fees to ARMER system users in the metropolitan region, based on statute enacted at that time. Statute stated the MRB could determine how capital, operating and administrative costs of the first phase system (backbone) would be spread across users of the system. At that time, the MRB received a portion of the 9-1-1 surcharge revenues to pay for a portion of the system's capital and operating expenses; the Board's administrative expenses were not an eligible use of the 9-1-1 surcharge revenues.

The MRB began charging user fees in 2003 at a rate of \$45.96 per radio per year, or \$3.83 per radio per month. This fee was charged to all ARMER users at that time, regardless of whether the user primarily operated on the backbone system or a county/city-owned subsystem. This fee helped to cover the MRB's administrative and overhead costs, which were not an eligible use of the 9-1-1 surcharge revenues.

When it became known that the MRB would have to sunset in 2005, it was learned that the successor agency would not receive a portion of the 9-1-1 surcharge revenues to pay for ARMER operating costs. By agreement with MnDOT in existence at that time, MnDOT paid 53.6% of the ARMER backbone operating costs, and the MRB paid 46.4% of those costs. For

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 12, 2020

Agenda Item:

**5B. Discussion: Metro Standard
6.2.0 – User Fees**

Presenter:

Rohret/Fredrick

several years, no actual costs were exchanged between the two agencies as the MRB paid for the entirety of the Zone 2 zone controller, thus no operating costs were paid. Once MnDOT's share of the zone controller was paid, and the Board no longer received 9-1-1 surcharge revenues, the Board would have to start paying its share of the system operating costs. A committee was formed to create a cost allocation formula.

The formula developed was tiered based on a user's investment in the ARMER system and was implemented by the MESB in 2006. A county like Hennepin County, which built its own subsystem, including prime site controller, paid \$26.86 per radio per year, while a backbone-only system user paid \$186.30 per radio per year. The amount varied year to year by the estimated rent, utility, and Motorola service contract expenses, and whether the Statewide Radio Board (SRB) would provide a subsidy to the MESB to reduce the amount charged in user fees. The SRB provided such an allocation in 2006 and the first half of 2007. It should be noted that the aforementioned fees included the subsidy provided by the SRB.

In 2007, the Minnesota Legislature passed legislation that allowed for the 9-1-1 surcharge revenues to pay all of the ARMER system's backbone operating costs, thereby eliminating the need for the MESB to charge user fees to pay for a portion of those costs. This legislation did not cover costs associated with county-owned infrastructure. As a result, the MESB stopped charging user fees to metro ARMER users effective July 1, 2007.

The questions surrounding any update of this standard stem from whether or not the Board would wish to have a generic standard in place in case user fees are ever charged again, or if the standard should be deleted in its current obsolete state, knowing that if such a standard is needed in the future one could be developed and approved.

FINANCIAL IMPACT

None to the MESB at this time. This standard would only be implemented if the MESB is either directed to or charged fees by the SECB in the future, either due to a statutory change or a new fee is developed.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	6 – Financial Policies & Procedures	Radio TOC Approval – Signature:
Sub-Section:	METRO 6.2.0	
Procedure Title:	User Fees for Administration	
Date Established:	8/27/01	
Replaces Document Dated:	8/27/01	MESB Approval - Signature:
Date Revised:	1/27/05	9/07/01

1. Purpose or Objective

The purpose of this standard is to outline a procedure for determining costs of operation, administration, and maintenance of the first phase backbone system and for billing each agency its prorated share. The standard is governed by Minnesota Statutes 473.902, which grants the Metropolitan Emergency Services Board (MESB) the power to assess user fees, and by the various cooperative agreements between the Board and the governmental entities who are full participants in the region-wide system.

2. Technical Background:

▪ **Capabilities**

N/A

▪ **Constraints**

N/A

3. Operational Context:

Minnesota statutes provide for the MESB to assess each fully participating entity a user fee to cover the ongoing costs of administering, operating and maintaining the system. The MESB's Policy as adopted by resolution on June 1, 2001 states: "**Whereas**, all management and administrative costs of operating the Metropolitan Emergency Services Board previously borne by the Metropolitan Council will transfer to the MESB by July 1, 2002, and **whereas**, Minnesota Statutes 473.894 provides that the MESB shall determine how capital, operating and administrative costs of the first phase system will be spread across users of the system, **therefore**, the Board determines that fees shall begin being charged to users effective July 1, 2002 to cover operating and administrative costs not eligible to be paid by 9-1-1 surcharge revenues.. Fees to be set by the Board shall be based on the number of subscriber radios deployed by respective users and on the projected need of the MESB for funds. It shall be the policy of the Board to phase the user fees in as radios are deployed, and to use funds in the unrestricted operating account to make up any shortfall during the ramp-up period prior to full deployment."

4. Recommended Protocol/ Standard:

The standard is governed by the cooperative agreement among the parties. The agreements require the Metropolitan Emergency Services Board to provide an estimated charge rate by August 1st of the year prior to the budget year. The agreement provides for quarterly billing. Current MESB policy is to bill each entity on the basis of the number of subscriber radio sets projected to be in use when the system is fully deployed. For purposes of budgeting, each entity must, upon request of the MESB, supply the MESB with information concerning the entity's projected use of subscriber radios.

To the extent possible, system maintenance costs, which are an eligible use of the Board's 9-1-1 revenues, shall be paid by the Board without being charged back as a part of the user fees. If and when 9-1-1 moneys are not available to the Board, system maintenance may become a cost to be allocated to users.

Each "Active Radio" on the system, regardless of ownership or intended use, will be assessed a user fee for the administrative costs of the Board. A radio is considered to be an "Active Radio" when all of the following conditions are present: (1) The unit has to be a two-way radio connecting with the system over the air via the control channel; (2) The unit has to be assigned a unique system user ID; and (3) Installation/deployment and commencement of use has occurred. Radios that are "cache radios," intended primarily for use in emergencies, but not used on a regular basis, shall be considered "active" only during each calendar month of use for purposes of assessing the fee. At other times such units shall be considered "inactive" and need not be reported as an active radio.

Radios purchased by Authorized Users but not yet deployed and/or installed, or radios that are no longer in service, are not considered "Active Radios" because they are not being used.

Initial functional tests on radios intended for future deployment conducted by a radio technician as part of inventorying, programming and bench testing does not constitute "commencement of use."

Any exception to this policy for specific radios or users will require a formal Waiver by the Board in accordance with Interim Standard 1.5b.

5. Recommended Procedure:

Each year, during the MESB's annual budgeting process, MESB staff shall prepare an estimate of the projected administrative costs to be covered by user fees for the upcoming calendar year. This procedure shall be accomplished by the regular June meeting of the Board. Administrative costs include salaries and benefits for MESB staff, rental of office space, the cost of office supplies, postage, travel, subscriptions, fees and dues; and services such as legal, financial, web site development and maintenance, general liability insurance, and intergovernmental relations.

Each entity shall be informed of the fee projected to be charged for the following calendar year no later than August 1st of the year preceding the budget year.

FINAL

FINAL

Billings shall be prepared and submitted quarterly beginning with the third quarter of 2002.

6. Management

The Executive Director of the Board is responsible for managing this procedure.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 12, 2020

Agenda Item:

5C. Discussion: Metro Mobility Update

Presenter:

Fredrick

RECOMMENDATION

No recommendation. This is being brought to the Executive Committee for discussion as a topic from the Radio Technical Operations Committee (TOC).

BACKGROUND

Over the course of 2019, Metro Mobility made presentations to both the Radio TOC and the Board about improvements to its internal controls and systems to begin reducing usage on the ARMER system.

ISSUES & CONCERNS

Metro Mobility presented a plan of action to the Radio TOC in February 2019 and to the Board in March 2019. The agreement from the Radio TOC was to monitor the implementation process of the new system and analyze usage data from the time of implementation, which was scheduled to be during August 2019, through January 2020. Metro Mobility was asked to come back to the January 2020 Radio TOC meeting with information about how it is reducing usage, and, if it was found that usage remained unchanged, the Radio TOC was to make a decision about how to move forward with reducing ARMER system usage. It was thought, at the time, that four to five months of usage data would be available for the January 2020 presentation.

Metro Mobility presented at the January 22, 2020 meeting of the Radio TOC. As part of the presentation, it was mentioned that, due to procurement delays, only one of the two Metro Mobility garages had been equipped with the new system and was only equipped in November 2019. During review, the Radio TOC members could not accurately discern if the new equipment was working to reduce ARMER system usage, since there was only six weeks of data to compare.

The Radio TOC members decided not to take immediate action at the January 2020 meeting, as to give additional time to collect and analyze data. The Radio TOC requested Metro Mobility members return to continue discussions at the March 2020 Radio TOC meeting, at which time, four months of usage data will be available, as originally desired. A smaller workgroup, including members of the Radio TOC and Metro Mobility staff, has been formed to monitor system usage between now and the March 2020 Radio TOC meeting, and to make recommendations should usage not improve.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2020
Agenda Item: 5C. Discussion: Metro Mobility Update
Presenter: Fredrick

Metro Mobility was originally scheduled to present to the Board at its March 2020 meeting; however, a decision from the Radio TOC will not happen until its March 25, 2020 meeting. Metro Mobility may be asked to delay the Board presentation until its May 2020 meeting.

FINANCIAL IMPACT

None to the MESB at this time.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2020
Agenda Item: 7A. Approval of Draft MESB Policy 033 -
Phased Retirement Option
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends approval of draft MESB Policy 033 – PERA Phased Retirement Option which states how the MESB will handle implementation of the PERA Phased Retirement Option (PRO) for eligible employees.

BACKGROUND

Legislation passed in 2009 created a phased retirement option (PRO) for Coordinated and Basic PERA members; at that time, it was only available for a limited time. In 2019, the Minnesota Legislature, made the PRO a permanent option for Coordinated and Basic PERA members, though the option is at the discretion of the employer. Dakota County has opted to implement this option and currently has six employees participating in the option.

At the November 13, 2019 MESB meeting, the Board voted to allow this retirement option for MESB employees, subject to the approval of the Executive Director and the approval of a policy governing the option.

ISSUES & CONCERNS

Phased retirement requires the PERA member to be at least 62 and a vested PERA member. The employee must have worked a minimum of 1,044 hours in each of the five years immediately preceding the offer of a phased retirement.

Phased retirement requires the employee to reduce his/her hours by at least 25% per pay period and cannot exceed working 1,044 hours per year (this equates to working half time or less). A phased retirement agreement must be executed between the employee and employer for a term of up to five years.

Once in a phased retirement, neither the employee nor the employer is required to make PERA contributions.

The draft policy being considered by the Board mirrors the policy implemented by Dakota County. The draft policy states that the PRO option must be offered by the Executive Director to retiring employees. The term of the PRO Agreement is for one year, which will be the maximum length of PRO offered by the MESB. The Executive Director has the sole discretion to renew the agreement beyond one year.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2020
Agenda Item: 7A. Approval of Draft MESB Policy 033 -
Phased Retirement Option
Presenter: Rohret

FINANCIAL IMPACT

The MESB would have to enroll the participating employee in PERA's exempt plan and report these individuals on the salary deduction report. The MESB would also have to report once the phased retirement agreement has been concluded or when the employee fully retires. If employees participate in PRO, coverage as a full-time employee for group health, dental, vision and life insurance will end, as the employee will be a part-time employee. Benefits offered to the employee as a part-time employee would be determined by whether the employee works more or less than .50 FTE.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: PERA Phased Retirement Option

Number: 033

Effective Date: xx-xx-2020

PURPOSE: The intent of this policy is to establish a consistent process for approving MESB employees' participation in Public Employees Retirement Association (PERA) Phased Retirement Option (PRO).

In 2009, the Minnesota Legislature created a phased retirement option (PRO) for coordinated and basic members; at that time, PRO was only available for a limited time. In 2019, the Legislature made the program a permanent option for coordinated and basic members, though the option is at the discretion of the employer. In November 2019, the MESB voted to participate in this program.

The Executive Director's employment agreement gives the Executive Director the duty to "select, hire, direct and discipline employees of the Board." Given this duty, the Executive Director will determine whether the MESB would agree to PRO for any given employee, based on if doing so would be beneficial for the MESB.

For an employee to be eligible to participate in the PRO, he/she must be at least 62 years of age and a vested PERA member who has worked a minimum of 1,044 hours (half-time) in each of the five years immediately preceding the offer of a phased retirement. Additionally, the employee may not be a current PERA benefit recipient and must reduce her/his hours by at least 25% in each pay period under PRO and may not work more than 1,044 hours in one year. According to PERA, the maximum length of PRO is five years.

Process

If an employee meets the aforementioned conditions and is interested in participating in PRO, he/she should discuss participation with the Executive Director. The Executive Director will deliberate and determine if PRO would be of benefit to the MESB.

If the Executive Director decides to offer PRO to an employee, the maximum length of PRO offered by the MESB will be for one year. The MESB and the employee will enter into a Phased Retirement Option Agreement, which will be submitted to PERA prior to the effective date of the PRO. Employees must also submit a completed Application for PERA Retirement Benefits.

At the sole discretion of the Executive Director, the Phased Retirement Option Agreement may be renewed. If the agreement is terminated or not renewed, the employee will not be able to return to employment status except through normal PERA and MESB rules.

Supplemental Benefits Under PRO

If an employee participates in PRO, coverage as a full-time employee under group health, dental, vision, and life insurance will end; the employee will be treated as a part-time employee. If working more than .50 FTE, the employee will be eligible for prorated medical and dental benefits; life insurance, vision, and disability will remain in place. If working less than .50 FTE, these benefits will end.

Metropolitan Emergency Services Board

Subject: PERA Phased Retirement Option

Number: 033

Effective Date: xx-xx-2020

If working less than .50 FTE, employees participating in PRO will not be eligible to participate in both short- and long-term disability programs. Coverage terminates on the date the employee's benefit-eligible status ends.

If working less than .50 FTE, PRO employees will no longer be eligible to participate in health care/dependent care Flexible Spending Account. Contributions to the health and/or dependent care flexible spending account will end of the last date of employment.

Contributions to deferred compensation plans can continue at the same level for employees in the PRO program.

Flex leave will be pro-rated and continue to accrue on hours worked.

PRO-participating employees will continue to be eligible for paid holidays, pro-rated based on the number of hours worked.

Contributions to PERA by the employee and by the MESB will end.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2020
Agenda Item: 8B. Approval of Exec. Director Travel Request
Presenter: Rohret

RECOMMENDATION

The Executive Director requests approval to travel for the 2020 APCO Annual Conference and MTUG National Meeting.

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director is seeking approval for one travel request.

The travel request is for the 2020 Association of Public-Safety Communications Officials (APCO) annual conference and the 2020 Motorola Trunked Users Group (MTUG) annual meeting, which are being held in Orlando, FL in August 2020. The APCO conference is August 2-5, 2020; the MTUG meeting is August 6-7, 2020.

The travel request is for \$2,259.00 and is included in the 2020 MESB operational budget.

FINANCIAL IMPACT

None; the travel request was included in the 2020 MESB operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2020 Annual Conference and MTUG National Meeting
Location: Orlando, FL (GSA Per Diem: \$66; \$49.50 travel day)
Travel Dates: August 1 - 7, 2020

Travel Cost Estimate

Registration	\$350.00
Air Fare	\$400.00
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	\$1,000.00*
WiFi Charges (at hotel only)	-
Meals	\$429.00
Other	-
Total Estimated Cost	\$2,259.00

Is travel cost included in current budget? Yes

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

Meal costs are derived by using the GSA meal per diem rate. I expect actual costs to be less as some meals are provided by the MTUG National Meeting.

*Estimate made using non-conference hotel room rates. Actual costs could be less.

Submitted by: Date: January 31, 2020

Board approval

Motion by: Seconded by:

Motion carried/Motion denied

Date: