



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 8, 2020, 10:00 a.m.

1. **Call to Order** – 2019 Board Chair, Commissioner Fran Miron
2. **Approval of Agenda** – Commissioner Miron
3. **Election of 2020 Officers and Executive Committee Designation** – Rohret (**page 3**)
4. **Oath of Office** – Commissioner Miron
5. **Thank You to 2019 Chair** – Commissioner Matascastillo
6. **Letter of Representation/Policy 17** – Rohret (**page 6**)
7. **Consent Agenda** – Rohret (**page 7**)
 - A. Approval: November 13, 2019 Meeting Minutes
 - B. Approval: October 2019 Treasurer's Report
 - C. Approval: November 2019 Treasurer's Report
 - D. Approval 2020 MESB Meeting Schedule
 - E. Correspondence
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval 2020 Radio TOC Chair/Vice Chair (**page 24**)
9. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Approval 2020 9-1-1 TOC Chair/Vice Chair (**page 25**)
10. **EMS Items** – Ron Robinson, EMS Coordinator
 - A. Approval of 2020-2021 EMS TOC Chair/Vice Chair (**page 26**)
11. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Appointments to SECB/SECB Committees (**page 27**)
 - B. Approval of Executive Director Travel Requests (**page 29**)
12. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron
 - B. Statewide Emergency Communications Board (SECB) Reports:
 - 1) Finance – Commissioner McMahon/Rohret
 - 2) Legislative – Commissioner Egan/Rohret – Meetings cancelled
 - 3) Steering – Rohret/Fredrick
 - 4) Other SECB Committees – Eggimann/Fredrick
 - 5) Board – Commissioner Miron/Rohret – Meetings cancelled
13. **Old Business** – None
14. **New Business** – None
15. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 8, 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

Meeting Date: January 8, 2020
Agenda Item: 3. Election of 2020 MESB Officers & Executive Committee Designation
Presenter: Rohret

RECOMMENDATION

It is recommended that the following officers be elected in accordance with the Joint Powers Agreement, the Bylaws of the Metropolitan Emergency Services Board, and the Board's governance policies:

Chair:	Ramsey County (Trista Matascatillo)
Vice-Chair:	Dakota County (Tom Egan)
Secretary:	Hennepin County (Irene Fernando)
Treasurer:	Isanti County (Greg Anderson)

BACKGROUND

The Metropolitan Emergency Services Board governance policies regarding election of officers is as follows: *"All officers are elected for one year and each member can service only one term in office to which elected with the understanding that each member elected as an officer will move to the next elected position at the end of the term. Normal succession will be Treasurer, Secretary, Vice-Chair, Chair."*

Officers at the end of 2019 were:

Chair:	Washington County (Fran Miron)
Vice-Chair:	Ramsey County (Blake Huffman)
Secretary:	Dakota County (Tom Egan)
Treasurer:	Hennepin County (Irene Fernando)

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

ISSUES & CONCERNS

The following members of the Metropolitan Emergency Services Board were (or are expected to be) appointed to the Executive Committee of the Board by their respective County Boards or Council for 2020:

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

January 8, 2020

Agenda Item:

**3. Election of 2020 MESB Officers &
Executive Committee Designation**

Presenter:

Rohret

Anoka:	Mike Gamache
Carver:	James Ische
Chisago:	George McMahon
Dakota:	Tom Egan
Hennepin:	Irene Fernando
Isanti:	Greg Anderson
Ramsey:	Trista Matascastillo
Scott:	Tom Wolf
Sherburne:	Felix Schmiesing
Washington:	Fran Miron
City of Minneapolis:	Andrew Johnson

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MESB Officer Rotation Schedule

	2018	2019	2020	2021	2022
Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Vice-Chair	Washington	Ramsey	Dakota	Hennepin	Isanti
Secretary	Ramsey	Dakota	Hennepin	Isanti	Ramsey
Treasurer	Dakota	Hennepin	Isanti	Ramsey	Carver
	2023	2024	2025	2026	2027
Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Vice-Chair	Ramsey	Carver	Minneapolis	Scott	Ramsey
Secretary	Carver	Minneapolis	Scott	Ramsey	Anoka
Treasurer	Minneapolis	Scott	Ramsey	Anoka	Hennepin
	2028	2029	2030	2031	2032
Chair	Ramsey	Anoka	Hennepin	Chisago	Ramsey
Vice-Chair	Anoka	Hennepin	Chisago	Ramsey	Sherburne
Secretary	Hennepin	Chisago	Ramsey	Sherburne	Minneapolis
Treasurer	Chisago	Ramsey	Sherburne	Minneapolis	Washington
	2033	2034	2035	2036	2037
Chair	Sherburne	Minneapolis	Washington	Ramsey	Dakota
Vice-Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Secretary	Washington	Ramsey	Dakota	Hennepin	Isanti
Treasurer	Ramsey	Dakota	Hennepin	Isanti	Ramsey
	2038	2039	2040	2041	2042
Chair	Hennepin	Isanti	Ramsey	Carver	Minneapolis
Vice-Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Secretary	Ramsey	Carver	Minneapolis	Scott	Ramsey
Treasurer	Carver	Minneapolis	Scott	Ramsey	Anoka

Metropolitan Emergency Services Board

Subject: Conflict of Interest
Number: 017

Effective Date: 09-08-2004
Revision Date: 09-09-2015

PURPOSE: To establish procedures and guidelines for documenting conflict of interest of Metropolitan Emergency Services Board members.

