



**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA**

February 9, 2022, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Access Code: 2558 615 0139

Password: BdFDScvG223 (23337284 from phones & video systems)

1. **Call to Order** – Board Chair, Commissioner Irene Fernando
2. **Approval of Agenda** – Commissioner Fernando
3. **Oath of Office** (if needed) – Commissioner Fernando
4. **Approval of December 8, 2021 Executive Committee Minutes (page 3)**
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
A. Approval of Amendment to Scott County's ARMER Participation Plan (**page 9**)
6. **9-1-1 Items** – Mike Mihelich, 9-1-1 Manager – none
7. **EMS Items** – Ron Robinson, EMS Coordinator – none
8. **Administrative Items** – Jill Rohret, Executive Director
A. Discussion: Legislative Initiative for ARMER Encryption (**page 11**)
9. **Old Business** – None
10. **New Business** – None
11. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

February 9, 2022, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2022 Treasurer)
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando* (2022 Chair)
Commissioner Chris LaTondresse

Isanti County

Commissioner Greg Anderson* (2022 Vice-Chair)

Ramsey County

Commissioner Trista MatasCastillo* (2022 Secretary)
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 December 8, 2021

Commissioners:

Greg Anderson, Isanti County
Joe Atkins, Dakota County – **absent**
Gayle Degler, Carver County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Rick Greene, Chisago County

Andrew Johnson, City of Minneapolis
Trista Matascastillo, Ramsey County – **absent**
Fran Miron, Washington County
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Tracey Fredrick, Mike Mihelich, Jill Rohret, and Martha Ziese.

Guests Present: Jay Arneson, *Board Counsel*; and Melissa Wenzel, *LifeLink III*

1. Call to Order:

The meeting was called to order at 10:00 a.m. by MESB Vice-Chair Commissioner Irene Fernando.

2. Approval of the December 8, 2021 Agenda

Motion made by Commissioner Degler, seconded by Commissioner Wolf to approve the December 8, 2021 MESB Executive Committee agenda. Motion carried.

3. Approval of Minutes

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the June 9, 2021 MESB Executive Committee minutes. Motion carried.

4. Radio Items

A. Approval of Amendment to Minneapolis' ARMER Participation Plan

Tracey Fredrick said Minneapolis requests approval of an amendment to its ARMER participation plan to accommodate changes related to its new backup dispatch site at the Minneapolis Convention Center. The work is expected to be completed by the end of this year or very early into 2022. The Land Mobile Radio and NG91-1 Committees have approved this plan. Minneapolis also received a temporary variance to use this center prior to the board approval so it can be used, if needed, for the Potter trial.

Motion made by Councilmember Johnson, seconded by Commissioner Wolf to recommend approval of the amendment to Minneapolis' ARMER participation plan. Motion carried.

B. Approval of Request for Waiver to SECB Standard IOP-11 from Eagan Fire Department

Fredrick said Eagan Fire Department requests approval of a waiver to SECB Standard IOP-11 for one additional radio used by an Eagan Firefighter who also serves on the SWAT team. It is not for day-to-day use and will only be used for SWAT operations. There are two other SWAT team members that have similar approved waivers.

Commissioner Greene asked what would keep them from using that radio for use other than a SWAT operation.

Fredrick said this radio is kept in a locked locker when not in use for SWAT operations.

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Commissioner Gamache asked if there have been any similar requests from agencies besides Eagan Fire Department and if this request requires county board approval.

Fredrick said she did not know of any other requests from other counties. this request came through the Radio TOC for approval since it is a state standard. This individual is an EMS Medic that works for the Eagan Fire Department and appointed to the SWAT team by the Dakota County Sheriff's Department.

Commissioner Fernando asked if there was an expiration date for this activation.

Fredrick said if there is a desire for a review, she will do a review in one year.

Councilmember Johnson asked if this was a technicality since this radio would be locked up when not being used for SWAT operations.

Fredrick said that is correct; this individual has a separate radio for daily use/non-SWAT operations.

Jill Rohret said the radio system administrators regularly monitor interoperability talkgroups and can see if there is inappropriate use.

Motion made by Commissioner Gamache, seconded by Commissioner Degler to recommend approval of Eagan Fire Department's request for waiver to SECB Standard IOP-11. Motion carried.

C. Approval and Acceptance of FY2022 SECB Grant

Fredrick said staff requests acceptance of the FY2022 SECB grant. The grant is in the amount of \$250,000.00 and will focus on mental health statutory compliance training, telecommunicator resiliency training, ECN conference attendance, ARMER training video and PSAP security audits.

Fredrick said if there were any changes to these priorities it would come before the board for approval. It is likely the grant contract will be received in early 2022.

Motion made by Commissioner Miron, seconded by Commissioner Degler to recommend acceptance of the 2022 SECB grant. Motion carried.

5. 9-1-1 Items

A. Approval of CHS-1 Purchase/Upgrade Agreement

Mike Mihelich said Call Handling System 1 (CHS-1) is 9-1-1 answering system used by five metro PSAPs, which would like to proceed with purchasing a system upgrade. This system has been in existence for five years. There are some issues with the operating systems of the servers and the machines that are outdated. The machines have been running 24/7 for those five years and are due for a refresh. The MESB is the contract manager for CHS-1 and is therefore a signatory for the agreement.

Rohret said t the system owners would like to take advantage of a pricing offer which expires December 31, 2021. Because of this, this item is before the Executive Committee today for approval with ratification by the board in January.

Motion made by Councilmember Johnson, seconded by Commissioner Degler to bring approve of the CHS-1 Purchase/Upgrade Agreement. Motion carried.

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B. Approval of Amendment 1 to the Winbourne Consulting Agreement

Mihelich said Winbourne Consulting is offering a “lessons learned” document they have put together from all of their national CAD-to-CAD work. The cost for this document is \$1,320.00. The Workload Sharing/Situational Awareness Workgroup feels this document would be beneficial in detailing best practices for implementing a CAD-to-CAD interoperability solution.

Motion made by Councilmember Johnson, seconded by Commissioner Wolf to recommend approval of Amendment 1 to the Winbourne Consulting Agreement. Motion carried.

6. EMS Items

A. Approval of Contract for Certified Ambulance Documentation Specialist Class

Rohret said this class was included in the EMS EMSRB work plan approved earlier this year. Because this contract requires a signature over the Executive Director's signing authority of \$10,000.00 it is brought to the board for approval. In this case, a deposit is required to secure dates for the class. Because of this, this item was noticed for approval by the Executive Committee with ratification by the Board in January.

Motion made by Commissioner Wolf, seconded by Councilmember Johnson to approve the contract for Certified Ambulance Documentation Specialist Class. Motion carried.

7. Administrative Items

A. Approval of 2022 MESB Legislative Agenda

Rohret said MESB staff and the lobbyists developed the draft 2022 legislative agenda. There several items which have been on the legislative agenda for years.

Rohret said under 9-1-1 and ARMER items is the funding for counties' ongoing maintenance of GIS data. DPS is proposing technical amendments to MS 403. MESB staff recommend supporting the change to employment classification of 9-1-1 telecommunicators.

Rohret said long-term sustainable funding for EMS regions remains on the draft legislative agenda. A one-time appropriation was approved in 2021, but a long-term solution is needed. Seat belt fines have declined. There is some clarification needed for grant funding requirements under MS 144E.02 and 144E.50. The EMSRB made some changes this year which resulted in three grants instead of two. A longstanding legislative agenda item is keeping the EMS regional program under the EMSRB rather than moving it to Minnesota Department of Health.

Commissioner Degler asked if it's a concern that stopping drivers for smaller offenses will have an effect on the EMS funding money.

Rohret said it has not been brought up, but it is a logical assumption it will have an effect on the EMS funding streams, particularly the grant funded seatbelt violation fines.

Commissioner Fernando said this is a big concern. What is the best way for our IGRs to support these platforms.

Rohret said once this legislative agenda is approved in January, she will send out to counties for awareness.

Commissioner Gamache said it would be helpful to have the breakdown of EMS funding sent out to the counties with the approved legislative agenda.

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Motion made by Commissioner Degler, seconded by Councilmember Johnson to recommend approval of the draft 2022 MESB Legislative Agenda. Motion carried.

B. Discussion: Proposed Amendments to MS 403

Rohret said since the Board last discussed the proposed technical amendments to MS 403, three additional changes were made. Regions were requested to discuss the changes and bring feedback to the SECB Legislative Committee. The first change is the language relating to Originating Service provider cost recovery has been restored per advice of Minnesota Management and Budget.

Rohret said the second change is the language related to requirements for multi-line telephone system vendors was mistakenly removed and is now added back in.

Rohret said the third change is in the area of the 9-1-1 fee itself; references to FCC rules for the use of 9-1-1 fee monies were added where appropriate.

C. Discussion: 2023 Budget – Radio Training

Rohret said that the MESB has traditionally used grant funds, either federal SHSP grants or state SECB grant, to pay for radio system administrator training. ECN has made some changes to how the SECB grant may be used; radio items are no longer eligible uses for the SECB grant funds. there have been some changes to grant funds related to radio training. The SECB grant guidance now states radio items, including training will no longer be eligible for funding. MESB staff wanted to discuss whether additional funds, likely \$30,000.00 - \$35,000.00 should be added to the radio administration budget for the 2023 budget to accommodate regional training needs. She prepared an example using the approved 2022 budget so members could see how this addition to the budget would affect assessments.

Fredrick said it has not been possible to hold these radio trainings, even though regular training is required in SECB standards. The metro region ARMER system administrators have expressed concern about not staying in compliance with state standard, as they are required to have a training every two years. The metro system administrators are very advanced and want to stay on top of current trends and changes made by the system vendor during system updates/upgrades.

Commissioner Gamache said trainings are being missed. It is important to stay up-to-date. The focus should be on changing statute. Is there a communication issue that we need to correct to see what trainings counties are conducting.

Fredrick said she can easily track the trainings that are being held, including the state's online training.

Commissioner Degler asked if we could find out by county each county would be using the training.

Fredrick said she will look for that information and present at the January board meeting.

8. Old Business – None

9. New Business

Commissioner Fernando said as the 2022 MESB Chair she would welcome discussions on in - person meetings.

10. Adjournment

METROPOLITAN EMERGENCY SERVICES BOARD

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

The meeting adjourned at 11:04 a.m.

DRAFT



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 9, 2022

Agenda Item:

**5A. Approval of Amendment to
Scott County Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the amendment to the Scott County ARMER participation plan.

BACKGROUND

Scott County has been an ARMER participant since 2005. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

Scott County requests approval of an amendment to its ARMER participation plan to relocate its network backhaul to the Norwood site from the Shakopee site.

MnDOT allocated to Scott County dark fiber pairs on the Carver County ring for the Norwood site. This connection will provide redundancy for several Scott County sites and the PSAP.

MnDOT reviewed this plan and supports it, pending MESB approval.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



Scott County Sheriff's Office

LUKE W. HENNEN, SHERIFF

December 6, 2021

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

ARMER Participation Plan Amendment

Dear Tracey,

Scott County is requesting approval for the following modification to our ARMER participation plan.

Scott County has been allocated a pair of dark fiber on the Carver County fiber ring to the MNDOT Norwood site. This dark fiber will provide redundancy for 5 Scott County subsites and Dispatch site. The Carver County fiber will interface at the Scott County LEC and Shakopee site.

With approval, Scott County request a network change for 6 T1 circuits currently interface at the Shakopee site be relocated to drop at the Norwood site on the south loop ARMER backhaul. MNDOT has approved this plan change on the ARMER backhaul route.

Sincerely,
Nick Schatz
Radio System Administrator
(952) 496-8889
nschatz@co.scott.mn.us



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 9, 2022

Agenda Item:

**8A. Discussion – Legislative
Initiative for ARMER Encryption**

Presenter:

Rohret

RECOMMENDATION

None, this is discussion item only.

BACKGROUND

When the ARMER system was first deployed in late 2002, encryption was rarely, if ever used. After-action reviews from the 2008 Republican National Convention in St. Paul indicated that law enforcement agencies in particular should begin to implement some encrypted talkgroups. Since then, local system administrators implemented some encrypted talkgroups on their systems, though the type of encryption has varied. In the 2010s, the SRB/SECB created some statewide encrypted interoperability talkgroups for law enforcement use.

Over the last three years, several metro local subsystems have migrated to encrypted talkgroups for law enforcement.

ISSUES & CONCERNS

In the fall of 2021, the Minnesota Bureau of Criminal Apprehension (BCA) released new rules regarding communicating criminal justice information (CHI) obtained from the Criminal Justice Data Communications Network (CJDN). New FBI rules, which the BCA decided to implement in Minnesota, require the use of AES encrypted resources to transmit criminal justice information.

AES is the highest form of encryption and is not widely in use in Minnesota. Most Minnesota ARMER users will have to purchase AES encryption or upgrade their radios to support AES encryption. Additionally, additional ARMER infrastructure components must be purchased and installed to accommodate the widespread use of AES encryption. Additionally, standards regarding encryption keys must be developed and approved. The cost to implement AES encryption across Minnesota is not yet known, though it will be quite high. Because of this, it will be difficult to get all ARMER participants to migrate to encryption in an agreed upon time frame.

Because of this, the BCA has indicated that it would not immediately require the use of encryption to meet the FBI's rules.

Due to the large state surplus and presence of federal dollars, an initiative is being discussed by local ARMER system administrators to make a request of the state legislature for funding to

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MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 9, 2022

Agenda Item:

**8A. Discussion – Legislative
Initiative for ARMER Encryption**

Presenter:

Rohret

purchase the required ARMER infrastructure components and to provide a grant to local ARMER users to purchase encryption or new radios which support encryption.

The SECB Finance Committee is taking the lead on getting information from each region to determine the extent of cost related to ARMER subscriber equipment (mobile and portable radios).

The MESB Executive Director thinks the MESB should support and participate in such efforts to secure funding for ARMER encryption.

FINANCIAL IMPACT

None to the MESB, but ARMER encryption will be a cost for all metro ARMER law enforcement users (and possibly other public safety users due to interoperability). Some users may be planning for this, but others will not.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL