

**M E T R O P O L I T A N E M E R G E N C Y  
S E R V I C E S B O A R D**

**January 14, 2015**

**MESB Board  
MEETING NOTICE**

**OFFICERS**

Chair  
Commissioner Rhonda Sivarajah\*  
Anoka County

Vice Chair  
Commissioner Blake Huffman\*  
Ramsey County

Secretary  
Commissioner George McMahon\*  
Chisago County

Treasurer  
Council Member Andrew Johnson\*  
City of Minneapolis

**BOARD MEMBERS**

Commissioner Mike Gamache  
Anoka County

Commissioner James Ische\*  
Carver County

Commissioner Gayle Degler  
Carver County

Commissioner Tom Egan\*  
Dakota County

Commissioner Mike Slavik  
Dakota County

Commissioner Randy Johnson\*  
Hennepin County

Commissioner Linda Higgins  
Hennepin County

Commissioner Greg Anderson \*  
Isanti County

Commissioner Jim McDonough  
Ramsey County

Commissioner Mary Jo McGuire  
Ramsey County

Commissioner Tom Wolf\*  
Scott County

Commissioner Barbara Marschall  
Scott County

Commissioner Ted Bearth\*  
Washington County

Commissioner Fran Miron  
Washington County

\* Executive Committee

**The next meeting of the  
Metropolitan Emergency Services  
Board  
will be held on  
Wednesday,  
January 14, 2015 at 10:30 AM**

**at the Board Offices  
2099 University Avenue West  
St. Paul, MN 55104**

---

***Please call 651-643-8381 to confirm your attendance.***

---

# M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D

January 14, 2015

\*\*\*10:30 AM\*\*\*

## OFFICERS

Chair  
Commissioner Rhonda Sivarajah\*  
Anoka County

Vice Chair  
Commissioner Blake Huffman\*  
Ramsey County

Secretary  
Commissioner George McMahon\*  
Chisago County

Treasurer  
Council Member Andrew Johnson\*  
City of Minneapolis

## BOARD MEMBERS

Commissioner Mike Gamache  
Anoka County

Commissioner James Ische\*  
Carver County

Commissioner Gayle Degler  
Carver County

Commissioner Tom Egan\*  
Dakota County

Commissioner Mike Slavik  
Dakota County

Commissioner Randy Johnson\*  
Hennepin County

Commissioner Linda Higgins  
Hennepin County

Commissioner Greg Anderson \*  
Isanti County

Commissioner Jim McDonough  
Ramsey County

Commissioner Mary Jo McGuire  
Ramsey County

Commissioner Tom Wolf\*  
Scott County

Commissioner Barbara Marshall  
Scott County

Commissioner Ted Bearth\*  
Washington County

Commissioner Fran Miron  
Washington County

\* Executive Committee

## Page

1. **Call to Order** (Comm. Higgins)
2. **Approve Agenda** (Comm. Higgins)
3. **Election – 2015 Officers of the Board** 1  
(Comm. Higgins)
4. **Oath of Office** (Comm. Sivarajah) 5
5. **Thank you to the 2014 Chair** (Comm. Sivarajah)
6. **Letter of Representation / Policy 17** (Moody) 6
7. **Consent Agenda**
  - A. **Approval of Previous Meeting Minutes** 7  
**(November 12, 2014)**
  - B. **Appvl: September Treasurer's Report** 10
  - C. **Appvl: Radio TOC Chair and** 11  
**Vice-Chair, Interoperability**  
**Subcommittee Chair and Vice-Chair**
  - D. **Appvl: 9-1-1 TOC Chair and** 12  
**Vice-Chair**
  - E. **Correspondence**
    1. **SHSP Grant Agreement: \$220,000 for** 13  
**EMS 3 ECHO Training**
    2. **Notice RE: SECB Committee** 16  
**Attendance**

#### **OFFICERS**

Chair  
Commissioner Rhonda Sivarajah\*  
Anoka County

Vice Chair  
Commissioner Blake Huffman\*  
Ramsey County

Secretary  
Commissioner George McMahon\*  
Chisago County

Treasurer  
Council Member Andrew Johnson\*  
City of Minneapolis

#### **BOARD MEMBERS**

Commissioner Mike Gamache  
Anoka County

Commissioner James Ische\*  
Carver County

Commissioner Gayle Degler  
Carver County

Commissioner Tom Egan\*  
Dakota County

Commissioner Mike Slavik  
Dakota County

Commissioner Randy Johnson\*  
Hennepin County

Commissioner Linda Higgins  
Hennepin County

Commissioner Greg Anderson \*  
Isanti County

Commissioner Jim McDonough  
Ramsey County

Commissioner Mary Jo McGuire  
Ramsey County

Commissioner Tom Wolf\*  
Scott County

Commissioner Barbara Marshall  
Scott County

Commissioner Ted Bearth\*  
Washington County

Commissioner Fran Miron  
Washington County

\* Executive Committee

## **8. Reports**

**A. Legislative Update** (Margaret Vesel, Govt.  
Relations Director, Larkin & Hoffman)

**B. Proposed Grants for Next Generation  
9-1-1 and Radio** (Jackie Mines, Director, State  
Department of Emergency Communications)

**C. Statewide Emergency Communications  
Board (SECB) Reports:**

**1. Finance** (Comm. Blake Huffman /Comm.  
Randy Johnson)

**2. Legislative** (Comm. Tom Egan /Comm.  
Chris Gerlach)

**3. OTC** (Jill Rohret)

**4. Steering** (Comm. Carol LeDoux /Comm. Tom  
Wolf)

**5. Board** (Comm. George McMahon /Comm.  
Mary Jo McGuire)

## **9. Issues and Action Requests**

**A. SECB Appointees for 2015**  
(Moody, Jill Rohret)

**17**

**B. Radio TOC**  
**1. None**

**C. EMS TOC**  
**1. Metro EMS System Ebola Update**  
(Ron Robinson)

**D. 9-1-1 TOC**  
**1. CHS 1, 2 and 3 status** (Jeff Nelson)  
**2. Lease Agreement** (Pete Eggimann)

**19**

## **10. Old Business**

**A. None**

## **11. New Business**

**A. Adjust the Date of the November Board  
meeting?**

**20**

## **12. Adjourn**

MEETING DATE:  <b>January 14, 2015</b>	PRESENTED BY:  <b>Comm. Higgins</b>	AGENDA NUMBER: <b>3.0</b> <b>Election of the 2015 Officers of the Board</b>
<b>M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D</b>		

### **RECOMMENDATION**

It is recommended the following officers be elected in accordance with the Joint Powers Agreement, the By Laws of the Board and governance policies established by the Board:

Chair - Anoka County (Rhonda Sivarajah)  
Vice Chair - Ramsey County (Blake Huffman)  
Secretary - Chisago County (George McMahon)  
Treasurer – City of Minneapolis – (Andrew Johnson)

### **Background**

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 2015:

Anoka - Rhonda Sivarajah  
Carver - James Ische  
Chisago - George McMahon  
Dakota – Tom Egan  
Hennepin – Randy Johnson  
Isanti – Greg Anderson  
Ramsey – Blake Huffman  
Washington – Ted Bearth  
City of Minneapolis – Andrew Johnson

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 serve only one term in the office to which elected with the understanding that each member elected as an officers 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 2014 were: Chair - Hennepin  
Vice-Chair - Anoka  
Secretary - Ramsey  
Treasurer - Chisago

Article III. Section 5 of the Joint Powers Agreement prescribes the following representation by Board officers.

**"Section 5: Membership in Executive Offices.** 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."

MOTION BY:	SECONDED BY:	MOTION APPROVED:  ____ YES                      ____ NO
------------	--------------	---

## MESB Officer Rotation

	2006	2007	2008	2009	2010	2011
<b>Chair</b>	Hennepin	Washington	Ramsey	Dakota	Minneapolis	Carver
<b>Vice Chair</b>	Washington	Ramsey	Dakota	Minneapolis	Carver	Ramsey
<b>Secretary</b>	Ramsey	Dakota	Minneapolis	Carver	Ramsey	Scott
<b>Treasurer</b>	Dakota	Minneapolis	Carver	Ramsey	Scott	Hennepin
	2012	2013	2014	2015	2016	2017
<b>Chair</b>	Ramsey	Scott	Hennepin	Anoka	Ramsey	Chisago
<b>Vice Chair</b>	Scott	Hennepin	Anoka	Ramsey	Chisago	Minneapolis
<b>Secretary</b>	Hennepin	Anoka	Ramsey	Chisago	Minneapolis	Dakota
<b>Treasurer</b>	Anoka	Ramsey	Chisago	Minneapolis	Dakota	Ramsey
	2018	2019	2020	2021	2022	2023
<b>Chair</b>	Minneapolis	Dakota	Ramsey	Caver	Hennepin	Isanti
<b>Vice Chair</b>	Dakota	Ramsey	Carver	Hennepin	Isanti	Ramsey
<b>Secretary</b>	Ramsey	Carver	Hennepin	Isanti	Ramsey	Scott
<b>Treasurer</b>	Carver	Hennepin	Isanti	Ramsey	Scott	Minneapolis
	2024	2025	2026			
<b>Chair</b>	Ramsey	Scott	Minneapolis			
<b>Vice Chair</b>	Scott	Minneapolis	Anoka			
<b>Secretary</b>	Minneapolis	Anoka	Ramsey			
<b>Treasurer</b>	Anoka	Ramsey	Chisago			



## METROPOLITAN EMERGENCY SERVICES BOARD 2015

Rhonda Sivarajah, Chair\*  
Anoka County

Blake Huffman, Vice-Chair\*  
Ramsey County

George McMahon, Secretary\*  
Chisago County

Andrew Johnson, Treasurer\*  
City of Minneapolis

Mike Gamache, Anoka County  
Jim Ische, Carver County\*  
Gayle Degler, Carver County  
Tom Egan, Dakota County\*  
Mike Slavik, Dakota County  
Randy Johnson, Hennepin County\*  
Linda Higgins, Hennepin County  
Greg Anderson, Isanti County\*  
Mary Jo McGuire, Ramsey County  
Jim McDonough, Ramsey County  
Janice Rettman, Ramsey County  
Tom Wolf, Scott County\*  
Barbara Marschall, Scott County  
Ted Bearth, Washington County\*  
Fran Miron, Washington County

Jay Arneson, Board Counsel  
Martin Moody, Executive Director

*\* denotes Executive Committee*

MEETING DATE:  <b>January 14, 2015</b>	PRESENTED BY:  <b>Comm. Sivarajah</b>	AGENDA NUMBER: <b>4.0</b>  <b>Oath of Office</b>
<b>M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D</b>		

### **Background**

In accordance with Minnesota Statute, Chapter 358, Oath of Office, each County appointed Commissioner representative or City Council representative to the Metropolitan Emergency Services Board shall swear an oath to the Metropolitan Emergency Services Board affirming their support of the Constitution of the United States and the Constitution of the State of Minnesota, and that they will faithfully execute and discharge the duties of the office of member of the Metropolitan Emergency Services Board to which they are appointed by the Board of Commissioners of their respective County according to the law and to the best of their ability and understanding.



I, \_\_\_\_\_, do solemnly swear, that I will support the constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully execute and discharge the duties of the office of representative to the Metropolitan Emergency Services Board, to which I was appointed by the Board of Commissioners of \_\_\_\_\_ County, Minnesota, according to the law and to the best of my ability and understanding.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015

5



MEETING DATE:  <b>January 14, 2015</b>	PRESENTED BY:  <b>Moody</b>	AGENDA NUMBER: <b>6.0</b> <b>Letter of Representation &amp; Statement of Economic Interest</b>
<b>M E T R O P M O L I T A N E M E R G E N C Y S E R V I C E S B O A R D</b>		

### **BACKGROUND**

To document awareness of (and compliance with) Minnesota Statute Section 471.87 (Public Officers, Interest in Contract; Penalty) and Section 13D.01 (Minnesota Open Meeting Law) and related legislation, our auditors are requesting all elected officials of the MESB to sign the Letter of Representation. The signed letter will be retained on file to document MESB's awareness of (and compliance with) Minnesota Statutes Section 471.8 and Section 13D.01 and related legislation.

- We need a signed copy of the Letter of Representation for the MESB files and the MESB audit.
- We also need a copy of the Statement of Economic Interest form that you fill out for the State of Minnesota in your County/City as an "Elected Local Official in a Metropolitan Governmental Unit" under Minnesota Statute § 10A.01, subd. 22; and 10A.09, subd. 6a. **AFTER it is signed by you in April.**

# METROPOLITAN EMERGENCY SERVICES BOARD

## MEETING MINUTES

\_\_\_\_\_**NOVEMBER 12, 2014**\_\_\_\_\_

### Commissioners Present:

<b>ANOKA</b>	Rhonda Sivarajah - <b>Absent</b> Carol LeDoux - <b>Absent</b>	<b>HENNEPIN</b>	Randy Johnson - <b>Absent</b> Linda Higgins
<b>CARVER</b>	Jim Ische Gayle Degler	<b>ISANTI</b>	Greg Anderson
<b>CHISAGO</b>	George McMahon	<b>RAMSEY</b>	Blake Huffman Jim McDonough - <b>Absent</b> Mary Jo McGuire
<b>City of Minneapolis</b>	Andrew Johnson - <b>Absent</b>	<b>SCOTT</b>	Dave Menden - <b>Absent</b> Tom Wolf
<b>DAKOTA</b>	Tom Egan - <b>Absent</b> Chris Gerlach	<b>WASHINGTON</b>	Ted Bearth Fran Miron - <b>Absent</b>

**Staff Present:** Martin Moody, Kelli Jackson, Pete Eggimann, Jill Rohret, Ron Robinson, Martha Ziese, Jay Arneson, MESB Board Counsel

**Guests Attending:** Jeff Nelson, *PSC Alliance*,

### 1. CALL TO ORDER

Meeting was called to order at 10:35 by MESB 2014 Chair, Commissioner Higgins.

### 2. Approval of Agenda

*Motion made by Commissioner Degler seconded by Commissioner Gerlach to approve the November 12, 2014 Agenda. Motion Carried.*

### 3. CONSENT AGENDA

- A. Approval of previous meeting minutes (July 9, 2014)
- B. Appvl: Treasurer's Reports for May, June, July, August 2014
- C. Correspondence:

- 1. Termination and final invoice - Best & Flanagan
- 2. Letter to IES

*Motion made by Commissioner Bearth, seconded by Commissioner Ische to approve the consent Agenda. Motion Carried.*

### 4. REPORTS

#### A. CHS 1, 2, 3 status report and Airbus Divestiture (Jeff Nelson)

#### B. Statewide Radio Board Reports (Jill Rohret gave all reports)

**1. Finance** –did not meet in August or September, 2014. They meet again tomorrow. There will be discussion on a one time grant program to help with the 719 ARMER upgrade.

The other priorities would be funding for maintaining a tactical interoperable plan, and regional logging solutions.

## METROPOLITAN EMERGENCY SERVICES BOARD

### 2. Legislative–Met last week

Discussion of the grant program raising the 911 fee to the .95 cap. This would require some approval for 911 fee monies being able to be spent longer than normal, perhaps 2021-2022 to fully accomplish the upgrade.

### 3. Steering

Brought forward to SECB some amendments to standards. Every two years there needs to be some refresher training determined by each county.

They also approved a standard that requires agencies to sponsor nontraditional users of the system.

### 4. OTC

Approved Participation Plans most of which have to do with replacing Gold Elites.

Strategic Planning meeting was in September. Jill and Pete Eggimann attended.

## 4. ISSUES and ACTION REQUESTS

### A. Radio TOC (Jill Rohret)

#### 1. Approval: Hennepin County Request to Add AIS Servers

The Radio TOC and the Executive Committee recommended full Board approval of the Hennepin County request to add AIS servers for its logging.

*Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the Hennepin County request to add AIS servers for its logging. Motion Carried.*

#### 2. Approval: Amendments to Metro Std. 3.14.0 – ME TACS

The Radio TOC and the Executive Committee recommended approval by the full Board of the amendments to Metro Standard 3.14.0—ME TACS.

*Motion made by Commissioner Bearth, seconded by Commissioner McMahon to approve amendments to Metro Standard 3.14.0—ME TACS. Motion Carried.*

#### 3. Approval: Amendments to Metro Std. 3.17.4 – Event/Exercise Communications Planning

The Radio TOC and the Executive Committee recommended approval by the full Board of the amendments to Metro Standard 3.17.4—Event/Exercise Communications Planning.

*Motion made by Commissioner Degler, seconded by Commissioner Ische to approve amendments to Metro Standard 3.17.4—Event/Exercise Communications Planning. Motion Carried.*

#### 4. Approval: Metro Transit Request for MCC 7500 Upgrade and 3 Additional Consoles

The Radio TOC and the Executive Committee recommended approval by the full Board of the Metro Transit request to upgrade its current consoles and add three consoles.

*Motion made by Commissioner McMahon, seconded by Commissioner Degler to approve the Metro Transit request to upgrade its current consoles and add three consoles. Motion Carried.*

#### 5. Approval: Minnetonka – St. Louis Park Request for Diverse Console Connection Routes

The Radio TOC and the Executive Committee recommended approval by the full Board of the Minnetonka and St. Louis Park request to have diverse console connection routes.

*Motion made by Commissioner Gerlach, seconded by Commissioner Ische to approve the Minnetonka and St. Louis Park request to have diverse console connection routes. Motion Carried.*

## METROPOLITAN EMERGENCY SERVICES BOARD

### **B. EMS TOC (Ron Robinson)**

#### **1. Accept: \$220,000 HSEM Grant for 3ECHO Training in 2015**

Staff and the MESB Executive Director recommended Board acceptance of the State of Minnesota Grant for the continuation of 3 ECHO regional training. The grant period is January 2<sup>nd</sup> through December 31, 2015. This grant of \$220,000.00 is administered by the MN Homeland Security and Emergency Management (HSEM).

*Motion made by Commissioner Ische, seconded by Commissioner Degler to accept the State of Minnesota Grant for the continuation of 3ECHO regional training grant. Motion Carried.*

#### **2. Metro EMS System Ebola Update (Ron Robinson)**

*Motion made by Commissioner Huffman, seconded by Commissioner McGuire to draft a letter from the MESB to request a meeting between the Healthcare Coalition and the Minnesota Commissioner of Health and the Office of Emergency Preparedness. Motion Carried.*

### **C. 9-1-1 TOC**

#### **1. Support: Statewide Implementation of a Text to 9-1-1 Solution (Pete Eggimann)**

Staff, the 9-1-1 TOC, and the Executive Committee recommended the full Board support the Resolution for a Statewide PSAP Approach to the Implementation of a Text to 9-1-1 Solution. The suggestions of the Executive Committee were incorporated into the Resolution.

*Motion made by Commissioner McMahon, seconded by Commissioner Anderson to support the Resolution for a Statewide PSAP Approach to the Implementation of a Text to 9-1-1 Solution. Motion Carried.*

### **D. Executive Director**

#### **1. Appvl: Lobbyist Contract (Moody)**

The Executive Director, Staff, and Executive Committee recommended contracting with Margaret Vesel and Larkin Hoffman to allow Margaret to continue as the lead MESB lobbyist.

*Motion made by Commissioner McMahon, seconded by Commissioner Wolf to contract with Margaret Vesel and Larkin Hoffman to allow Margaret to continue as the lead MESB lobbyist. Motion Carried.*

#### **2. Approval: MMCD Lease Agreement (Moody)**

The Executive Director recommended renewing the lease for MESB office space and storage with the Metro Mosquito Control District.

*Motion made by Commissioner Degler, seconded by Commissioner McMahon to renew the lease for MESB office space and storage with Metro Mosquito Control. Motion Carried.*

### **5. OLD BUSINESS – None**

### **6. NEW BUSINESS- None**

### **7. ADJOURN**



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SUITE 201  
SAINT PAUL, MINNESOTA  
55104-3431

PHONE 651-643-8395  
FAX 651-603-0101  
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Chisago County Commissioner George McMahon, MESB Treasurer

RE: Treasurer's Report – September 2014

DATE: November 12, 2014

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 12, 2014.

  
Sincerely,

George McMahon, Commissioner  
Chisago County  
Treasurer, Metropolitan Emergency Services Board

## Metropolitan Emergency Services Board

MEETING DATE: <b>January 14, 2015</b>	PRESENTED BY: <b>Rohret</b>	AGENDA NUMBER: <b>7.C</b> <b>2015 Radio TOC Chair &amp; Vice-Chair and Interoperability Subcommittee Chair &amp; Vice-Chair</b>
--	--------------------------------	--

### **RECOMMENDATION**

The Radio TOC recommends the Board approve Chief Ulie Seal as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2015.

The Interoperability Subcommittee recommends the Board approve Ron Jansen as Chair of the Interoperability Subcommittee and Curt Meyer as Vice-Chair.

### **BACKGROUND**

According to the MESB by-laws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee. Staff is applying the same rule to the Interoperability Subcommittee.

### **ISSUES & CONCERNS**

The Radio TOC voted to reappoint the 2014 Chair for 2015. The committee did recommend a new Vice Chair.

The Interoperability Subcommittee voted to appoint a new Chair and Vice Chair for 2015.

Radio TOC Chair: Chief Seal is Chief of the Bloomington Fire Department. He is a long-time Radio TOC member and current Chair, SECB member and very active in communications issues.

Radio TOC Vice-Chair and Interoperability Subcommittee 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 and 2011. He is the MESB alternate to the SECB OTC committee and the primary representative to the SECB Interoperability Committee. He also serves as the Regional System Administrator for the ARMER system.

Interoperability Subcommittee Vice-Chair: Curt Meyer is the Radio Sub-System Administrator for Hennepin County Sheriff's Office. He is a long-time participant on the Interoperability Subcommittee. He previously was a Dispatch Supervisor for Hennepin County Sheriff's Office and served on the Bloomington Fire Department.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES      ____ NO
------------	--------------	---

MOTION:
---------

MEETING DATE:  01/14/15	PRESENTED BY:  Eggimann	AGENDA NUMBER: <b>7.D</b> <b>9-1-1 TOC Chair and Vice-Chair</b>
<b>M E T R O P O L I T A N E M E R G E N C Y</b> <b>S E R V I C E S B O A R D</b>		

### **RECOMMENDATION**

Approve Nancie Pass (Ramsey) as the 911 Technical Operations Committee (TOC) Chair, and Bob Dowd (Isanti) as the Vice-Chair for 2015.

### **BACKGROUND**

Each year the 911 TOC Committee elects a Chair and Vice-Chair for the upcoming year. At the November, 2014 meeting, Nancie Pass and Bob Dowd were elected by the committee members to serve as the Chair and Vice-Chair respectively for 2015. Both are active members of the committee and served the committee in the same roles in 2014.

### **ISSUES & CONCERNS**

(None)

### **FINANCIAL IMPACT**

(None)

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES      ____ NO
------------	--------------	---



## Grant Agreement

BY: \_\_\_\_\_

<b>Minnesota Department of Public Safety ("State")</b> Homeland Security and Emergency Management Division 445 Minnesota Street Suite 223 St. Paul, MN 55101-6223	<b>Grant Program:</b> 2014 State Homeland Security Program (SHSP)  <b>Grant Agreement No.:</b> A-SHSP-2014-MESB-EMS-00013				
<b>Grantee:</b> Metropolitan Emergency Services Board- Metro 2099 W University Avenue Suite 201 St Paul, MN 55104-3431	<b>Grant Agreement Term:</b> <b>Effective Date:</b> January 1, 2015 <b>Expiration Date:</b> December 31, 2015				
<b>Grantee's Authorized Representative:</b> Ron Robinson, Regional EMS Coordinator Metropolitan Emergency Services Board - Metro Region EMS 2099 W University Avenue Suite 201 St Paul, MN 55104-3431 Phone: (651) 603-0101 Email: rrobinson@emsmn.org	<b>Grant Agreement Amount:</b> <table> <tr> <td>Original Agreement</td> <td>\$220,000.00</td> </tr> <tr> <td>Matching Requirement</td> <td>\$ 0.00</td> </tr> </table>	Original Agreement	\$220,000.00	Matching Requirement	\$ 0.00
Original Agreement	\$220,000.00				
Matching Requirement	\$ 0.00				
<b>State's Authorized Representative:</b> Jill Hughes, Grant Program Administrator 445 Minnesota Street Suite 223 St. Paul, MN 55101-6223 Phone: 651-201-7451 Email: jill.hughes@state.mn.us	Federal Funding: CFDA 97.067 State Funding: None Special Conditions: None				

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2014 State Homeland Security Program (SHSP) Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St. Paul, MN 55101-6223. The Grantee shall also comply with all requirements referenced in the 2014 State Homeland Security Program (SHSP) Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.





**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: Gale FoldesDate: 12/12/14**3. STATE AGENCY**By: [Signature]  
(with delegated authority)Title: BRANCH DIRECTORDate: 12/11/14Grant Agreement No. A-SHSP-2014-MESB-EMS-00013/P0 #: 3000030954**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: Linda KoppinTitle: Chair of MESB BoardDate: Nov 24, 2014

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

RECEIVED  
2014 DEC -2 P 1:14  
DPS-HSEM

Budget Summary

SHSP-2014-Investment #04: Mass Care/Mass Casualties				
Budget Category				
Training				
Regional 3 ECHO trainings				
Total				\$220,000.00
Total				\$220,000.00
Allocation				\$220,000.00
Balance				\$220,000.00
				\$0.00

Email 1-8-2015

Martin,

It is the start of the new year and just want to thank the MESB for all their support. Jill does an outstanding job for the MESB and her knowledge and insight are invaluable to the SECB and its various committees as well as to other regions and myself and my staff.

I encourage the MESB to attend the board meetings in 2015. Attendance was unusually light this year but we will be embarking on many new initiatives and planning for the next five years and important decisions will be made. It is important the board provide their input and support your outstanding staff.

Thank you,  
Jackie Mines  
Director, ECN

# Metropolitan Emergency Services Board

MEETING DATE: <b>January 14, 2015</b>	PRESENTED BY: <b>Moody Rohret</b>	AGENDA NUMBER: <b>9.A</b> <b>Appointments to SECB and its Committees</b>
--	--	---

## **RECOMMENDATION**

The MESB, acting as the Metro Regional Radio and 9-1-1 Boards, per the by-laws of the Statewide Emergency Communications Board (SECB), formerly the Statewide Radio Board (SRB), makes appointments to the SECB and the SECB Committees each year.

**The MESB needs to select Primary and Alternate appointees to the Statewide Emergency Communications Board, Finance, Steering and Legislative, OTC and Interop Committees.**

We have the 2014 appointees that may be willing to continue. The MESB needs to approve and submit the list of appointments to the SECB in January.

## **BACKGROUND**

The MESB as the Metro Regional Radio Board has had representation on all of the Statewide Emergency Communications Board committees since the SECB (SRB) inception in 2005. The SRB function continues and the MESB as the Metro Regional 9-1-1 Board is now represented within the expanded role the Statewide Emergency Communications Board. Current topics within the SECB could have significant financial impacts on the ARMER users/MESB members:

- Many ARMER users face major infrastructure replacements over the next 8 years which will require additional substantial local investment. In 2016, the Statewide Radio Board is scheduled to implement a system upgrade that will require many agencies to replace their consoles. Affected agencies for the 2016 upgrade include: Allina Health EMS; Anoka County; Carver County; Cass County; Crow Wing County; Dakota County; Dodge County; Hennepin County; Hennepin EMS; Isanti County; Itasca County; Kanabec County; Lincoln County; Morrison County; North Memorial EMS; Ramsey County; Scott County; Stearns County/City of St. Cloud; Cities of Bloomington, Edina, Minneapolis, Minnetonka, Richfield, St. Louis Park, and White Bear Lake; Metro Transit; Ridgeview EMS; University of Minnesota.
- Though not yet scheduled, in 2019 an upgrade may occur which requires other infrastructure equipment to be replaced at many radio tower sites. In addition to the possible upgrade, much of the equipment was originally implemented in 2000 and will be reaching the end of its useful life at that time. It will need to be replaced regardless of the upgrade. Affected agencies for the 2019 upgrade include: Anoka County; Carver County; Chisago County; Dakota County; Goodhue County; Hennepin County; Isanti County; Itasca County; Olmsted County/City of Rochester; Ramsey County; Scott County; Sherburne County; Washington County; Wright County; City of Minneapolis; and the City of St. Cloud.
- Major changes to the infrastructure of the 9-1-1 system are taking place as the evolution to support a National Emergency Number Association (NENA) i3 aligned Next Generation 9-1-1 (NG9-1-1) architecture continues. Migration to a fully functional NG9-1-1 system is part of the Minnesota Department of Public Safety, Division of Emergency Communication Networks' overall plan. Geographical Information System (GIS) data is the basis of call routing in a NG9-1-1 system. Both the infrastructure changes and GIS data requirements will have impacts on the MESB PSAPs.

# Metropolitan Emergency Services Board

**The current MESB appointees to the SECB and its committees:**

**Statewide Emergency Communications Board – Primary:** Commissioner McMahon  
**Alternate:** Commissioner McGuire

**Steering Committee – Primary:** Commissioner LeDoux  
**Alternate:** Commissioner Wolf

**Legislative Committee – Primary:** Commissioner Egan  
**Alternate:** Commissioner Gerlach

**Finance Committee – Primary:** Commissioner Huffman  
**Alternate:** Commissioner R. Johnson

**OTC – Primary:** John Gundersen  
**Alternate:** Ron Jansen

**Interoperability Committee – Primary:** Ron Jansen  
**Alternate:** Chris Kummer

**Interoperable Data Committee – Primary:** Jake Thompson  
**Alternate:** Rod Olson

**Integrated Public Alert and Warnings (IPAWS) Committee – Primary:** Scott Williams  
**Alternate:** None

**NextGen 9-1-1 Committee – Primary:** Christine McPherson  
**Alternate:** Diane Lind

MOTION BY:	SECONDED BY:	MOTION APPROVED: _____ YES          _____ NO
------------	--------------	---

MEETING DATE:  <b>01/14/15</b>	PRESENTED BY: <b>Pete Eggimann</b> <b>Jay Arneson</b> <b>Jeff Nelson, PSC Alliance</b>	AGENDA NUMBER: <b>9.D.2</b> <b>Lease Agreement</b>
<b>M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D</b>		

### **RECOMMENDATION**

The 5-PSAP Consortium implementing Phase 1 of the shared/hosted 911 call answering application project have requested that the MESB, in the role of contract manager and fiscal agent for the Consortium, enter into a lease agreement between the County of Hennepin and the MESB for the use of data center space and wide area network connectivity between the data centers for the Consortium. The staff recommends approval of the agreement.

### **BACKGROUND**

The 5-PSAP Consortium consisting of Edina, Hennepin Co., Minneapolis, Hennepin Co. Medical Center, and Allina have agreed to jointly purchase, implement, and manage a shared/hosted 911 call answering system that support their PSAPs. This is the first phase implementation of the original 10 PSAPs who issued a joint RFP for purchase of a shared/hosted system. This system will utilize common equipment needed by all of the participating PSAPs, as well as PSAP specific equipment at each of the PSAPs. The common equipment will be located at the data centers provided by Hennepin Co. The use of the data centers in support of this project is the purpose of the lease agreement before the Board.

In addition to the data center space, Hennepin County will supply wide area network (WAN) facilities in support of the project. The use of the WAN by the 5-PSAP Consortium is also covered in this lease agreement.

### **ISSUES & CONCERNS**

This lease agreement may be used as a model for other MESB PSAPs who desire to share applications with multiple PSAPs, and who would like to utilize a public safety WAN connecting all of the metro area PSAPs together. The participants in Phase 1 of the shared/hosed 911 answering application project expect that additional PSAPs and shared/hosted projects covering other emergency communications projects (e.g. shared / hosted communications logging application) may want to utilize the data centers and WAN facilities covered in this lease agreement in the future.

### **FINANCIAL IMPACT**

There is no financial impact beyond the staff involvement. The costs associated with the leased data center space and WAN facilities will be passed on by the MESB to the participating PSAPs, as agreed to in the Master Cooperative and Ancillary Agreements already approved by the Board.

MOTION BY:	SECONDED BY:	MOTION APPROVED:  _____ YES                  _____ NO
------------	--------------	---



## **2015 MESB Meetings**

### **Full Board**

**January 14**

**March 11**

**May 13**

**July 8**

**September 9**

**November 11 (Veterans Day)**

### **Executive Committee**

**February 11**

**April 8**

**June 10**

**August 12**

**October 7**

**December 9**

.