Conflict of Interest

In accordance with Minnesota Statutes, §§10A.07 and 471.87 each member of the Metropolitan Emergency Services Board shall provide to the Board a copy of the statement of economic interest and any supplementary statement filed by the Board member pursuant to §10A.09, and shall disclose any personal financial interest in a contract which the Board is asked to approve, or any other conflict of interest at the time the Board is asked to take an action. Except as otherwise provided in §10A.07, subd. 2, any Board member with a conflict of interest shall abstain from any action on the contract or matter in question and such abstention shall be appropriately recorded into the minutes of the Metropolitan Emergency Services Board. This policy is not intended to increase or modify any obligations Board members may have pursuant to any state statute.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

January 8, 2020
7. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the November 13, 2019 meeting of the Board are attached for review and approval.
- B. **October 2019 Treasurer's Report** – The Treasurer has reviewed the October 2019 financial statements and has given his approval of the report.
- C. **November 2019 Treasurer's Report** – The Treasurer has reviewed the November 2019 financial statements and has given his approval of the report.
- D. **2020 MESB Meeting Schedule** – The Executive Committee recommends the Board approve the 2020 MESB meeting schedule.
- E. **Correspondence** – Correspondence includes a letter to the wireless carriers regarding location-based routing, a letter from Redpath & Co. regarding the 2019 MESB financial audit, and the December ECN newsletter.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Minutes November 13, 2019

Commissioners Present:

Greg Anderson, Isanti County
Dave Beers, Scott County
Gayle Degler, Carver County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Mary Liz Holberg, Dakota County
Jim Ische, Carver County
Andrew Johnson, City of Minneapolis

Jeff Johnson, Hennepin County
Wayne Johnson, Washington County
Jim McDonough, Ramsey County-**absent**
George McMahon, Chisago County
Trista MatasCastillo, Ramsey County
Mandy Meisner, Anoka County
Fran Miron, Washington County
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Jill Rohret; Pete Eggimann; Tracey Fredrick; Kelli Jackson; Ron Robinson; and Martha Ziese.

Others Present: Jay Arneson, *MESB Board Counsel*; Margaret Vesel, *Larkin Hoffman*; and Ray Kennedy, *Dakota County Employee Relations*.

1. Call to Order

The meeting was called to order at 10:01 a.m. by the 2019 MESB Chair, Commissioner Fran Miron.

2. Oath of Office

Commissioner Miron noted that the only person needing to be sworn in was not in attendance, thus no oath of office was necessary.

3. Approval of Agenda

Motion by Commissioner Degler, seconded by Commissioner Wolf to approve the November 13, 2019 agenda. Motion carried.

4. Approval of Consent Agenda

Jill Rohret asked that there be a correction to the September 11, 2019 minutes; Commissioner MatasCastillo was marked absent but was present at that meeting.

Motion by Commissioner Wolf, seconded by Commissioner Egan to approve amended November 13, 2019 Consent Agenda. Motion carried.

5. Radio Items

A. Approval of Amendments to LifeLink III's ARMER Participation Plan

Tracey Fredrick said LifeLink III requests to amend its participation plan to add ten radio IDs and three talkgroup IDs. LifeLink III has been an ARMER user since 2004; it currently has 20 radio IDs and four talkgroups IDs. The additional resources will allow it to continue service while radios are down for maintenance. This request was conditionally approved by the Land Mobile Radio Committee and will go before the SECB in January.

Motion made by Commissioner George McMahon, seconded by Commissioner Wolf to approve the amendments to LifeLink III's ARMER Participation Plan. Motion carried.

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B. Approval of Burnsville Fire/SWAT Waiver

Fredrick said Burnsville Fire Department is requesting a waiver to State ARMER Standard 3.19.0. That standard states that only law enforcement is allowed to use LTAC talkgroups. Burnsville Fire requests a waiver the LTAC talkgroups to be programmed in the Burnsville Fire Chief's radio, for use when in the incident command vehicle during a SWAT operation. This request will go before the SECB in January.

Motion made by Commissioner Wolf, seconded by Commissioner Egan to approve the Burnsville Fire Department's request for a waiver of State ARMER Standard 3.19.0. Motion carried.

C. Approval of Amendment 2 to Carver County ARMER Lease

Fredrick said Amendment 2 extends the lease for the Norwood/Young America site until October 31, 2029. The original agreement included one option to renew the lease for an additional ten years. The MESB executed that renewal option in October 2009. The lease renewal ended on September 30, 2019. This is a rent-free ARMER site.

Motion made by Commissioner Degler, seconded by Commissioner Ische to approve Amendment 2 to the Carver County ARMER Lease. Motion carried.

D. Approval of 2020 Regional Funding Priorities

Fredrick said the MESB annually approves regional grant priorities for upcoming grants.

Pete Eggimann said the 9-1-1 TOC recommend three items for the regional funding priorities list. In order of priority they are: PSAP back-up equipment cache; vendor-provided resiliency training for telecommunicators; and other 9-1-1 call processing or dispatch-related vendor-provided training.

The PSAP back-up equipment cache would provide equipment to be used in an alternate location should a PSAP need to evacuate.

Resiliency training would include training call center staff in hiring and retaining staff; as well as post-traumatic stress issues for the telecommunicators.

Other training might include train the trainer so that those trained could go back to their center to train their own staff thereby offsetting the costs of each center doing their own training.

Commissioner MatasCastillo asked about on-going maintenance for the PSAP back-up equipment cache.

Jill Rohret said that there is a basic plan to provide the PSAP with a temporary location with some phones, possibly donated CAD terminals and consoles. The 9-1-1 TOC has not yet determined the plan for on-going maintenance of the plan, but one will be developed prior to purchasing the cache equipment.

Fredrick said the following items are recommended by the Radio TOC for regional funding priorities for grants in 2020. In order of priority they are: vendor-provided technical training; assistance to attend the 2020 Minnesota Public Safety Communications Conference; and Communications Response Task Force (CRTF) training/exercise.

In the past, grants were only open to radio projects. 9-1-1 projects are now eligible for grant funding. Due to this, both the 9-1-1 TOC and the Radio TOC develop their list of regional funding priorities. The priorities will most likely be funded through the SHSP and SECB grants as they have

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in the past. The dollar amount has not yet been determined but it appears the SECB grant will have approximately \$140,000 available.

Motion made by Commissioner Egan, seconded by Commissioner MatasCastillo to approve the regional funding priorities as prioritized. Motion carried.

6. 9-1-1 Items

A. Approval to Accept National 9-1-1 Grant Funds

Eggimann said staff recommends the Board accept three grants from the National 9-1-1 grant for NG9-1-1 GIS data collection, data process integration and call processing equipment (CPE).

The first grant of \$92,000.00 is earmarked for Sherburne County for its GIS data preparedness.

The second grant of \$150,000.00 is to study integration and maintenance processes for GIS data in NG9-1-1.

The third grant is for upgrades to PSAP CPE equipment; the amount is not yet known. Scott and Washington Counties are eligible for this grant to upgrade their CPE with IP connectivity.

Fredrick said that both Scott and Washington Counties made the application deadline. The total request for both counties is approximately \$540,000.00. There is a 50% equipment match for this grant.

Motion made by Commissioner Wolf, seconded by Commissioner Beers to approve acceptance of three grants from the National 9-1-1 grant. Motion carried.

7. EMS Items

A. Approval to Accept VTR Grant from EMSRB

Ron Robinson said the Volunteer Training Reimbursement (VTR) Grant is a limited purpose grant in the amount of \$12,771.78, which is being awarded to each of the eight EMS systems by the Emergency Medical Services Regulatory Board (EMSRB). Last year the amount was \$20,547.37 and was spent on two sessions of the Certified Ambulance (EMS) Documentation Specialist course. The EMS TOC suggested this year's funds be used for a Communications Unit Leader course (COML).

Motion made by Commissioner McMahon, seconded by Commissioner Egan to accept the 2019 VTR Grant from the EMSRB. Motion carried.

B. Approval to Accept Roll-over Seatbelt Grant from EMSRB

Robinson said the EMSRB is awarding each EMS regional system a grant for their unspent EMS Relief Account (seatbelt) funds; the Metro Region will receive \$41,278.67. The funds must be spent between December 1, 2019 and November 30, 2020. This grant is separate from the 2020-2021 Relief Grant. It is the recommendation of the EMS TOC to use these funds to upgrade the mass casualty incident (MCI) bus and communications trailer.

The MCI bus accommodates up to 21 critically injured patients. It also can be used for firefighter rehab. The communications trailer was purchased in 2007 with a Homeland Security grant and needs to be updated.

Commissioner Wayne Johnson asked how often these vehicles were deployed or pulled out for maintenance.

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Robinson said they are maintained on a monthly basis. They were deployed for the 2009 Red River floods and deployed for a nursing home evacuation but were not utilized. The cost of maintaining these vehicles is about \$5,000.00 per year.

Motion made by Commissioner MatasCastillo, seconded by Commissioner Wayne Johnson to accept the 2019 EMSRB Relief Account Carry-Over Grant. Motion carried.

C. Approval to Accept Amendment 2 to Opiate Antagonists

Robinson said this amendment extends the original grant through September 2020 and provides an additional \$100,000.00 to Metro Region EMS for the purchase of opiate antagonists.

Robinson said that January 10, 2018, the MESB entered into a sub-grant agreement with West Central EMS Corporation (WCEMS) for naloxone reimbursement. WCEMS is the fiscal agent for this grant. The MESB was initially allocated \$64,000.00 for first responder agency reimbursement for naloxone purchase, training and administrative support. Training and administrative support funds are also eligible for reimbursement. Though training and administrative support are eligible expenses under the grant, the MESB will allocate the entire grant for naloxone purchases because the need for naloxone is so high.

Motion made by Commissioner Egan, seconded by Commissioner Gamache to accept Amendment 2 to the Naloxone Funds Grant. Motion carried.

D. Approval of Amendments 1 & 2 with Ron Bombeck for MCI Bus Maintenance

Robinson said that this request was included in the EMS grant budget for FY2020 and FY 2021. The MESB entered into a contract with Ron Bombeck in May 2017 to perform monthly vehicle and medical devices maintenance checks for the MCI bus. This was to include engine run-ups and vehicle and drivability checks. The agreement requires Mr. Bombeck to be available to deploy the MCI bus upon request and provide MCI bus orientation and driver training and scheduling as requested. The original agreement expired April 30, 2018.

Robinson said Amendment 1 extends the agreement to April 30, 2019. Amendment 2 extends the agreement to April 30, 2020 and changes the financial terms from a maximum of ten hours per month to a total of \$4,8000.00 per year. The nature of the work requires more flexibility than the original agreement allowed.

Commissioner Degler asked Robinson to clarify that the amount of annual compensation would not exceed \$4,800 unless there was a deployment. Robinson said that was correct.

Commissioner Egan clarified that this motion was simply to ratify the amendments since the EMS annual budget included these funds and was already approved by the MESB.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Wolf to approve Amendments 1 and 2 to the Agreement with Ron Bombeck for MCI bus maintenance. Motion carried.

8. Administrative Items

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

Rohret said that in 2019, the Legislature authorized permanently implementing the PERA Phased Retirement Option (PRO). PRO is 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 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.

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Rohret said she thought it made sense to formally take action so staff knows if this is an option. She said that this request is only to approve PRO as an option for the MESB staff and would be subject to the Executive Director's approval. A policy will be presented at the January 2020 meeting on how to structure this option for the MESB.

Commissioner Holberg suggested some restrictions be added to the PRO, like "must be employed for a minimum of ten years." Jay Arneson said he will research the state statute to see if the MESB has that kind of latitude.

Commissioner Egan said Dakota County implemented this option over ten years ago and it has worked well.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the PERA Phased Retirement Option (PRO) for MESB Staff. Motion carried.

B. Approval of 2020-2021 Agreement with Hildi, Inc. for Actuarial Services

Rohret said GASB 75 requires a bi-annual actuarial study for Other Post-Employment Benefits (OPEB). Hildi, Inc. was awarded the RFP for their services for 2018-2019. Hildi, Inc. sent a new agreement for their 2020-2021 valuation work. The MESB will go out for an RFP for actuarial services in 2021 for the 2022 full GASB 75 valuation with an option to extend for four years.

Motion made by Commissioner Degler, seconded by Commissioner McMahon to approve the 2020-2021 agreement with Hildi, Inc. for actuarial services. Motion carried.

C. Amendments to MESB Policy 031 – Other Post-Employment Benefits

Rohret said the proposed amendment came about as a result of a discovery by Hildi, Inc. while doing the MESB actuarial study. Policy 031 was approved in 2019, based on a 2006 vote where the MESB adopted the Anoka County OPEB policy. This year, Hildi, Inc. noticed that Anoka County included wording related to spousal coverage and wondered if the MESB did the same as the MESB policy is silent on that. Neither staff nor counsel recall a discussion regarding spousal health coverage in 2006. It was the Executive Committee's recommendation to not approve amending Policy 31 and not provide spousal health coverage after retirement.

Motion made by Commissioner Schmiesing, seconded by Commissioner Jeff Johnson to accept the Executive Committee's recommendation to not amend MESB Policy 031. Motion carried.

D. Approval of 2020 MESB Legislative Agenda

Rohret said most of items on the MESB 2020 Legislative Agenda have been on the agenda in years past. The 2020 agenda has more informational columns and several new items have been added.

Rohret said the legacy item again on the agenda is to oppose any efforts to move the SECB to MN IT. Another legacy item is maintaining the 9-1-1 Special Revenue fund for public safety communications use only.

Rohret said amendments to MS 403 remain on the agenda. ECN's intends 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. It is expected there will be a more substantial rewrite in the future.

Rohret said under 9-1-1/ ARMER items is a new initiative from the Minnesota County IT Leadership Association (MNCITLA) and the Association of Minnesota Counties (AMC) to provide

METROPOLITAN EMERGENCY SERVICES BOARD

funding for the on-going maintenance of the GIS data related to NG9-1-1. This initiative could be introduced in 2020 or 2021.

Rohret stated there could be an effort to change the employment classification of public safety telecommunicators in Minnesota. Telecommunicators are currently classified as a 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 (it has passed the U.S. House) and whether a similar measure should be introduced in Minnesota.

Rohret said another possible amendment to MS 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 said EMS items include establishing long-term sustainable funding for EMS. This would include requesting the General Fund dollars to fully cover regions' administrative/overhead expenses and restore old programs or provide new programs within the regions. It has been supported in the past but has not yet made it to the final state budget.

Rohret said it is possible a bill will be introduced to include an appropriation from distracted driving fines to the EMS regions, similar to seatbelt fines.

Motion made by Council Member Andrew Johnson, seconded by Commissioner Jeff Johnson to approve the MESB 2020 Legislative Agenda. Motion carried.

E. Discussion – 2020 MESB Meetings

Rohret said the November 2020 meeting could be moved or cancelled because it does fall on Veterans Day in 2020. Members decided to move the November full board meeting to Thursday, October 29, 2020.

Rohret asked members to complete the Legal Compliance (Letter of Representation).

9. Reports

A. Legislative Report – No Report

B. Statewide Emergency Communications Board (SECB) Reports

1. Finance – Cancelled

2. Legislative – Cancelled

3. Steering

Rohret said November was cancelled. A letter was sent to Assistant Commissioner Hawkins regarding voting rights for ECN staff on SECB committees. Commissioner Hawkins reached out to Commissioner Miron. A compromise was reached allowing ECN staff to be members of SECB committees but will not have voting rights.

4. LMRC

Fredrick said the LMRC met with an agenda that focused on membership. The Interoperability Committee met in September approving several COMU positions, four of which were from the metro area.

METROPOLITAN EMERGENCY SERVICES BOARD

5. Broadband/Wireless

The Wireless Broadband and Applications Committee met; it formed an LTE to LMR feasibility study group. It also discussed membership. ECN has gone out for an RFP for the Public Safety Conference that has been held in April in St. Cloud. Venue and dates might change for next year.

10. Old Business – None

11. 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 10:55 a.m. Motion carried.

Motion made by Commissioner Egan, seconded by Commissioner Wolf to reopen the meeting at 11:10 a.m. Motion carried.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner McMahon to accept the MESB's Executive Committee recommendation of a 4.5% base salary increase and a 2% lump sum payment for the Executive Director.

Motion was amended by Commissioner Jeff Johnson, seconded by Commissioner MatasCastillo to include approval of the 2020 goals of the Executive Director. The amendment carried.

The amended motion carried.

12. Adjournment

The meeting adjourned at 11:15 a.m.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – October 2019

DATE: November 25, 2019

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on November 24, 2019.

Sincerely,

Irene Fernando, Commissioner
Hennepin County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – November 2019

DATE: December 17, 2019

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on December 16, 2019.

Sincerely,

Irene Fernando, Commissioner
Hennepin County
Treasurer, Metropolitan Emergency Services Board



2020 MESB MEETING SCHEDULE

Full Board

January 8

March 11

May 13

July 8

September 9

October 29*

Executive Committee

February 12

April 8

June 10

August 12

October 14

December 9

All meetings are held 10:00 a.m. – 11:30 a.m.

Full Board meets the second Wednesday of odd-numbered months.

Executive Committee meets the second Wednesday of even-numbered months.

*Because the regular November Board meeting falls on Veteran's Day, that meeting is being moved to Thursday, October 29, 2020.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

November 14, 2019

Ms. Susan Sherwood
Verizon Wireless
Sr. Manager – E911 Network Eng. & Ops.
5055 North Point Parkway
Alpharetta, GA 30022

Dear Ms. Sherwood:

The Metropolitan Emergency Services Board (MESB) is a joint power organization acting as the 9-1-1 authority on behalf of the ten counties comprising the metropolitan area of Minneapolis-Saint Paul, Minnesota. In that role, the MESB and its member PSAPs were greatly interested in the announcement that was distributed by the National Emergency Number Association on September 23, 2019 introducing Apple's new location-based routing and Text-to-911 capabilities.

In that announcement (attached), it is stated that, "Local authorities should contact the wireless carriers serving their jurisdiction to discuss enabling location-based routing." As a result, on behalf of its member PSAPs, the MESB is reaching out to you to begin substantive discussions regarding these capabilities and how caller location-based call routing can be implemented in our area.

We note that the announcement points out that 9-1-1 authorities need to have PSAP routing polygons available and free of gaps and overlaps for use in this effort. A regional boundary polygon dataset for the PSAP service areas in the ten-county MESB region is available and meets these requirements. The dataset is currently distributed to Mobile Positioning Center and Text Control Center representatives and is publicly available on the Minnesota Geospatial Commons. MESB would be happy to work with your representatives to make sure they have the currently available PSAP boundary dataset.

Please have your representative contact me at peggimann@mn-mesb.org to begin moving forward with discussions regarding how your company will incorporate use of the Apple location-based routing and Text-to-911 capabilities, as well as any similar capabilities that Google Android devices may have.

Sincerely,



Pete Eggimann
Director of 9-1-1 Services
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104
(651) 643-8377
peggimann@mn-mesb.org

Cc: Donald Stockdale, Bureau Chief, Wireless Telecommunications Bureau, Federal Communications Commission

Dan Craigie, 9-1-1 Program Manager, Emergency Communications Network Division, MN Dept. of Public Safety

From: Chris Nussman <cnussman@nena.org>

Sent: Monday, September 23, 2019 12:03 PM

Subject: Apple Announces New Location-Based Routing & Text-to-9-1-1 Capabilities

NENA

Member Newswire

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Today, Apple announced the following 9-1-1 improvements:

Location-Based Routing

iOS 13 offers wireless carriers the option to enable location-based routing (LBR) for modern radio access technologies. By providing a fast HELO estimate during 9-1-1 call set-up, Apple devices can reduce the number of calls for which transfers may be required. If a location estimate cannot be provided quickly, carriers may fall-back to the existing fixed-sector routing mechanism.

To achieve routing improvements, carriers should work with individual 9-1-1 authorities or local Public Safety Answering Points (PSAPs) to acquire and de-conflict Geospatial Information System ("GIS") "shape files" that represent their service-area boundaries.

Local 9-1-1 authorities should contact the wireless carriers serving their jurisdiction to discuss enabling location-based routing. Whenever possible, authorities and PSAPs should ensure that a consistent set of routing maps is provided to each carrier, and updated regularly. Additionally, authorities and PSAPs should coordinate maps with neighboring jurisdictions to protect against over-laps and underlaps.

Location-based routing is available on iPhone 6s and later running iOS 13, and on Apple Watch running watchOS 6 when operating on a carrier network that has enabled the feature.

[Click here](#) to download the full location-based routing fact sheet.

Text-to-9-1-1

iOS 13 makes available precise, device-based location information through both the traditional carrier-network path, and through Apple's own Enhanced Emergency Data service, when a user texts 9-1-1 in a jurisdiction that accepts text messages. As iOS 13 rolls-out via software update this Fall, PSAPs should begin to see dramatically-lower uncertainties for users who text 9-1-1 from an iPhone or Apple Watch, reducing response times and improving outcomes for users.

Text-enabled PSAPs should contact their carrier, Text Control Center, and text-handling software representatives to ensure that both the location estimate and search area guidance ("uncertainty") provided by HELO will be delivered automatically to telecommunicators and dispatchers during a Text-to-9-1-1 session.

Location data will also be available to jurisdictions using Apple's Enhanced Emergency Data feature via Apple's partnership with RapidSOS. In some cases, call-taking, computer-aided dispatching, or text-handling software may require an update to automatically fetch EED locations for text sessions.

Location-enabled Text-to-9-1-1 is available on iPhone 6s and later running iOS 13, and on Apple Watch GPS+Cellular running watchOS 6.

[Click here](#) to download the full text-to-9-1-1 fact sheet.

Unsubscribe

Chris Nussman
NENA: The 9-1-1 Association
1700 Diagonal Rd Suite 500
Alexandria, VA 22314

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December 2, 2019

Board of Commissioners
Metropolitan Emergency Services Board
2099 University Ave W #B
St. Paul, MN 55104
<Sent Electronically>

We are engaged to audit the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board for the year ended December 31, 2019. Professional standards require that we provide you with the following information related to our audit. We are available to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. Our contact information is provided below:

	Direct Dial	Email
Cathy A. Lydon, CPA, Director	651-255-9337	clydon@redpathcpas.com
Lyndsey K. Peck, CPA, Senior I	651-407-5853	lpeck@redpathcpas.com

Our Responsibility under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated August 23, 2016, and reconfirmed on September 17, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Metropolitan Emergency Services Board. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Metropolitan Emergency Services Board's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, Budgetary Comparison Schedules, the Schedule of changes in Total OPEB Liability and Related Ratios, Schedule of Proportionate Share of Net

Pension Liability, and Schedule of Pension Contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately March 30, 2020 and issue our report no later than June 30, 2020. Cathy Lydon is the engagement director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Additionally, audit standards require us to inquire of those directly charged with governance as to their knowledge or suspicions of fraud, as well as their views about fraud risks. As such, please contact us if there is anything which you would like to discuss with us in these regards.

This information is intended solely for the use of the Board and management of Metropolitan Emergency Services Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Cathy Lydon". The signature is written in a cursive, flowing style.

Cathy A. Lydon, CPA



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

January 8, 2020

Agenda Item:

**8A. Approval of 2020 Radio TOC
Chair & Vice-Chair**

Presenter:

Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Board approve Robert Shogren as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2020.

BACKGROUND

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

The Radio TOC voted to appoint Robert Shogren as the Chair and Ron Jansen as the Vice-Chair for 2020.

Radio TOC Chair: Robert Shogren is the 9-1-1 Coordinator/Dispatcher for the Isanti County Sheriff's Office. He has served on the Radio TOC since 2015 and as an alternate to the 9-1-1 TOC since 2018. He has worked in public safety for over thirty years and serves as City Councilman for the City of Cambridge.

Radio TOC Vice-Chair: Ron Jansen is the Radio System Coordinator for Dakota County. He has served on the Radio TOC since 2007 and served as Vice-Chair of the Radio TOC in 2010-2011 and 2014-2019. He has served many positions with SECB Committees representing the MESB. He also serves as the Regional System Administrator for the ARMER system.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 9A. Approval of 2020 9-1-1 TOC Chair
& Vice-Chair
Presenter: Eggimann

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Heidi Hieserich of the Metropolitan Airports Commission as 2020 9-1-1 TOC Chair and Val Sprynczynatyk of Anoka County as the 2020 9-1-1 TOC Vice-Chair.

BACKGROUND

According to MESB bylaws, the 9-1-1 TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

The 9-1-1 TOC voted to appoint Heidi Hieserich of the Metropolitan Airports Commission as the 2020 Chair and Val Sprynczynatyk of Anoka County as the Vice-Chair for 2020.

9-1-1 TOC Chair: Heidi Hieserich is the Manager of the Airport Police Department PSAP, a position she has held since 2018, though she has been with the Airport PSAP for many years. Ms. Hieserich has been an active attendee and participant in both the 9-1-1 TOC and the PSAP Roundtable Workgroup for many years.

9-1-1 TOC Vice-Chair: Val Sprynczynatyk is the Manager for Anoka County Central Communications, a position she has held since 2015. Prior to her position with Anoka County, Ms. Sprynczynatyk worked in the Hennepin County Sheriff's Office PSAP, the Airport Police Department PSAP, and the Richfield PSAP. She has been an active participant in both the 9-1-1 TOC and PSAP Roundtable Workgroup for many years.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 10A. Approval of 2020-2021 EMS TOC
Chair and Vice-Chair
Presenter: Robinson

RECOMMENDATION

The Executive Committee of the EMS Technical Operations Committee (TOC) will make a recommendation to the Board to approve the 2020-2021 EMS TOC Chair and Vice-Chair.

A revised action sheet with the actual recommendation will be available at the January 8 MESB meeting.

BACKGROUND

According to the bylaws of the EMS TOC and the MESB, the EMS TOC must make a recommendation to the Board regarding the Chair and Vice-Chair of the committee. For the EMS TOC, these positions last for two years, beginning in even-numbered years.

ISSUES & CONCERNS

The EMS TOC did not have a quorum at its December 17, 2019 meeting. Per EMS TOC bylaws, the EMS TOC Executive Committee has the power and duty to approve action items that require quicker action than the quarterly EMS TOC meetings allow. A special meeting of the EMS TOC Executive Committee is scheduled and has been noticed for January 3, 2020 to select the 2020-2021 EMS TOC Chair and Vice-Chair.

An updated action sheet will be available at the January 8, 2020 MESB meeting.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 11A. Approval of 2020 SECB Appointments
Presenter: Rohret

RECOMMENDATION

It is recommended that the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2020:

SECB

Primary: Commissioner Trista Matascastillo
Alternate: Jill Rohret

SECB Finance

Primary: Commissioner George McMahon
Alternate: Jill Rohret

SECB Legislative

Primary: Commissioner Thomas Egan
Alternate: Jill Rohret

SECB Steering

Primary: Commissioner Irene Fernando
Alternate: Jill Rohret

SECB NG9-1-1

Primary: Nancie Pass (Ramsey Co.)
Alternate: Jim Scanlon (Bloomington)

SECB Land Mobile Radio

Primary: Nate Timm (Washington Co.)
Alternate: Mike Mihelich (Ramsey Co.)

SECB Interoperability

Primary: Jake Thompson (Anoka Co.)
Alternate: Nate Timm (Washington Co.)

SECB Wireless Broadband & Applications

Primary: Rod Olson (Minneapolis)
Alternate: Jake Thompson (Anoka Co.)

SECB IPAWS

Primary: Scott Haas (Scott Co.)
Alternate: Nancie Pass (Ramsey Co.)

SECB COMU Workgroup

Primary: Dan Anderson (Hennepin Co.)
Alternate: Nate Timm (Washington Co.)

SECB STR Workgroup

Primary: Ron Jansen (Dakota Co.)
Alternate: Mark VandenBerghe (Eden Prairie)

BACKGROUND

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, and has maintained seats on all SECB committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January. Statute states the MESB representative to the SECB is the Chair, though some Chairs have chosen to delegate that assignment.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 11A. Approval of 2020 SECB Appointments
Presenter: Rohret

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2019. The appointees who served in 2019 and are willing to serve again are included in the recommendation above. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting. The intent in asking the 2019 representatives was to have suggestions as a starting point for discussion.

The SECB Finance and Legislative Committees meet via conference call; the SECB Steering Committee and the SECB itself meet in person, with conference call options.

The meeting days are as follows:

SECB Finance: second Thursday at 9:00 a.m. via telephone or WebEx.
SECB Legislative: first Thursday at 10:00 a.m. via telephone or WebEx.
SECB Steering: second Wednesday at 1:00 p.m.; in-person meeting at North Memorial Ambulance, 4501 68th Ave. N, Brooklyn Center.
SECB: fourth Thursday at 12:30 p.m.; in-person meeting at Department of Corrections, 1450 Energy Park Drive, St. Paul.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 11B. Approval of Exec. Director Travel Requests
Presenter: Rohret

RECOMMENDATION

The Executive Director requests approval to travel for the 2020 MTUG Chapter President's Meeting and 2020 NENA Conference.

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 two travel requests.

The first travel request is for the 2020 Motorola Trunked Users Group (MTUG) Chapter President's Meeting in Austin, TX. The meeting will be April 26 – 28, 2020 in Ft. Lauderdale, FL. This is an annual meeting of chapter presidents from across the country. Jill Rohret serves as the Chair of the MTUG Training Subcommittee. Attending this meeting will provide information on future technology for the ARMER system.

The travel request is for \$910.00. The MESB would pay for air fare, hotel, transportation and a nominal amount for meals on travel days.

The second travel request is for the 2020 National NENA Conference in Long Beach, CA, June 13-18, 2020. This is an annual conference for 9-1-1 professionals and will foster increased knowledge of advances in 9-1-1 technology, including NextGeneration 9-1-1.

The travel request is for \$2,237.50, which includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates; at the time of this writing, event hotel rates have not been published. This travel request is included in the 2020 budget.

FINANCIAL IMPACT

None. The MTUG Chapter President's Meeting is not in the 2020 budget, however the Executive Director has declined to attend a higher cost NENA meeting in January. The costs associated

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 8, 2020
Agenda Item: 11B. Approval of Exec. Director Travel Requests
Presenter: Rohret

with the MTUG meeting will fit in the 2020 budget. The 2020 National NENA Conference was included in the 2020 budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: 2020 MTUG Chapter Presidents Meeting
Location: Ft. Lauderdale, FL (Per Diem: \$66/day; \$49.50/travel day)
Travel Dates: April 26-28, 2020

Travel Cost Estimate


Registration	-
Air Fare	\$400.00
Cab Fare/Ground Transportation	\$60.00 roundtrip
Lodging	\$400.00
WiFi Charges (at hotel only)	-
Meals	\$50.00
Other	-
Total Estimated Cost	\$910.00 total

Is travel cost included in current budget? No, see notes

Notes: I am eligible to attend this meeting because I am an MTUG committee chair. The 2020 budget included my attendance at a NENA conference in January, which I am not attending. The amount budgeted for the NENA conference is \$300.00 more than the amount needed to pay travel for this conference.

Meal costs will be nominal as most meals will be provided through the meeting. The estimate includes meals only for travel days, dependent on flight times.

I will attempt to get the most economical air fare possible.

Submitted by: 

Date: December 18, 2019

Board approval

Motion by: Seconded by:

Motion carried/Motion denied

Date:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: 2020 National NENA Conference
Location: Long Beach (Per Diem: \$66/day; \$49.50/travel day)
Travel Dates: June 14-18, 2020


Travel Cost Estimate

Registration	\$550.00
Air Fare	\$550.00
Cab Fare/Ground Transportation	\$90.00 roundtrip
Lodging	\$1,300.00
WiFi Charges (at hotel only)	-
Meals	\$247.50
Other	-
Total Estimated Cost	\$2,237.50 total

Is travel cost included in current budget? Yes

Notes: As of this writing, no costs have been announced for this conference. Registration was based on the 2019 registration fee. Hotel estimate based on non-conference rates and what was published on nearby hotels websites. Meal expenses based on the per diem rate.

I will attempt to get the most economical air fare possible.

Submitted by: 

Date: December 18, 2019

Board approval

Motion by: Seconded by:

Motion carried/Motion denied

Date: