



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 10, 2024, 10:00 a.m.

1. **Call to Order** – Commissioner Mike Warring, 2023 Board Chair
2. **Oath of Office** – Commissioner Warring
3. **Approval of Agenda** – Commissioner Warring
4. **Election of 2024 Officers and Executive Committee Designation** – Rohret (**page 5**)
5. **Thank You to 2023 Chair** – Commissioner Trista Martinson, 2024 Board Chair
6. **MESB Policy 17 – Conflict of Interest** – Rohret (**page 9**)
7. **Consent Agenda** – Rohret (**page 7**)
 - A. Approval: November 8, 2023 Meeting Minutes
 - B. Approval: October 2023 Treasurer’s Report
 - C. Approval: November 2023 Treasurer’s Report
 - D. Approval 2024 MESB Meeting Schedule
 - E. Approval of 2024 Radio TOC Chair/Vice Chair
 - F. Approval of 2024 9-1-1 TOC Chair/Vice Chair
 - G. Approval of 2024-2025 EMS TOC Chair/Vice Chair
 - H. Approval of M Health Fairview EMS Request for Waiver to IOP-11
 - I. Approval of St. Louis Park Fire Request for Waiver to IOP-11
 - J. Correspondence
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendments to Allina Health EMS ARMER Participation Plan (**page 37**)
 - B. Approval of Amendments University of Minnesota ARMER Participation Plan (**page 39**)
 - C. Approval of Amendments to Anoka County ARMER Participation Plan (**page 41**)
 - D. Acceptance of 2024 SECB Grant (**page 43**)
9. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager
 - A. Approval of CHS-1 Maintenance Agreement (**page 49**)
10. **EMS Items** – Greg Hayes, EMS Coordinator – None
11. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of 2024 Appointments to SECB/SECB Committees (**page 85**)
 - B. Approval of Amendments to MESB Policies (**page 87**)
 - i. Policy 008 – Mileage Reimbursement
 - ii. Policy 018 – Accounts Payable
 - iii. Policy 020 – Leases at Government-Owned Antenna Sites
 - iv. Policy 021 – Travel Authorization, Advanced Funds, & Reporting



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 10, 2024, 10:00 a.m.

12. **Reports**

A. Legislative Report – Margaret Vesel/Matthew Bergeron

B. Statewide Emergency Communications Board (SECB) Reports:

- 1) Finance – Rohret/Fredrick
- 2) Legislative – Rohret/Atkins
- 3) Steering – Fredrick/Rohret
- 4) Other SECB Committees – Fredrick/Jacobson
- 5) Board – Commissioner Martinson/Rohret

13. **Old Business**

A. Update on MESB Study on Costs of Public Safety Communications – Rohret

14. **New Business**

A. Presentation: State of EMS in the Metro Region – Hayes

B. Presentation: Funding via the 9-1-1 Special Revenue Fund – Dana Wahlberg and Kent Wilkening, DPS Emergency Communication Networks Division

15. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

January 10, 2024, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2024 Vice Chair)

Chisago County

Commissioner Rick Greene*

City of Minneapolis

Council Member Linea Palmisano* (2024 Secretary)

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Kevin Anderson
Commissioner Irene Fernando*

Isanti County

Commissioner Mike Warring*

Ramsey County

Commissioner Trista Martinson* (2024 Chair)
Commissioner Mai Chong Xiong

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf* (2024 Treasurer)

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Gary Kriesel
Commissioner Fran Miron*

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 4. Election of 2024 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 Martinson)
Vice-Chair: Carver County (Gayle Degler)
Secretary: City of Minneapolis (Linea Palmisano*)
Treasurer: Scott County (Tom Wolf)

*As of this writing, it is likely Council Member Palmisano will be appointed to the MESB by the Minneapolis City Council.

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 2023 were:

Chair: Isanti County (Mike Warring)
Vice-Chair: Ramsey County (Trista Martinson)
Secretary: Carver County (Gayle Degler)
Treasurer: City of Minneapolis (Andrew Johnson)

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."*

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 4. Election of 2024 MESB Officers & Executive Committee Designation
Presenter: Rohret

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 City Council for 2024*:

Anoka:	Mike Gamache
Carver:	Gayle Degler
Chisago:	Rick Greene
Dakota:	Joe Atkins
Hennepin:	Irene Fernando
Isanti:	Mike Warring
Ramsey:	Trista Martinson
Scott:	Tom Wolf
Sherburne:	Gregg Felber
Washington:	Fran Miron
City of Minneapolis:	Linea Palmisano

*Due to timing of holidays and county/city organizational meetings, as of this writing MESB staff have not received all appointments notices for 2024.

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.

A. 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: January 10, 2024
Agenda Item: 7. Consent Agenda
Presenter: Rohret

- A. **Minutes** – The minutes of the November 8, 2023 meeting of the Board are attached for review and approval.
- B. **October 2023 Treasurer’s Report** – The Treasurer has reviewed the October 2023 financial statements and has given his approval of the report.
- C. **November 2023 Treasurer’s Report** – The Treasurer has reviewed the November 2023 financial statements and has given his approval of the report.
- D. **2024 MESB Meeting Schedule** – Staff recommend the Board approve the 2024 MESB meeting schedule.
- E. **Approval of 2024 Radio TOC Chair/Vice Chair** – The Radio TOC recommends the Board approve the 2024 Radio TOC Chair and Vice Chair.
- F. **Approval of 2024 9-1-1 TOC Chair/Vice Chair** – The 9-1-1 TOC recommends the Board approve the 2024 Radio TOC Chair and Vice Chair.
- G. **Approval of 2024-2025 EMS TOC Chair/Vice Chair** – The EMS TOC recommends the Board approve the 2024-2025 EMS TOC Chair and Vice Chair.
- H. **Approval of M Health Fairview EMS Request for Waiver to IOP-11** – The Executive Committee recommends approval of M Health Fairview EMS’ request for approval of a waiver to SECB Standard IOP-11.
- I. **Approval of St. Louis Park Fire Department Request for Waiver to IOP-11** – The Executive Committee recommends approval of St. Louis Park Fire Department’s request for approval of a waiver to SECB Standard IOP-11.
- J. **Correspondence** – Notices for 2024 MESB member assessments were sent in December; one has been included as correspondence.
- K. **Informational Only** – Minutes from the December 13, 2023 Executive Committee meeting are included as informational only.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING MINUTES

November 8, 2023

Commissioners Present:

Kevin Anderson, Hennepin County
 Joe Atkins, Dakota County - **absent**
 Dave Beer, Scott County - **absent**
 Gayle Degler, Carver County
 Gregg Felber, Sherburne County
 Irene Fernando, Hennepin County
 Mike Gamache, Anoka County
 Richard Greene, Chisago County

Mary Hamann-Roland, Dakota County
 Gary Kriesel, Washington County
 Trista Martinson, Ramsey County
 Mandy Meisner, Anoka County
 Fran Miron, Washington County
 Mike Warring, Isanti County
 Tom Wolf, Scott County
 Mai Chong Xiong, Ramsey County

Staff Present: Tracey Fredrick; Greg Hayes; Kelli Jackson; Jake Jacobson; Jacob Kallenbach; and Jill Rohret.

Others Present: Brittany McCormick, *Board Counsel*; Margaret Vesel, *Larkin Hoffman*; Steve Tait, *ECN*; and Kent Wilkening, *ECN*.

1. Call to Order

The meeting was called to order at 10:01 a.m. by the 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of Agenda

Motion by Commissioner Gayle Degler, seconded by Commissioner Mary Hamann-Roland to approve the September 13, 2023 agenda. Motion carried.

3. Approval of Consent Agenda

Motion by Commissioner Hamann-Roland, seconded by Commissioner Degler to approve the September 13, 2023 Consent Agenda. Motion carried.

4. Radio Items – None

5. 9-1-1 Items

A. Approval of Amendment 1 to Geo-Comm Agreement for Additional Services

Jake Jacobson stated MESB staff seek the approval of Amendment 1 to the Geo-Comm Agreement for additional GIS services. Jacobson said this agreement will help the region with its upload/download of GIS data by increasing efficiency and quality while also making it more easily accessible and compatible with the required state dataset format. The additional services will also provide the ability to examine data on a county level.

Motion by Commissioner Mandy Meisner, seconded by Commissioner Rick Greene to approve Amendment 1 to the Geo-Comm Agreement for additional services. Motion carried.

B. Recommendation Regarding RFP for CAD-to-CAD Interoperability Integration Solution

Jacobson said the 9-1-1 TOC recommends the Board not award the Computer-Aided Dispatch (CAD)-to-CAD Interoperability Integration Solution RFP. The Evaluation Workgroup had concerns about whether the two received responses would meet the needs of the region; the pricing and technical aspects of both submissions did not meet the requirements needed for the metro region. It was a long process with lots of work, research, and assessment and Jacobson and staff feel confident in recommending to not move forward with the awarding of the RFP.

METROPOLITAN EMERGENCY SERVICES BOARD

Jill Rohret stated that the need for CAD-to-CAD and emergency communications services is still prevalent. There are various options moving forward. Another RFP could be announced and a broader search encompassing more companies is possible. The state has also talked about an information sharing service in relation to this issue. Rohret reiterated that the need continues and will not go away.

Commissioner Mandy Meisner thanked Jacobson for his thoughtfulness and efforts in this process. Meisner asked how to address CAD-to-CAD in the future as it technically doesn't fall under the scope of work for the MESB.

Rohret responded by saying the MESB would still help facilitate the process.

Commissioner Mike Gamache asked if there are other companies out there, besides the two that responded, that would have the capabilities to provide successful services to the metro area.

Jacobson responded by stating he wouldn't be surprised if there were more submissions if the RFP were reissued.

Commissioner Irene Fernando asked if it was the technical or financial side of the solutions that were not met.

Jacobson responded by saying that both the technical and financial side of the solutions were not met. They did not meet the price points and the technical functionality needed for the metro area.

Commissioner Mary Hamann-Roland asked what the new timeline would be given that it has taken six years to come to the conclusion of the current process.

Rohret responded by stating that one of the vendors is under contract in California to come up with a solution that would possibly meet the similar requirements of the metro area. If they would be successful in meeting that 2024 timeline, it is possible a new RFP could be reissued in 2024. The timeline is all dependent on moving factors.

Motion made by Commissioner Degler, seconded by Commissioner Hamann-Roland to not award the CAD-to-CAD Interoperability Integration Solution RFP. Motion carried.

6. EMS Items – None

7. Administrative Items

A. Approval of Amendments to MESB Policies

Rohret presented draft amendments to numerous MESB policies.

i. Policy 001 – Board Policies

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

The amendments are not substantive changes and include changing references from nine counties to ten and defining acronyms.

ii. Policy 005 – Financial Policies

The amendments are not substantive and include clarification and references to other MESB policies.

iii. Policy 006 – Invested Funds

Most amendments are not substantive. A statement was added to formalize the review process for MESB funds with both Washington and Hennepin Counties.

iv. Policy 007 – Travel Authorization, Advanced Funds, & Reporting

The amendments clarify that the Board does not pay for family members to travel with the employee. Additionally, the employee must choose between using the board credit card for meals or taking per diem; both methods may not be used within one trip.

v. Policy 013 – Use of Board Issued Credit Card

The amendments clarify MESB processes and requirements for the use of the board issued credit card.

Motion made by Commissioner Hamann-Roland, seconded by Commissioner Tom Wolf to approve the amendments to MESB policies. Motion carried.

B. Approval of 2024 MESB Legislative Platform

Rohret presented the draft 2024 MESB legislative platform. Rohret said a legislative platform which discusses concepts supported will provide flexibility compared to the detailed agenda used in the past. Highlights of the 2024 platform include adequate funding and improving the overall quality and service of all things related to 9-1-1, changing the employment classification of public safety telecommunicators, and funding indoor school mapping of k-12 schools which would improve 9-1-1 caller location in schools experiencing armed assailant situations. Radio items include funding for ARMER encryption, adequate funding for ARMER, and general equipment/infrastructure updates. EMS items include maintaining increased regional funding and retaining EMS programs under EMSRB. CAD-to-CAD will be added in some form.

Commissioner Trista Martinson stated that she was hesitant to see funds from 9-1-1 be used for the telecommunicators training and certification initiative. Martinson suggested that an outside source or different streams of funding should be sought for this.

Rohret responded by saying that the totality of costs is unknown. Once the board is set up and the fiscal note detailing the cost is known, a discussion on that aspect can continue.

Commissioner Fernando stated that CAD-to-CAD and interoperability with remote capability in emergencies should be an important part of this upcoming platform.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Fernando, seconded by Commissioner Wolf to approve the 2024 MESB legislative platform with the addition of CAD-to-CAD. Motion carried.

C. Approval of Increase to Executive Director Signing Limit

Rohret stated that staff request an increase in the signing authority limit for the Executive Director, as regular monthly expenses exceed the current limit of \$10,000. She requested an increase of \$5,000 to a limit of \$15,000. She noted that getting signatures for expenses can be difficult due to busy schedules which may result in late fees.

Motion made by Commissioner Hamann-Roland, seconded by Commissioner Wolf to approve an increase of the Executive Director's signing limit from \$10,000 to \$15,000. Motion carried.

8. Reports

A. Legislative Report

Margaret Vesel stated that the 2024 Minnesota legislative session will begin on February 12, 2024. An uptick in meetings and availability will occur as we move into the new year. Committee hearings will start again in early January, and the legislature will have to determine how to spend the remaining one-time money in the state's surplus.

B. Statewide Emergency Communications Board (SECB) Reports:

1. Finance

The committee met on October 12. The committee recommended the approval of allocating \$90,000 of SECB funds as a governance support grant for the Northwest and Southwest regions. The group also recommended that the board discuss the annual public safety conference hosted by the SECB and ECN and what type of power and capabilities the planning committee had. The 2024 ARMER Equipment Grant was also discussed.

2. Legislative

The committee met and had a short meeting involving basic updates on the intent to introduce the public safety telecommunicators training and certification bill.

3. Steering

The committee did not have a quorum. It will meet again on November 8.

4. Other SECB Committees

At the NG9-1-1 Committee, work and discussion continued relating to 9-1-1 calls via Microsoft teams and Wi-Fi. ECN and MESB staff are working on solutions to these new technical difficulties. Location information is unavailable when calling via these devices.

5. Board

The SECB approved the \$90,000 grant for governance support for the Northwest and Southwest regions. It also approved the issuing of a contract for the location of the public safety conference. The Board also discussed filling vacancies/memberships and heard updates from other committees.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

9. Old Business – None

10. New Business

A. Approval of 2023 Executive Director Performance Review

Commissioner Warring said the Executive Committee conducted the Executive Director's 2023 performance review; the committee had a positive discussion about the Executive Directors performance. The consensus was that the Executive Director should receive a 'greatly exceeds standards' and recommended a 7.5% salary increase, according to the 2023 Dakota County Merit Compensation Plan.

Motion made by Commissioner Fran Miron, seconded by Commissioner Wolf to approve the 2023 performance review of the Executive Director with a 'greatly exceeds standards' rating and 7.5% increase in salary. Motion carried.

11. Adjournment

Motion made by Commissioner Gary Kriesel, seconded by Commissioner Hamann-Roland to adjourn the meeting. Motion carried.

The meeting adjourned at 10:53 a.m.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



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: Isanti County Commissioner Mike Warring, MESB Chair
RE: Treasurer's Report – October 2023
DATE: November 29, 2023

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

- Monthly summary financial reports for Administration, 9-1-1, Radio and EMS
- Explanation for significant variance from budget report for Administration, 9-1-1, Radio and EMS.

The review was conducted on November 29, 2023.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Warring", is written over a light blue circular stamp.

Mike Warring
Commissioner, Isanti County
Chair, 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: Isanti County Commissioner Mike Warring, MESB Chair
RE: Treasurer's Report – November 2023
DATE: December 20, 2023

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

- Monthly summary financial reports for Administration, 9-1-1, Radio and EMS
- Explanation for significant variance from budget report for Administration, 9-1-1, Radio and EMS.

The review was conducted on December 20, 2023.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Warring", is written over a light blue rectangular background.

Mike Warring
Commissioner, Isanti County
Chair, Metropolitan Emergency Services Board



2024 MESB MEETING SCHEDULE

Full Board

January 10

March 13

May 8

July 10

September 11

November 13

Executive Committee

February 14

April 10

June 12

August 14

October 9

December 11

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.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 7E. Approval of 2024 Radio TOC
Chair and Vice Chair
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Board approve Jake Thompson as Radio TOC Chair and Ron Jansen as Radio TOC Vice Chair for 2024.

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 Jake Thompson as the Chair and Ron Jansen as the Vice-Chair for 2024.

Radio TOC Chair: Jake Thompson is the Radio System Manager for Hennepin County. He has served public safety in the metro region for over 20 years by managing, maintaining, and building communications systems to meet the needs of dispatch, law, fire and public works. These systems include radio, 9-1-1 phone, CAD, logging, and broadband applications. During his career, Jake transitioned all fire agencies in one county to 800MHz pagers as well as US Digital Design automated alerting, which made that county the first in the state to make the full transition. He also implemented the first Motorola WAVE Radio to LTE push-to-talk system in the state connected to ARMER. He has served in many local, regional, state and national committees including MESB's Radio TOC, MESB's 9-1-1 TOC, MESB's CRTF Steering, and SECB's Interoperability Committee. He also has served as the Minnesota Chapter President and is a past National President of the Motorola Trunked Users Group.

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 2014-2023. 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 MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 7F. Approval of 2024 9-1-1 TOC
Chair and Vice Chair
Presenter: Jacobson

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Susan Bowler as 9-1-1 TOC Chair and Laura Anderson as 9-1-1 TOC Vice Chair for 2024.

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 Susan Bowler as the Chair and Laura Anderson as the Vice-Chair for 2024. Ms. Bowler is the PSAP Manager for Carver Co. Sheriff's Office and Ms. Anderson is the PSAP Manager for Sherburne County 9-1-1.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 7G. Approval of 2024-2025 EMS TOC
Chair and Vice-Chair
Presenter: Hayes

RECOMMENDATION

The EMS Technical Operations Committee (TOC) recommends the Board approve the 2024-2025 EMS TOC Chair and Vice-Chair.

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 met on December 19, 2023, and made the following recommendation for Chair and Vice Chair:

Chair – Brian Fisher, HealthPartners Medical Transportation
Vice Chair – Nick Lesch, M Health Fairview EMS

Mr. Fisher serves as the Operations Manager for HealthPartners Medical Transportation. Mr. Lesch serves as the Operations Manager for M Health Fairview EMS. Both served as the previous Chair and Vice Chair for 2022-2023

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 7H. Approval of M Health Fairview
EMS Waiver to SECB Standard IOP-11
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of M Health Fairview EMS' request for a waiver to SECB Standard IOP-11 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for four radios for M Health Fairview medics to use for SWAT operations with the South Metro SWAT team.

BACKGROUND

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Requests for use of these talkgroups by anyone other than law enforcement must be done by an approved waiver to the standard.

LTACs are encrypted talkgroups used widely by SWAT teams to prevent scanners from listening to these radio communications.

Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

ISSUES & CONCERNS

The radios being assigned for this use will be used by the four M Health Fairview EMS medics assigned to the South Metro SWAT Team. These talkgroups will only be used by these medics during SWAT activations.

The local system administrator, along with the South Metro SWAT Team and M Health Fairview EMS leadership, will be responsible for any corrective action to be taken, should the need arise from misuse of the talkgroups.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Tracey Fredrick

Metropolitan Emergency Services Board

2099 University Ave

St. Paul, MN 55104

RE: M Health Fairview EMS SWAT Medic ARMER Talkgroup IOP-11 Waiver

Coordinator Frederick:

I am writing to formally requesting the addition of certain METAC and LTAC encrypted talkgroups (determined by Ron Jansen) on four portable radios that are owned and operated by M Health Fairview EMS. These radios will be specifically assigned to the four M Health Fairview SWAT MEDICS who currently embed on the South Metro SWAT Team. If approved, the units will be programmed with the Dakota County SWAT Zone to provide a consistent channel layout while deployed.

As part of their assignment on the team, these medics are expected to work closely with law enforcement team members. Effective communication via radio is crucial for seamless coordination and collaboration between the medics and law enforcement personnel. Therefore, it is essential that the mentioned portable radios are equipped with the necessary encrypted talkgroups.

Please note that these radios will be assigned solely to the mentioned individuals and will not be shared with other members of the department. This ensures that each medic has consistent access to reliable communication channels while performing their duties. I have also attached a letter of support from the South Metro SWAT Commander, Adam Tschida.

In light of the above, I kindly request your attention to this matter. If you have any questions or require further information regarding this waiver request, please do not hesitate to reach out to me. I can be contacted directly through email or at 651-326-1706.

Thank you for your prompt attention to this request, and I appreciate your cooperation.

Sincerely,

Eli Charif, Communications Manager.

M Health Fairview EMS



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 7I. Approval of St. Louis Park Fire Department Waiver to SECB Standard IOP-11
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of St. Louis Park Fire Department's request for a waiver to SECB Standard IOP-11 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for one additional radio for the St. Louis Park Fire Department to use for Weapons of Mass Destruction (WMD) Tactical Response Team operations.

BACKGROUND

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Requests for use of these talkgroups by anyone other than law enforcement must be done by an approved waiver to the standard.

LTACs are encrypted talkgroups used widely by SWAT teams to prevent scanners from listening to these radio communications.

Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

ISSUES & CONCERNS

The radio assigned for this use will be used by one member of the St. Louis Park Fire Department who is on the WMD Tactical Response Team. Use of this talkgroup will be restricted to use during WMD Tactical Response Team activations.

The local system administrator, along with St. Louis Park Fire Department leadership and Hennepin County Sheriff's Office leadership, will be responsible for any corrective action to be taken, should the need arise from misuse of the talkgroups.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



SHERIFF DAWANNA S. WITT
Hennepin County Sheriff's Office • Emergency Communications Division
1245 Shenandoah Lane North, Plymouth, MN 55447 • (952) 258-5321 • hennepinsheriff.org

June 8th, 2023

Metropolitan Emergency Services Board
Radio Technical Operations Committee
2099 University Ave
St. Paul, MN 55104

Re: ME LSEC's, LTAC's and LTACE's for one St. Louis Park Fire Fighter portable radio for WMD Team

Radio TOC Chair Jake Thompson,

Hennepin County, on behalf of the St. Louis Park Fire Department is seeking a waiver to Metro Region Radio Standard 3.14.0 "Use of Metro ARMER ME TACs" and State Standard 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". The St. Louis Park Fire Department has one fulltime Fire Fighter that is a member Hennepin County's Weapons of Mass Destruction (WMD) Tactical Response Team. This team is comprised of members with MSP Airport, Brooklyn Center, Brooklyn Park, Eden Prairie, Golden Valley, Maple Grove, Metro Transit, Minneapolis, Minnesota State Patrol, Plymouth, St. Anthony, and St. Louis Park Police and Fire Departments, along with the Hennepin County Sheriff's Office.

This team is trained and equipped to provide the Sheriff's Office as well as local, state, and federal law enforcement agencies with the capability to conduct tactical operations in a hazardous materials or WMD environment. Most members of this team are law enforcement; however, this specific member and radio are categorized as fire, and this is assigned specifically to this employee. We are requesting permission to program the above four mentioned portable radios with the metro regional LSEC's, LTAC and LTACE talkgroups. All agencies mentioned above utilize the requested law enforcement specific talkgroups for communication during incidents.

Approving this requested waiver would significantly reduce the risk of all members allowing them to be on the same talkgroup and reduce a safety risk for lost or missed communications.

Thank you in advance for your consideration on this item.

Sincerely,

Tony Martin
Emergency Communications Director

Agenda Item 7J.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

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

December 22, 2023

Mr. Bruce Messelt
County Administrator
Sherburne County
13880 Business Center Dr NW
Elk River, MN 55330

Dear Mr. Messelt:

Enclosed is the Assessment Invoice for 2024 from the Metropolitan Emergency Services Board. The Metropolitan Emergency Services Board is a joint powers board comprised of the ten metro counties and the City of Minneapolis with the responsibility to oversee and manage the 9-1-1 network and database, the metro region EMS program and the ARMER system in the metro area. Sherburne County is a member of the Metropolitan Emergency Services Board.

Member counties were notified of their year 2024 assessments in July 2023, as prescribed by the Metropolitan Emergency Services Board Joint Powers Agreement.

The enclosed invoice is payable in January 2024.

If you have any questions, please contact me at (651) 643-8394 or jrohret@mn-mesb.org.

Sincerely,

Jill Rohret
Executive Director

Enclosure

cc: Commissioner Gregg Felber
Mr. Kyle Breffle



WASHINGTON COUNTY ACCOUNTING &
 FINANCE
 C/O METROPOLITAN EMERGENCY SERV BRD
 2099 UNIVERSITY AVE W STE 201
 ST PAUL MN 55104-3431

Invoice	
Invoice Number:	220283
Account Number:	35378
Due Date	1/12/24
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

To: SHERBURNE CTY
 COUNTY ADMINSTRATOR BRUCE MESSELT
 13880 BUSINESS CENTER DR
 ELK RIVER MN 55330

Please return top portion with payment. Thank You.

Invoice					
Date	Number	Type	Due Date	Remark	Amount
12/20/23	220283	Invoice	1/12/24	2024 MESB JPA Assessment	\$45,640.00
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid. Please make check payable to Washington County and mail to the address above.					Invoice Total \$45,640.00 Sales Tax Balance Due \$45,640.00

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

December 13, 2023

Commissioners:

Joe Atkins, Dakota County - **absent**
 Gayle Degler, Carver County
 Gregg Felber, Sherburne County
 Irene Fernando, Hennepin County
 Mike Gamache, Anoka County

Rick Greene, Chisago County
 Trista Martinson, Ramsey County
 Fran Miron, Washington County
 Mike Warring, Isanti County
 Tom Wolf, Scott County

Staff Present: Tracey Fredrick; Jake Jacobson; Jacob Kallenbach; and Jill Rohret.

Guests Present: Brittany McCormick, *Board Counsel*; Margaret Vesel, *Larkin Hoffman*; Linea Palmisano, *City of Minneapolis*; and Kent Wilkening, *ECN*.

1. Call to Order – Commissioner Mike Warring

The meeting was called to order at 10:01 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the December 13, 2023 Agenda – Commissioner Warring

Motion made by Commissioner Rick Greene, seconded by Commissioner Gayle Degler to approve the MESB Executive Committee December 13, 2023 agenda. Motion carried.

3. Approval of the April 12, 2023 Minutes – Commissioner Warring

Motion made by Commissioner Degler, seconded by Commissioner Trista Martinson to approve the MESB Executive Committee October 11, 2023 minutes. Motion carried.

4. Radio Items – Tracey Fredrick, Radio Services Coordinator

A. Approval of Amendment to Allina Health EMS' ARMER Participation Plan

Tracey Fredrick stated Allina Health EMS currently uses a statewide ARMER participation plan; this amendment extends its operations into Pierce County and St. Croix County, WI, which encompasses its River Falls service area. Allina Health EMS requests approval for day-to-day ARMER usage in this area, which would only use approximately seven minutes per day. MnDOT reviewed a question of utilizing ARMER-licensed frequencies in Wisconsin and found no issues with the use.

Motion made by Commissioner Tom Wolf, seconded by Commissioner Mike Gamache to approve the amendment to Allina Health EMS' ARMER participation plan. Motion carried.

B. Approval of M Health Fairview EMS Request for Waiver to SECB Standard IOP-11

Fredrick stated this request is like other waivers brought before the Board. M Health Fairview EMS requests approval of a waiver to access talkgroups typically reserved for law enforcement use only. M Health Fairview has four medics assigned to the South Metro SWAT Team, which is hosted by Dakota County. Dakota County will administer these radios, which will be assigned to the four medics.

Commissioner Gamache asked if there was a blanket approval the Board could use to approve these types of waivers as they are quite common or if they should continue to bring them forward on a case-by-case basis.

Fredrick responded by saying these types of waivers should continue to be brought forth to the board on an individual basis, but talkgroup channels and processes may be created in the future which could provide opportunities that would not necessarily require a waiver process.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Martinson, seconded by Commissioner Gamache to approve the M Health Fairview EMS' waiver to SECB Standard IOP-11.

C. Approval of St. Louis Park Fire Department Request for Waiver to SECB Standard IOP-11

Fredrick stated St. Louis Park Fire Department requests a waiver to SECB Standard IOP-11 as it has a firefighter which participates on the Hennepin County Weapons of Mass Destruction Tactical Response team, which utilizes law enforcement only talkgroups. Hennepin County Sheriff's Office will administer this radio..

Motion made by Commissioner Irene Fernando, seconded by Commissioner Wolf to approve the St. Louis Park Fire Department waiver to SECB Standard IOP-11. Motion carried.

D. Approval of Amendment to University of Minnesota's ARMER Participation Plan

Fredrick stated the University of Minnesota plans to add one MCC7500 console with encryption capabilities to its operations. This console will be in a secure location in the University's new emergency response center. The amendment brings the University of Minnesota connected console count to eight; the University is approved for 20 consoles.

Motion made by Commissioner Martinson, seconded by Commissioner Fran Miron to approve the amendment to the University of Minnesota's ARMER participation plan. Motion carried.

E. Approval of Amendment to Anoka County's ARMER Participation Plan

Fredrick stated Anoka County requests approval of this amendment to its ARMER participation plan to accommodate its new emergency communications center, which is scheduled for completion in July 2024. Anoka County plans to add 44 new MCC7500 consoles which will update its active console positions to 21. This amendment allows the remaining console positions to be in an operational backup center. When the transition complete, the County's current PSAP site will be decommissioned.

Motion made by Commissioner Gamache, seconded by Commissioner Degler to approve the amendment to Anoka County's ARMER participation plan. Motion carried.

5. 9-1-1 Items – Jake Jacobson, 9-1-1 Manager – None

6. EMS Items – Greg Hayes, EMS Coordinator – None

7. Administrative Items – Jill Rohret, Executive Director

A. Approval of Amendments to MESB Policies

Jill Rohret presented draft amendments to numerous MESB policies.

i. Policy 008 – Mileage Reimbursement

The amendments are not substantive changes.

ii. Policy 018 – Accounts Payable

One change is substantive and it changes the Executive Director signing limit which was presented and accepted at the previous meeting.

iii. Policy 020 – Leases at Government-Owned Antenna Sites

The amendments are not substantive. This policy may need to be amended sooner than other policies due to some long-term government leases coming due for renewal.

METROPOLITAN EMERGENCY SERVICES BOARD

iv. Policy 021 – Insurance Deductible for Property at Radio Sites

The amendments are not substantive changes.

Motion made by Commissioner Fernando, seconded by Commissioner Martinson to approve the amendments to MESB policies. Motion carried.

B. Discussion: Pending MESB Legislation HF 2431/SF 2454

Rohret stated HF 2431/SF 2454 was the MESB's bill requesting funds for CAD-to-CAD interoperability/PSAP mutual aid, bi-directional amplifiers in schools, and indoor school mapping. Since the November Board meeting, staff learned that seven metro PSAPs have stated their intentions to participate in the State's information sharing initiative. This raises the question of whether CAD-to-CAD should remain in the legislation or be removed since the state has drawn interest in their initiative.

Margaret Vesel stated that it is likely this legislation will be picked apart, not necessarily keeping the CAD-to-CAD aspect and attached to other legislation for passing. It is fine to keep the legislation as is. It is possible that school mapping and other school-related aspects could become part of a larger school safety package.

8. Old Business – None

9. New Business – None

10. Adjourn

Motion made by Commissioner Wolf, seconded by Commissioner Gamache to adjourn the meeting. Motion carried.

The meeting adjourned at 10:32 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 8A. Approval of Amendment to Allina ARMER Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the amendment to the Allina Health EMS ARMER participation plan.

BACKGROUND

Allina Health EMS received approval of its original ARMER participation plan from the Metropolitan Radio Board in May 2004 and its cooperative agreement with the Board and MnDOT was executed in March 2005. Since that time, its cooperative agreement has shifted to MnDOT only as Allina Health EMS is considered a statewide user.

ISSUES & CONCERNS

Allina Health EMS requests an amendment to its ARMER participation plan to extend its operations area to include Pierce and Saint Croix Counties in western Wisconsin. This addition covers Allina Health EMS' service area in River Falls, Wisconsin.

This amendment includes day-to-day operations for the sites listed, but the impact on the system for these operations is low. If significant changes to usage occur, other options for mitigation will be considered at that time.

This request has been reviewed by MnDOT, which does not foresee any issues with the design.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

167 Grand Avenue
St. Paul, MN 55102
651-241-4405

September 18, 2023

Metropolitan Emergency Services Board
Radio Technical Operations Committee

Dear Radio TOC Chair Thompson,

Allina Health Emergency Medical Services is requesting a change to their participation plan on the ARMER system, allowing Allina Health EMS to conduct dispatch operations of the Allina Health EMS River Falls operations in Pierce and St. Croix County.

Allina Health EMS River Falls (AHEMS-RF) has approximately 2,220 responses yearly; the primary service area is a two-thirds split between Pierce County and St. Croix County. Original day-to-day radio operations were set up on WISCOM, the State of Wisconsin's radio system using radio over IP, bringing the talk group into our St. Paul dispatch center's MCC7500 consoles through the CCGW. WISCOM has proven unreliable because of the lack of towers and does not allow for full MCC7500 operations in the dispatch center. When ambulance crews have not had WISCOM radio reception, they have successfully moved to ARMER to get their transmission out.

Allina Health respectfully requests to be approved to operate on the ARMER system for their River Falls, Wisconsin Operations. Daily there are three ambulances on duty and are posted in River Falls and Prescott Wisconsin. Usage is approximately 7 minutes per day and would on the ARMER system would be split between towers in Dakota and Washington Counties.

Thank you,

Victoria Vadnais

EMS Supervisor; 911 and Communications Technology • Emergency Communications Center • Allina Health EMS
Cell: 651-955-4014 • Office: 651-241-4405

Victoria.Vadnais@allina.com

Mail Route 54101 • 167 Grand Ave • Saint Paul, MN 55102



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 8B. Approval of Amendments to University of Minnesota's ARMER Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the amendments to the University of Minnesota's ARMER participation plan.

BACKGROUND

The University of Minnesota received approval of its original ARMER participation plan from the Metropolitan Radio Board in May 2004 and its cooperative agreement with the Board and MnDOT was executed in March 2005.

ISSUES & CONCERNS

The University of Minnesota requests approval of amendments to its ARMER participation plan to add one additional MCC7500E console with CRYPTR capability.

The addition of the MCC7500E supports operations at the newly created Emergency Response Center on campus.

The addition of the new MCC7500E console brings the direct-connected consoles count to eight.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

September 29, 2022

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

ARMER Participation Plan Amendment

Dear Tracey,

The University of Minnesota Department of Public Safety is requesting approval for the following modification to our ARMER participation plan:

The Minneapolis Campus Police Dispatch Center is adding an MCC7500-E console with CRYPTR encryption capability to support a newly created Emergency Response Center that will support public safety operations at all University of Minnesota campuses across the State. This new console will be physically located in a secured room 2 floors above our dispatch center. Connectivity to ARMER will be by way of existing LAN-WANs currently in use. We are not adding a new dispatch site.

Currently, 7 of our consoles are direct connected consoles, and two are laptops connected through our ARMER-approved firewall. This new position will increase our direct-connected count to 8 MCC7500 consoles.

Sincerely,

Dave Theis
University of Minnesota
Department of Public Safety
(320) 423-8828
dtheis@umn.edu



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 8C. Approval of Amendments to
Anoka County's ARMER Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the amendments to the Anoka County ARMER participation plan.

BACKGROUND

Anoka County has been an ARMER participant since 2003. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

Anoka County requests approval of amendments to its ARMER participation plan to add 44 new MCC 7500 consoles and to update the number of its console positions to 21.

Anoka County is building a new emergency communications center, which will be completed in July 2024. The new consoles will be installed and used in both the new PSAP and its back-up center. Once the new center is functional, the former PSAP site will be decommissioned.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



November 3, 2023

Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan to add 44 new MCC7500E consoles to the new Anoka County Emergency Communications Center.

1. We are requesting to add 44, MCC7500E consoles to our new primary dispatch center which is in progress with an ETC of July 2024. We will be splitting the console positions into two zones, Zone 1 and Zone 2. Below is the breakout:
 - a. New Primary Dispatch Center/PSAP; 31 positions Zone 1; Site TBD*
 - b. New Primary Training Room; 13 positions Zone 2; Site TBD*

*MNDOT is aware of the proposal and design. They have been an integral part of the planning process with Anoka County and Motorola Solutions engineering and design team. Site IDs have been allocated but not assigned.

2. Anoka County currently operates 19 dispatch positions: 17 positions in the main dispatch center on console site 21; 2 positions on site 20 in the alternate dispatch center in Andover.
 - a. The existing Primary PSAP will become the Alternate PSAP upon commissioning of the new Dispatch Center/Primary PSAP and retain the Site ID of 1021. Site Alias will be updated to reflect S21-ANOKA-APSAP.
 - b. The existing Alternate PSAP will be decommissioned, and the Site ID of 1020 returned to the ID pool. The Site Alias will be withdrawn upon commissioning of the new Anoka County Primary Dispatch Center. The new Site Aliases will be proposed as follows:
 - i. S24-ANOKA-PSAP1 (main dispatch) Zone 1
 - ii. S25-ANOKA-PSAP2 (training room) Zone 2

Thank you.

Cory DeMuth
Radio Systems Manager
Emergency Communications Center-911
13595 Hanson Blvd NW
Andover MN 55304

cory.demuth@anokacountymn.gov

763-324-4756 office (direct)

763-324-4755 office (all)

763-486-3279 mobile



Emergency Dispatching for Sheriff, Police and Fire Departments in Anoka County

Radio Shop ▲ 13595 Hanson Blvd NW ▲ Andover, MN 55304
Office: 763-324-4775 ▲ Fax: 763-324-4776 ▲ www.anokacounty.us

Affirmative Action / Equal Opportunity Employer



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 8D. Acceptance of FY2024 SECB Grant
Presenter: Fredrick

RECOMMENDATION

Staff recommend the Board accept the 2024 Statewide Emergency Communication Board (SECB) grant in the amount of \$100,772.50.

BACKGROUND

Minnesota Department of Public Safety, Division of Emergency Communication Networks (DPS-ECN) issued a grant agreement to the MESB in following amounts: \$93,070.00 for training; \$4,702.50 for equipment; and \$3,000 for exercises. The equipment portion requires a local match from the entity receiving the equipment.

ISSUES & CONCERNS

The MESB allocated the funds as follows: \$75,000.00 for telecommunicator resiliency training; \$14,000.00 to assist attendance at the 2024 and 2025 Public Safety Communications Conferences; \$4,070.00 for holding Minnesota Crisis Intervention Team Mental Health Awareness course for telecommunicators; \$4,702.50 for ARMER equipment not covered by the ARMER System Upgrade Agreement (SUA); and \$3,000.00 for MESB Communications Response Task Force (CRTF) training and exercises.

These items align with the Board approved 2024 regional funding priorities. The amount awarded does not fully fund all the projects included in the funding priorities. At present, land mobile radio projects are not funded through this grant; MESB staff is looking for additional opportunities to fund those projects.

These grant funds must be spent and financial statement reports (FSR) submitted to ECN no later than June 1, 2025.

FINANCIAL IMPACT

None to MESB, other than staff time to administer the grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 1725 • Saint Paul, Minnesota 55101-5137
Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555
www.ecn.state.mn.us

December 15, 2023

Tracey Fredrick, Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Ave W
St. Paul, MN 55104

RE: State Fiscal Year 2024-2025 Statewide Emergency Communications Board Grant

Congratulations! The Statewide Emergency Communications Board (SECB) with the support of the Department of Public Safety, division of Emergency Communication Networks (DPS-ECN) has selected your application submitted in response to the State Fiscal Year (SFY) 2024-2025 SECB Governance Support Grant. **The total grant offer is \$100,772.50 with a match requirement of \$4,702.50.** A summary of your application and awarded projects is provided in the attached table. Two of your projects were not selected or scored because they did not meet the allowable use requirements of 911 Special Revenue funding, from which this grant is derived (identified with an "N/A" in the score column of the attached table).

The tentative grant period is January 1, 2024 through June 30, 2025. Note that, because of the grant spanning multiple budget years, only a portion of your award (\$52,202.50) will be available at the time of grant execution. The remainder of your award (\$48,570.00) will become available starting July 1, 2024 at the start of the new fiscal year. These amounts are included in the right two columns of your award table. Match applied is not locked to specific fiscal years. If you have questions about these allocations, please discuss with the ECN Grants Coordinator.

Please do not incur any expenditures until the grant contract agreement is fully executed. Any expenditures you make prior to the full execution of the grant contract agreement will be your sole responsibility to pay.

Starting December 15, 2023, you will need to log in to the [E-Grants Grants Management Platform](#) to review the grant request for proposal, upload files, complete forms, and provide materials to ECN in order to begin the grant contract agreement process.

Detailed instructions for completing your E-Grants application has been provided to you alongside this letter. When you access E-Grants, you will need to be prepared to provide the following information:

- Grantee, authorized representative, program and other contact information.
- Financial information about your organization, including your fiscal year beginning and end dates, financial reports or audits (as applicable), administrative system information, and grant management information.
- Budget line item information (copied from your grant application).
- Sub-award information by awarded project, if applicable (copied from your work plan forms).
- Upload the following:
 - Grant application form and supporting documentation.
 - Sub-grantee risk assessment and agreement to terms and conditions forms attached to this letter.
 - If you are receiving this grant as an ECB/ESB region, your organizational formation documents (such as a JPA) and organizational bylaws.
 - Resolution or bylaws showing the authorized signer's authority to sign.

If your grant funding request has been denied or you believe there is an error in the scores provided or selections made, an appeal may be made. Please provide a written letter of your request describing the justification for your appeal to the ECN Grants Coordinator. ECN is obligated to receive the appeal, review the request with SECB committees, provide a written reason for rejecting, modifying, or denying the grant to the grantee upon request, and consider the reasons for denial. At the end of this process, the SECB may uphold the denial or send the funding request back to the Grant Review Panel and/or the Grants Work Group for assessment and reallocation.

If you have any questions about this award notification or the E-Grants application process, please contact Rebecca Roberts, ECN Grants Coordinator, rebecca.m.roberts@state.mn.us or by phone at 612-280-2456. This will be your administrative contact for the duration of the grant. If you would like to review the grant funding proposal in its entirety, the document is available in the SECB meeting materials packet from December 14, 2023 available at <https://dps.mn.gov/entity/secb/Pages/meeting-documents.aspx>.

On behalf of the SECB and ECN, we look forward to working with you.

Sincerely,

Rebecca Roberts, ECN Grants Coordinator

Cc:

Dana Wahlberg, ECN Director

Assistant Commissioner John Cunningham, SECB Chair

SFY 2024-2025 SECB Grant Program
 Project Applications and Award Selections

Applicant	Category	Project	Consolidated Score (Out of 100)	Funding Requested	Match Supplied	Award	Match Required	SFY 2024 Award Available (1/1/2024-6/30/2025)	SFY 2025 Award Available (7/1/2024-6/30/2025)
MESB	Equipment	BDA Requests	N/A	\$ 100,000.00	\$ 100,000.00				
MESB	Equipment	AES Encryption	N/A	\$ 42,660.88	\$ 42,660.88				
MESB	Equipment	Equip not covered by SUA	80.56	\$ 4,702.50	\$ 4,702.50	\$ 4,702.50	\$ 4,702.50	\$ 4,702.50	
MESB	Equipment	Back-Up PSAP Equipment Cache	78.06	\$ 75,000.00	\$ 75,000.00				
MESB	Equipment	Addl MCC75003 for current consortium	77.78	\$ 30,000.00	\$ 30,000.00				
MESB	Equipment	Regional CAD Interoperability	74.72	\$ 195,250.00	\$ 195,250.00				
MESB	Exercise	CRTF Training/Exercise	79.44	\$ 3,000.00	\$ -	\$ 3,000.00		\$ 3,000.00	
MESB	Planning	Regional GIS Support	81.94	\$ 173,851.00	\$ 30,384.00				
MESB	Planning	ECC Recruit/Retain Study	76.67	\$ 175,000.00	\$ -				
MESB	Planning	Regional Logging	76.39	\$ 75,000.00	\$ 2,500.00				
MESB	Planning	Indoor Mapping	75.19	\$ 220,000.00	\$ 220,000.00				
MESB	Training	Mental Health Awareness Training	82.78	\$ 4,070.00	\$ -	\$ 4,070.00			\$ 4,070.00
MESB	Training	Resiliency Training	81.39	\$ 100,000.00	\$ -	\$ 75,000.00		\$ 37,500.00	\$ 37,500.00
MESB	Training	24/25 PSCC Conf Attendance	78.06	\$ 14,000.00	\$ -	\$ 14,000.00		\$ 7,000.00	\$ 7,000.00
MESB	Training	Vendor Technical Training	75.83	\$ 80,000.00	\$ -				
Total				\$ 1,292,534.38	\$ 700,497.38	\$ 100,772.50	\$ 4,702.50	\$ 52,202.50	\$ 48,570.00



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 9A. Approval of CHS 1 – IES
2024-2028 Maintenance Agreement
Presenter: Jacobson

RECOMMENDATION

Staff recommend approval to grant authority to Chair to sign the support services and maintenance agreement for a five-agency consortium shared/hosted geo-diverse VESTA 9-1-1 Call Handling System 1 (CHS 1) solution.

BACKGROUND

In mid-2014, the Board approved three agreements in relation to the five PSAP shared call handling equipment system known as CHS-1: a Master Cooperative Agreement; an Ancillary Agreement to the Cooperative Agreement; and a Purchase Agreement. The parties to the agreements are Allina Health EMS; City of Edina; City of Minneapolis; Hennepin County; and Hennepin EMS. The Purchase Agreement was also signed by the awarded RFP respondent, Independent Emergency Services, LLC (IES).

Subsequently, CHS-1 system has been covered under warranty and maintenance agreements approved by the Board, which terminated December 31, 2023.

The system is governed by a System Owners Group (SOG) made up of representatives from each of the five PSAP owners. The CHS-1 SOG asked the MESB to act as the contract manager and fiscal agent for the CHS 1 system. The MESB is an additional signatory to the CHS 1 maintenance contract.

ISSUES & CONCERNS

This renewed agreement departs from the original agreement and subsequent amendments as it was a renegotiation the CHS 1 parties, including MESB Counsel, conducted with its system vendor, IES. This renegotiation effort spanned several months requiring the review, scrutiny, and approval of the five parties comprising CHS-1. As of this writing, all five members of CHS 1 have approved the agreement; the MESB will be the final entity to approve the amendment.

FINANCIAL IMPACT

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

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

SUPPORT SERVICES AND MAINTENANCE AGREEMENT
for a
FIVE-AGENCY CONSORTIUM SHARED / HOSTED GEO-DIVERSE
VESTA 9-1-1 CALL HANDLING SYSTEM SOLUTION

THIS SUPPORT SERVICES AND MAINTENANCE AGREEMENT (“Agreement”), is entered into as of January 1, 2024 by and between Allina Health System d/b/a Allina Health Emergency Medical Services, Hennepin County, City of Edina, City of Minneapolis, and Hennepin Healthcare System, Inc. d/b/a Hennepin County Medical Center (individually, **“Buyer”** and collectively, **“Buyers”**), which own and operate individual Public Safety Answering Points (**“PSAPs”**), and the Metropolitan Emergency Services Board (**“MESB”**), which serves as Contract Manager for the Buyers, and Independent Emergency Services, LLC, a Minnesota limited liability company (**“Contractor”** or **“IES”**).

WITNESSETH:

WHEREAS, Buyers and MESB entered into a Purchase Agreement with Contractor, in December 2021, for the purchase and installation of a Hardware Refresh/Upgrade of an existing VESTA 9-1-1 system (**“System”**) and computer and peripheral products, which were originally purchased through a Request for Proposals process in May 2014; and

WHEREAS, Buyers have entered into an Ancillary Agreement 01 for Procurement of a Shared/Hosted 9-1-1 Call Handling System and Related Shared Wide Area Network Connectivity and Shared Data Center Usage (the "Ancillary Agreement"), that sets forth the roles and responsibilities of Buyers and MESB in regard to the ownership and operation of the System; and

WHEREAS, Contractor acknowledges the relationship of Buyers and MESB as set forth in the Ancillary Agreement, and Contractor agrees to cooperate with Buyers and MESB in its performance of the terms of this Agreement; and

WHEREAS, Buyers desire to have the VESTA 9-1-1 system and computer and peripheral products, as provided by Contractor and listed in Exhibits C - H, maintained and supported by Contractor for the term specified in items numbered below.

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

1. Contractor shall perform all the work which pertains to support and maintenance services of the shared/hosted NG9-1-1 Call Handling System for the aggregate of, and individually for, five (5) PSAPs owned and operated by Buyers and two (2) related Back-Up centers as well as

Common Shared Equipment (“**Common Equipment**”) located at two (2) Data Centers. The description of the support and maintenance services is outlined in Exhibits A and B, attached hereto and incorporated herein.

2. The term of this Maintenance Agreement will be five (5) years beginning on January 1, 2024, and continuing up to and through December 31, 2028, unless terminated or cancelled early, in accordance with this Agreement.
3. Each Buyer has elected to pay for Contractor’s services by one of two options: [1] a five (5) year pre-pay payment plan; or [2] a five (5) year annual payment plan.
4. The following Buyers shall pay Contractor according to the pre-pay payment plan. This plan requires the respective Buyers to make a one-time payment, at the commencement of this Agreement, for the hardware, software, and maintenance services described in Exhibits E, and G.
 - City of Edina PSAP (Exhibit E)
 - Hennepin County PSAP (Exhibit G)
5. The following Buyers shall pay Contractor according to the annual payment plan. This plan requires the respective Buyers to pay five equal annual installments on or before each anniversary of this Agreement. The annual installments are listed on Exhibits D, F, and H.
 - Allina Health System PSAP (Exhibit D)
 - Hennepin Healthcare System PSAP (Exhibit F)
 - City of Minneapolis PSAP (Exhibit H)
6. All Buyers shall pay Contractor according to the annual payment plan for services related to the Data Centers’ System Common Equipment. These annual installments are listed in Exhibit C.
7. Notwithstanding the foregoing, the pricing of each plan in paragraphs 4 – 6 of this Agreement shall be adjusted as per any Change Orders that have been, or will be, agreed to by a Buyer or Buyers and Contractor, and implemented subsequent to January 1, 2024, which cause any change to Exhibits C-H attached hereto at the time of execution of this Agreement. Each contract year, an equipment audit will take place with Contractor and a Buyer(s) representative(s), with the results reduced to writing and shared with all parties.
8. If, during the term of this Agreement, there are changes in hardware, software, or services being added to or deleted from this Agreement by Change Order mutually agreed between the involved parties, a respective dollar amount will be added to or deleted from the following year’s itemized inventory and new

invoice(s) for the relevant Buyer or Buyers. If required due to changes, revised Exhibit(s) C, D, E, F, G and/or H will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement. For clarification, a Change Order and associated pricing change and Exhibit modifications only need to be agreed to by Contractor and the relevant Buyer or Buyers, not by all parties to this Agreement.

9. Contractor shall invoice each Buyer directly for its share of the maintenance of the Common Equipment described in Exhibit C, and for each Buyer's individual PSAP maintenance described in Exhibits D, E, F, G and H. Contractor shall send copies of all invoices to MESB, which serves as the Contract Manager. Contractor shall invoice each Buyer for its share of the maintenance of the Common Equipment in accordance with the information provided by the Contract Manager as to each Buyer's ownership share. Contractor shall submit its invoices sixty (60) days prior to maintenance service start date, and Buyers shall remit payment within forty-five (45) calendar days of receipt of any uncontested invoice.
10. If payments set forth above are late, interest shall accrue at the rate of 1.5% (one and one-half percent) per month on any unpaid balance of a payment not received by the Contractor within forty-five (45) calendar days of the date that said payment is due.
11. In the event any federal, state, or local sales or use taxes become due as a result of this Agreement, the maintenance costs, as identified in the Exhibits C-H, shall be increased by a like amount.
12. All notices or other communications shall be deemed effectively delivered on the date of delivery if mailed certified or registered mail, return receipt requested, upon delivery using overnight courier, or personally delivered. All notices or other communications required or permitted to be given under this Agreement shall be in writing and delivered or addressed as follows:

IES - Independent Emergency Services, LLC
Attention: Manager of 911 Services
235 Franklin St. SW
Hutchinson, MN 55350

Allina – 9-1-1 PSAP Director
Mail Route 54101
167 Grand Avenue
St Paul, MN 55102

Edina – 9-1-1 PSAP Manager

4801 West 50th Street
Edina, MN 55424

HEMS – 9-1-1 PSAP Director
Hennepin Emergency Medical Services
701 Park Avenue South - MC825
Minneapolis, MN 55415

HCSO – Emergency Communications Director
Emergency Communications Division
1245 Shenandoah Lane North
Plymouth, MN 55447

MECC – 9-1-1 PSAP Director
350 South 5th Street
Minneapolis, MN 55415

MESB – 9-1-1 Manager
2099 University Avenue West
St Paul, MN 55104

13. Contractor shall communicate and fully cooperate with the Contract Manager to resolve disputes involving the Common Equipment. Contractor shall communicate and fully cooperate with the Contract Manager and the respective Buyer to resolve disputes involving individual PSAP Equipment. The Contract Manager and the Buyers, individually or jointly, shall have the right to initiate or participate in mediation, arbitration, or litigation to enforce the Buyers' rights under this Agreement.
14. Contract Manager will have no financial or ownership interest under this Agreement, and Contractor shall not hold the Contract Manager responsible for any payments due Contractor under this Agreement.
15. Contractor agrees that the Buyers will each own an indivisible share of the Common Equipment in accordance with an ownership percentage allocation formula agreed to by the Buyers as set forth in the Ancillary Agreement. Each Buyer will only be responsible for its fractional share of the price for the Maintenance of Common Equipment and the full cost maintenance of its individual PSAP Equipment.
16. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall be deemed to constitute one and the same agreement.

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

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

(Signature pages to follow)

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

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

By: _____ Date _____
Angie Fox, Director, Communication Center

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

COUNTY OF HENNEPIN, STATE OF MINNESOTA

By: _____ Date _____
County Attorney

By: _____ Date _____
County Administrator

By: _____ Date _____
County Administration Clerk

By: _____ Date _____
Chair of its County Board

Attest: _____ Date _____
Clerk of its County Board

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

CITY OF EDINA

By: _____ Date _____
Todd Milburn, Chief of Police

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

CITY OF MINNEAPOLIS

By: _____ Date _____
Joni Hodne – 911 - MECC Director

_____ Date _____
Paul Cameron – IT Director

_____ Date _____
Pam Fernandez – Director Procurement

_____ Date _____
Jocelyn Bremer – Assistant City Attorney

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

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

By: _____ Date _____

Martin Sheerer

EMS Chief – Sr. Director of EMS

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

METROPOLITAN EMERGENCY SERVICES BOARD

By: _____ Date _____
Chair

Approved as to form:

By: _____ Date _____
MESB Counsel

SIGNATURE PAGE TO SUPPORT SERVICES and MAINTENANCE AGREEMENT

INDEPENDENT EMERGENCY SERVICES, LLC

By: _____ Date _____

R. David Taylor II
Sr. Manager, IES

EXHIBIT A to 2024 Support Services and Maintenance Agreement

PURCHASED SUPPORT and MAINTENANCE SERVICES

Exhibit A describes the System Support service (“Purchased Services”) which are included as part of annual System support of the hardware and software listed in Exhibits C - H, a listing of call priorities, an outline of escalation procedures and other important details.

Help Desk Services

Available 24X7X365

Monday – Friday 8:00AM – 5:00PM CST (800) 922-8148

After Hours, Weekends, and Holidays (800) 909-8148

Priority Scale

A Priority 1 call is an Urgent or High Priority call, Priority 2 is a Medium Priority and Priority 3 is deemed to be a Low Priority issue. The criteria used to establish guidelines for these calls are as follows:

Priority 1 – High

- System Down
- Inability to process incoming calls
- Critical Program errors without workarounds
- Aborted transactions or error messages preventing data integration and update
- Performance issues of severe nature impacting critical processes

Priority 2 - Medium

- Errors impacting a minority of records
- Reports calculation issues
- Printer related issues (related to interfaces with the software and not the printer itself)
- Security issues
- Workstation connectivity issues (Workstation specific)

Priority 3 - Low

- System errors that have workarounds
- Usability issues
- Performance issues not impacting critical processes
- Report formatting issues
- Training questions, how to, or implementing new processes
- Issues with workarounds for large majority of calls
- Recommendations for enhancements on system changes
- Questions on documentation

Response Guideline

All trouble calls are transferred to a Technician immediately, unless all Technicians are handling Priority 1 calls. In a scenario where all Technicians are busy, a customer can usually expect a call back within 10 minutes. However, the following Response Guideline is what IES can contractually commit to for a telephone response.

- **Priority 1: 1 hour**
- **Priority 2: 2 - 8 hours**
- **Priority 3: 1 - 5 business days**

Hardware Support

Hardware Support is provided using the same Help Desk services outline above. IES will provide extended hardware warranties on soft switches, communications servers, workstations, network switches for the 5-year maintenance period. The failure of any of these devices, or a component in their makeup, will be repaired or replaced at no cost. Labor to perform these repairs or replacements is included in the lump sum maintenance costs. There are no Time & Materials charges from IES for this work.

Software Support

Software Support is provided using the same Help Desk services outline above. Software Support includes the following:

- **Software upgrade solutions.** There are no Time & Materials charges from IES for this work as the Motorola Solutions software and IES/ Motorola Solutions labor to install the software is included in the lump sum maintenance costs, unless a new OS is required. Software upgrade solutions require Software Support is current or active. If the software upgrade requires a new OS, the new Hardware and OS Software costs would be billable to the Customer and labor charges may apply. If the software upgrade requires retraining by a factory trainer, the training costs would be the responsibility of the Buyer.
- **Standard software releases and updates**
Software releases are provided as part of the Purchased Maintenance Agreement thereafter and as such there is not a specific cost associated with software upgrades, updates, or releases at the time of their installation so long as they are upgrades, updates or releases for the platform currently in operation.
- **Labor to install the software upgrades, updates or releases is also provided as part of the Purchased Maintenance Agreement.**
If the Owners desired an upgrade to a different platform a cost may be associated and would need to be priced at that time.
- **Defect corrections (as warranted)**
- **Planned enhancements**
- **State and/or Federal mandated changes** (additional charges may exist depending on scope; parties must first execute a written amendment)
- **Release notes**
- **Installation of releases onto the Customer servers**
- **Scheduled Preventative maintenance services.**
These services include running routine diagnostics on the servers, removing side panels from workstations to remove dust etc.
- **Technical troubleshooting & issue resolution**
- **E-mail/telephone support call logging and notification**

- **Training questions (15 minute guideline)**
- **Design review for potential enhancements or custom modifications**
- **Reinstallation of releases to fix Motorola Solutions bugs**

Managed Services

Virus Protection

Virus Protection provides remote, schedulable delivery of critical Antivirus Definitions (Updates) to call center computers eliminating unmanageable and costly manual delivery of updates.

Using a client and server solution, client software is installed on all clients/servers within the scope of the contract. A server component is installed on a network management server within the site. Clients communicate with the server to obtain updates which securely communicates upstream with the Motorola Solutions Managed Services Network Operations Center (NOC) to obtain updates. Through high-speed, secure (VPN) remote connections Motorola Solutions has the ability to automatically deploy new Virus definitions to remote sites.

Antivirus is an effective and necessary means to protect against virus infections. However, because the technology is reactive in nature it can never provide 100% guarantee of zero infections, although they are rare. Managed Services requires secure access to the network to deliver these services.

Patch Management

This service provides scheduled remote delivery of critical Microsoft Security patches to call center computers, eliminating lengthy and cumbersome Customer IT Staff security patch delivery. All patches are Motorola Solutions tested. Through high-speed secure (VPN) remote connections, Motorola Solutions has the ability to deploy new patches automatically to remote sites. The actual patch deployment, including optimum installation time, acceptable reboot sequences, further third-party testing, limited roll-out, etc. is completely custom in nature (within the confines of the software and the Motorola Solutions Patch Management Policy).

Monitoring & Response

The Purchased Maintenance Services solution includes a remote monitoring capability utilizing a secure VPN tunnel to provide 24x7 real-time remote monitoring. Motorola Solutions' Monitoring and Response advanced network management tools allow for remote control and remote system management. Motorola Solutions Monitoring and Response provides pre-failure hardware notification, promptly generating alerts on service/device changes, runaway processes and memory leaks. It collects and stores user-defined performance counters and stores event log messages, performance data and configuration data in a centralized database. System thresholds established during Monitoring and Response service implementation are continually monitored by the system. Anytime the system performance/environment exceeds the threshold limit, Motorola Solutions' Monitoring and Response is immediately notified via digital alarm. Digital alarm signaling provides specific information relative to the nature of the alarm allowing proper, expeditious troubleshooting. Monitoring and Response utilizes the computer industry's leading remote utilities for monitoring, diagnosing, troubleshooting and repairing many of the errors previously handled on site. By utilizing Workstation and Server monitoring agents from Hewlett Packard and through the implementation of various monitoring tools, Monitoring and Response gives Motorola Solutions the ability to analyze, repair and run reports in a real-time, remote configuration. Below are some of the features available through Monitoring & Response:

- 24x7 monitoring of all servers, workstations, Motorola Solutions equipment and any other Simple Network Management Protocol (SNMP)/IP compliant device on the network.
- Alarm notification via e-mail to first level support should an alarm threshold be exceeded available upon request.
- Remote troubleshooting tools to diagnose hardware and software problems.
- Performance monitoring of network and computer components
- Maintenance check-in every 24 hours to verify monitoring is working properly.
- Critical and major alarms are sent to Motorola Solutions Managed Services Center within seconds of the event.
- Ability to take “remote control” of monitored workstations and servers to allow for real-time viewing and the ability to make configuration changes.

Motorola Solutions’ Monitoring and Response allows all of these features and more to be run locally, remotely via dial-up, or through any Internet based connection using VPN.

The Service Management Center in Temecula, CA, is manned 24/7 by highly qualified technical staff that monitor and react to system related issues.

The services listed below are additional services that are included as part of the Purchased Maintenance Services:

- 800 Toll Free Telephone support
- Free software upgrade solutions – so long as they are provided to IES free of charge by Motorola Solutions as part of the software support purchased under this Agreement
- Preventive maintenance services
- Technical troubleshooting and issue resolution
- E-mail support call logging and notification
- Standard software releases and updates
 - Defect corrections (as warranted)
 - Planned enhancements
 - State and/or Federal mandated changes (additional charges may exist depending on scope; (parties must first execute a written amendment)
 - Release notes
- Training questions - fifteen (15) minute guideline
- Design review for potential enhancements or customer modifications
- Installation of releases onto the Buyers’ common and individual servers and workstations
- Reinstallation of releases to fix Motorola Solutions bugs
- Replacement of any System hardware that fails which is covered by an extended warranty – so long as the warranty is current at the time of the failure
- Software support

EXHIBIT B to 2024 Support Services and Maintenance Agreement

Trouble Reporting and Escalation

- **Trouble Reporting**
 - IES Staff
 - 1-320-234-3911 or 1-800-922-8148, week days 8:00am – 5:00pm
 - IES After Hours answering Service
 - 1-800-909-8148 after hours and Holidays.
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day Labor Day
 - Thanksgiving Day
 - Christmas Day

Call Process week days 8:00 am to 5:00 pm

- The ticket will initially be taken by an IES staff member who will then enter applicable data into the ticketing system.
 - Customer primary contact will be notified by email on ticket entry
- Ticket will then be assigned to IES Technician.
 - Customer primary contact will be notified by email on assignment of Technician
- At that point, troubleshooting will begin.
 - Any update to the trouble ticket, customer will be notified.
 - Customer will be contacted by Phone for additional information or troubleshooting

Call Process holidays and after hours 5:01 pm to 7:59 am

- Initial call will be taken by after hours' service.
- After hours' service will notify IES on call technician.
- IES Technician will open trouble ticket and call to get additional Details.
 - Customer primary contact will be notified by email on ticket entry.
- At that point, troubleshooting will begin.
 - Any update to the trouble ticket, customer will be notified.
 - Customer will be contacted by Phone for additional information or troubleshooting.

Call Priorities

- Calls will be escalated based on the urgency of the issue reported. Email or Telephone response time guidelines are as follows:

- **Priority 1: 1 hour**
 - Email updates will go to primary contact on creation of ticket, any change in status, resolution or update.
 - Phone contact will be as needed for troubleshooting.
 - **Priority 2: 2-8 hours**
 - Email updates will go to primary contact on creation of ticket, any change in status, resolution or update.
 - Phone contact will be as needed for troubleshooting.
 - **Priority 3: 1-5 business days**
 - Email updates will go to primary contact on creation of ticket, any change in status, resolution or update.
 - Phone contact will be as needed for troubleshooting.
- A Priority 1 call is an Urgent or High Priority call, Priority 2 is a Medium Priority call, and Priority 3 is deemed to be a Low Priority issue. The criteria used to establish guidelines for these calls are as follows:

Priority 1 – High / Critical

- Voice call delivery failure – where caller cannot hear agent, or agent cannot hear caller, or both, or voice was not delivered or where voice quality decreases below a MOS score of 2 per ITU PESQ P.862, and talker echo does not exceed the “limiting case” per ITU G.131 – Critical
- System failure – the system is unable to deliver calls (regardless if calls entered the system or not) for longer than 10 minutes – Critical
- Critical component failure—a failure of a component that prevents portions of the system from delivering calls – Critical
- Vulnerability to single points of failure – if a redundant system has a failure such that it only has one surviving element essential to call delivery for more than 30 minutes (excluding call handling work stations) – Critical

Priority 2 – Medium / Major

- Service availability – failure of any component that does not constitute a critical failure and is not considered “disposable” (e.g. mouse, headset, keyboard, headset jack) but does create an operational “work around” for more than 48 hours – Major
- Call delivery failures – when calls are delivered to the wrong location (excluding overflow or alternate routed calls) or without the correct data as provided by external systems for more than 5% of the calls over a 24 hour period – Major
- Voice quality – where more than 5% of the calls delivered over a 24 hour period are delivered with a MOS score equal to or less than 3 in accordance with ITU PESQ P.862 – Major
- Repair personnel efficacy – technical support services are unable to diagnose and repair/instruct on proper usage or unable to escalate a trouble for repair and, the failure does not trigger any other SLA violation – Major

- Unscheduled downtime—any component of the system that is down for longer than 4 hours a month through a non-failure situation (e.g. human error) – Major

Priority 3 – Low / Minor

- Component failure – any component failure that is not considered critical or service affecting for longer than 24 hours – Minor
- Intermittent system functionality – a repetitive failure that recurs more than 3 times to the same system or same function in a calendar month - Minor
- Failure to maintain – any aspect of the commoditized system that is not maintained either through physical or software means (e.g. patches and updates) whose failure could be critical or service affecting – Minor
- Response time – inability to respond to failures with telephonic or remote support within 30 minutes and provide on-site repair personnel within 2 hours for critical and major failures and within 12 hours for minor failures – Minor

On-Site Response

- A properly trained and equipped technician will be on site in accordance with the following:
 - Priority 1 – two (2) hours
 - Priority 2 – one (1) business day, or negotiated with PSAP
 - Priority 3 – two (2) business days, or negotiated with PSAP

Escalation Process

- If the customer does not believe the issue is being properly addressed, the escalation process is defined below:
 - Priority 1, escalate if no response after 1 hour
 - Priority 2 escalate if no response after 8 hours
 - Priority 3 escalate if no response after 5 days
- **Escalation Level 1**
 - IES Technical Services Lead
 - Paul Mraz 320-234-5241
- **Escalation Level 2**
 - IES Communications Consultant Rick Buchholz 320-234-5231
- **Escalation Level 3**
 - IES Manager
 - Dave Taylor 320-234-5284

Holiday Schedule (Motorola Solutions)

Below is a listing of statutory holidays honored by Motorola Solutions. Support is available by calling the After Hours Support at 1-800-909-8148. Only Priority 1 work will be scheduled on these days:

New Year's Day	Closed
Marin Luther King Day	Closed
Memorial Day	Closed
Juneteenth	Closed
4 th of July	Closed
Labor Day	Closed
Thanksgiving Day	Closed
Day after Thanksgiving	Closed
Christmas Eve Day	Closed
Christmas Day	Closed

Quote Date: 10/23/2023
Quote No.: IES3566785C-8,-9
Site ID: 108321, 108325



CHS-1 DATA CENTER A & B

Support Renewal 5-Year Coverage (1/1/24 to 12/31/28)

Five annual, equal installments for Years 2024 through 2028 (invoiced yearly)

Customer Information	
Customer: MESB - Hennepin County Data Center - A, MESB - Hennepin County Govt Center - B	
Contact: Tony Martin	
IES Contact Information	
IES Consultant: Rick Buchholz	
Phone: (320) 234-5231	
E-Mail: rick.buchholz@ies911.com	

Yearly VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		Data Center "A"			
		VM Very Large Server Bundle			
5	04000-68015-RNWL	V-SVR STD RNWL SPT 1YR	\$537.58	EA	\$2,687.88
1	04000-68037-RNWL	V-SVR MG CTR RNWL SPT 1YR	\$2,427.60	EA	\$2,427.60
		VESTA® SMS			
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
		VESTA® 9-1-1 Activity View			
1	809800-35120	V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$986.12
		VESTA® 9-1-1 Basic Operations			
1	SS-0SQ-VSSL-1Y	SPT VS BSC 1YR	\$1,549.08	EA	\$1,549.08
		VESTA® 9-1-1 IRR Module			
1	809800-35110	V911 IRR SW SPT 1YR	\$280.12	EA	\$280.12
		Network Equipment			
2	04000-29681	WARR 2960-X 48P 24X7 1YR	\$1,015.36	EA	\$2,030.71
2	809800-00141	FIREWALL RENEWAL SPT 1YR	\$291.22	EA	\$582.44
		Peripherals & Gateways			
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$725.79
		VESTA® Analytics Standard - Multi Product Purchase			
1	SA-MSG-ALSL-1Y	SPT V-ANLYT STD 1YR	\$183.22	EA	\$183.22
		VESTA® Analytics Hosted			
1	809800-03361	SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
		Monitoring, PM & AV Service: Servers			
2	809800-16361	M&R PM AV SVR SRVC 1YR	\$1,994.47	EA	\$3,988.93

Independent Emergency Services, LLC
235 Franklin St. SW, Hutchinson MN 55350
(800) 922-8148



CHS-1 DATA CENTER A & B

2	809800-16377	<i>Monitoring, PM & AV Service: Workstations</i> M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$1,608.86
9	809800-16343	<i>Monitoring, PM & AV Service: IP Devices</i> M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$4,826.55
Data Center "B"					
<i>VM Very Large Server Bundle</i>					
5	04000-68015-RNWL	V-SVR STD RNWL SPT 1YR	\$537.57	EA	\$2,687.85
1	04000-68037-RNWL	V-SVR MG CTR RNWL SPT 1YR	\$2,427.60	EA	\$2,427.60
VESTA® SMS					
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
VESTA® 9-1-1 Activity View					
1	809800-35120	V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$986.12
VESTA® 9-1-1 Basic Operations					
1	SS-0SQ-VSSL-1Y	SPT VS BSC 1YR	\$1,549.08	EA	\$1,549.08
VESTA® 9-1-1 IRR Module					
1	809800-35110	V911 IRR SW SPT 1YR	\$280.12	EA	\$280.12
Network Equipment					
2	04000-29717	WARR 2960-X 24P 24X7 1YR	\$970.09	EA	\$1,940.18
2	809800-00141	FIREWALL RENEWAL SPT 1YR	\$291.22	EA	\$582.44
Peripherals & Gateways					
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$725.79
VESTA® Analytics Standard - Multi Product Pu					
1	SA-MSG-ALSL-1Y	SPT V-ANLYT STD 1YR	\$183.22	EA	\$183.22
VESTA® Analytics Hosted					
1	809800-03361	SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
Monitoring, PM & AV Service: Servers					
1	809800-16361	M&R PM AV SVR SRVC 1YR	\$1,994.47	EA	\$1,994.47
Monitoring, PM & AV Service: Workstations					
2	809800-16377	M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$1,608.86
Monitoring, PM & AV Service: IP Devices					
12	809800-16343	M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$6,435.40
Yearly VESTA® 9-1-1 Support Subtotal					\$44,124.56



CHS-1 DATA CENTER A & B

Yearly IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	IESMAINT01	IES Labor Support Side A IES 24X7X365 MAINT 1 YR	\$6,794.75	EA	\$6,794.75
1	IESMAINT01	IES Labor Support Side B IES 24X7X365 MAINT 1 YR	\$6,857.19	EA	\$6,857.19
2	CIS-CON SNT-4431	Cisco Router support MESB 4431 WAN ROUTER SPT 1 Yr	\$2,434.64	EA	\$4,869.28
2	IESMAINT01	IES Network Labor Support IES 24X7X365 LABOR SUPPORT 1 Yr	\$2,340.91	EA	\$4,681.83
Yearly IES Support Subtotal					\$23,203.05

Summary

PRODUCT	TOTAL
Yearly VESTA® 9-1-1 Support Subtotal	\$44,124.56
Yearly IES Support Subtotal	\$23,203.05
YEARLY SUPPORT TOTAL (5 Payments of)	\$67,327.61
Support Year-1 (1/1/24 to 12/31/24) Invoiced Annually	\$67,327.61
Support Year-2 (1/1/25 to 12/31/25) Invoiced Annually	\$67,327.61
Support Year-3 (1/1/26 to 12/31/26) Invoiced Annually	\$67,327.61
Support Year-4 (1/1/27 to 12/31/27) Invoiced Annually	\$67,327.61
Support Year-5 (1/1/28 to 12/31/28) Invoiced Annually	\$67,327.61
Total 5-Year Plan	\$336,638.06

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.

Quote Date: 10/23/2023
Quote No.: IES3566785C-4
Site ID: 103194



Allina Health EMS

Support Renewal 5-Year Coverage (1/1/24 to 12/31/28)
Five annual, equal installments for Years 2024 through 2028 (invoiced yearly)

Customer Information Customer: Allina Health EMS Contact: Victoria Vadnais

IES Contact Information IES Consultant: Rick Buchholz Phone: (320) 234-5231 E-Mail: rick.buchholz@ies911.com
--

Yearly VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	809810-00102	VESTA® SMS V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
3	809800-35120	VESTA® 9-1-1 Activity View V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$2,958.37
19	SS-0SQ-VSSL-1Y	VESTA® 9-1-1 Basic Operations SPT VS BSC 1YR	\$1,549.08	EA	\$29,432.55
19	809800-35110	VESTA® 9-1-1 IRR Module V911 IRR SW SPT 1YR	\$280.12	EA	\$5,322.25
3	809800-00161	Peripherals & Gateways GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$1,088.68
19	SA-MSG-ALSL-1Y	VESTA® Analytics Standard - Multi Product Pu SPT V-ANLYT STD 1YR	\$183.22	EA	\$3,481.19
1	809800-03361	VESTA® Analytics Hosted SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
20	809800-16377	Monitoring, PM & AV Service: Workstations M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$16,088.64
8	809800-16343	Monitoring, PM & AV Service: IP Devices M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$4,290.27
3	04000-29717	Network Equipment WARR 2960-X 24P 24X7 1YR	\$970.09	EA	\$2,910.27
Yearly VESTA® 9-1-1 Support Subtotal					\$65,995.29



Yearly IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	IESMAINT01	IES Labor Support IES 24X7X365 MAINT 1 YR	\$20,758.90	EA	\$20,758.90
2	CIS-CON SNT-4321	WAN Support MESB 4321 WAN ROUTER SPT 1 yr	\$418.35	EA	\$836.69
1	IESMAINT01	IES Network Labor Support IES 24X7X365 LABOR SUPPORT 1 yr	\$2,340.91	EA	\$2,340.91
Yearly IES Support Subtotal					\$23,936.51

Summary

PRODUCT	TOTAL
Yearly VESTA® 9-1-1 Support Subtotal	\$65,995.29
Yearly IES Support Subtotal	\$23,936.51
YEARLY SUPPORT TOTAL (5 Payments of)	\$89,931.80
Support Year-1 (1/1/24 to 12/31/24) Invoiced Annually	\$89,931.80
Support Year-2 (1/1/25 to 12/31/25) Invoiced Annually	\$89,931.80
Support Year-3 (1/1/26 to 12/31/26) Invoiced Annually	\$89,931.80
Support Year-4 (1/1/27 to 12/31/27) Invoiced Annually	\$89,931.80
Support Year-5 (1/1/28 to 12/31/28) Invoiced Annually	\$89,931.80
Total 5-Year Plan	\$449,658.99

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.

Quote Date: 10/23/2023
Quote No.: IES3566785C-3
Site ID: 104199



Edina PD

Support Renewal 5-Year Coverage (1/1/2024 - 12/31/2028)
One-time pre-pay for Years 2024 through 2028 (one-time payment)

<p>Customer Information</p> <p>Customer: Edina Police Department Contact: Aaron White</p>
<p>IES Contact Information</p> <p>IES Consultant: Rick Buchholz Phone: (320) 234-5231 E-Mail: rick.buchholz@ies911.com</p>

5-Year VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		VESTA® SMS			
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
		VESTA® 9-1-1 Basic Operations			
4	SS-0SQ-VSSL-5Y	SPT VS BSC 5YR	\$5,559.16	EA	\$22,236.65
		VESTA® 9-1-1 IRR Module			
4	809800-35114	V911 IRR SW SPT 5YR	\$862.29	EA	\$3,449.15
		Peripherals & Gateways			
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$670.00
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$670.00
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$670.00
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$670.00
2	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$670.00
		VESTA® Analytics Standard - Multi Product Purchase			
4	SA-MSG-ALSL-5Y	SPT V-ANLYT STD 5YR	\$657.28	EA	\$2,629.10
		VESTA® Analytics Hosted			
1	809800-03365	SPT V-ANLYT ENT/HOST 5YR	\$1,299.46	EA	\$1,299.46
		Monitoring, PM & AV Service: Workstations			
5	809800-16381	M&R PM AV WKST SRVC 5YR	\$3,316.50	EA	\$16,582.50
		Monitoring, PM & AV Service: IP Devices			
6	809800-16347	M&R IP DEVICE SRVC 5YR	\$2,128.59	EA	\$12,771.53



2	04000-29716	<i>Network Equipment</i> WARR 2960-X 24P 24X7 5YR	\$4,104.48	EA	\$8,208.95
5-Year VESTA® 9-1-1 Support Subtotal					\$70,527.34

5-Year IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	IESMAINT05	<i>IES Turnkey Labor Support</i> IES 24X7X365 MAINT 5 YR	\$31,703.00	EA	\$31,703.00
2	CIS-CON SNT-4321	<i>WAN Support</i> MESB 4321 WAN ROUTER SPT 5yr	\$1,930.95	EA	\$3,861.90
1	IESMAINT05	<i>IES Network Labor Support</i> IES 24X7X365 LABOR SUPPORT 5 Yr	\$10,804.90	EA	\$10,804.90
5-Year IES Support Subtotal					\$46,369.80

Summary

PRODUCT	TOTAL
5-Year VESTA® 9-1-1 Support Subtotal	\$70,527.34
5-Year IES Support Subtotal	\$46,369.80
5-YEAR SUPPORT TOTAL (One payment of)	\$116,897.14

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.

Quote Date: 10/23/2023
Quote No.: IES3566785C-6
Site ID: 103701



Hennepin EMS

Support Renewal 5-Year Coverage (1/1/24 to 12/31/28)

Five annual, equal installments for Years 2024 through 2028 (invoiced yearly)

Customer Information	
Customer:	Hennepin Medical (HEMS)
Contact:	Daniel B. Klawitter
IES Contact Information	
IES Consultant:	Rick Buchholz
Phone:	(320) 234-5231
E-Mail:	rick.buchholz@ies911.com

Yearly VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	809810-00102	VESTA® SMS V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809800-35120	VESTA® 9-1-1 Activity View V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$986.12
6	SS-0PR-VSSL-1Y	VESTA® 9-1-1 Prime Standard Operations SPT VPRIME 1YR	\$1,549.08	EA	\$9,294.49
6	809800-35110	VESTA® 9-1-1 IRR Module V911 IRR SW SPT 1YR	\$280.12	EA	\$1,680.71
2	809800-00161	Peripherals & Gateways GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$725.79
6	SA-MSG-ALSL-1Y	VESTA® Analytics Standard - Multi Product Pu SPT V-ANLYT STD 1YR	\$183.22	EA	\$1,099.32
1	809800-03361	VESTA® Analytics Hosted SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
7	809800-16377	Monitoring, PM & AV Service: Workstations M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$5,631.03
6	809800-16343	Monitoring, PM & AV Service: IP Devices M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$3,217.70
2	04000-29717	Network Equipment WARR 2960-X 24P 24X7 1YR	\$970.09	EA	\$1,940.18
Yearly VESTA® 9-1-1 Support Subtotal					\$24,998.40



Yearly IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
1	IESMAINT01	IES Labor Support IES 24X7X365 MAINT 1 YR	\$7,680.28	EA	\$7,680.28
2	CIS-CON SNT-4321	WAN Support MESB 4321 WAN ROUTER SPT 1 yr	\$418.35	EA	\$836.69
1	IESMAINT01	IES Network Labor Support IES 24X7X365 LABOR SUPPORT 1 yr	\$2,340.91	EA	\$2,340.91
Yearly IES Support Subtotal					\$10,857.89

Summary

PRODUCT	TOTAL
Yearly VESTA® 9-1-1 Support Subtotal	\$24,998.40
Yearly IES Support Subtotal	\$10,857.89
YEARLY SUPPORT TOTAL (5 Payments of)	\$35,856.29
Support Year-1 (1/1/24 to 12/31/24) Invoiced Annually	\$35,856.29
Support Year-2 (1/1/25 to 12/31/25) Invoiced Annually	\$35,856.29
Support Year-3 (1/1/26 to 12/31/26) Invoiced Annually	\$35,856.29
Support Year-4 (1/1/27 to 12/31/27) Invoiced Annually	\$35,856.29
Support Year-5 (1/1/28 to 12/31/28) Invoiced Annually	\$35,856.29
Total 5-Year Plan	\$179,281.43

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.

Quote Date: 10/23/2023
Quote No.: IES3566785B-5 -7
Site ID: 104245, 104067



Hennepin County SO Primary & Backup
Support Renewal 5-Year Coverage (1/1/2024 - 12/31/2028)
One-time pre-pay for Years 2024 through 2028 (one-time payment)

Customer Information
Customer: Hennepin County Sheriff's Office Primary and Backup Contact: Tony Martin

IES Contact Information
IES Consultant: Rick Buchholz Phone: (320) 234-5231 E-Mail: rick.buchholz@ies911.com

5-Year VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		HCSO Primary			
		VESTA® SMS			
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
		VESTA® 9-1-1 Activity View			
2	809800-35124	V911 ACT VIEW SW SPT 5YR	\$3,032.09	EA	\$6,064.18
		VESTA® 9-1-1 Prime Standard Operations			
32	SS-0PR-VSSL-5Y	SPT VPRIME 5YR	\$5,559.16	EA	\$177,893.20
		VESTA® 9-1-1 IRR Module			
32	809800-35114	V911 IRR SW SPT 5YR	\$862.29	EA	\$27,593.20
		Peripherals & Gateways			
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
		VESTA® Analytics Standard - Multi Product Purchase			
32	SA-MSG-ALSL-5Y	SPT V-ANLYT STD 5YR	\$657.28	EA	\$21,032.80
		VESTA® Analytics Hosted			
1	809800-03365	SPT V-ANLYT ENT/HOST 5YR	\$1,299.46	EA	\$1,299.46
		Monitoring, PM & AV Service: Workstations			
34	809800-16381	M&R PM AV WKST SRVC 5YR	\$3,316.50	EA	\$112,761.00



5	809800-16347	Monitoring, PM & AV Service: IP Devices M&R IP DEVICE SRVC 5YR	\$2,128.59	EA	\$10,642.94
2	04000-29684	Network Equipment WARR 2960-X 48P 24X7 4YR	\$3,664.18	EA	\$7,328.35
HCSO Backup					
VESTA® SMS					
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
2	809800-35124	VESTA® 9-1-1 Activity View V911 ACT VIEW SW SPT 5YR	\$3,032.09	EA	\$6,064.18
12	SS-0PR-VSSL-5Y	VESTA® 9-1-1 Prime Standard Operations SPT VPRIME 5YR	\$5,559.16	EA	\$66,709.95
12	809800-35114	VESTA® 9-1-1 IRR Module V911 IRR SW SPT 5YR	\$862.29	EA	\$10,347.45
Peripherals & Gateways					
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
1	809800-00161	GATEWAY RENEWAL SPT 1YR	\$335.00	EA	\$335.00
12	SA-MSG-ALSL-5Y	VESTA® Analytics Standard - Multi Product Purchase SPT V-ANLYT STD 5YR	\$657.28	EA	\$7,887.30
1	809800-03365	VESTA® Analytics Hosted SPT V-ANLYT ENT/HOST 5YR	\$1,299.46	EA	\$1,299.46
14	809800-16381	Monitoring, PM & AV Service: Workstations M&R PM AV WKST SRVC 5YR	\$3,316.50	EA	\$46,431.00
6	809800-16347	Monitoring, PM & AV Service: IP Devices M&R IP DEVICE SRVC 5YR	\$2,128.59	EA	\$12,771.53
3	04000-29716	Network Equipment WARR 2960-X 24P 24X7 5YR	\$4,104.48	EA	\$12,313.43
5-Year VESTA® 9-1-1 Support Subtotal					\$531,789.41



5-Year IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		HCSO Primary			
1	IESMAINT05	IES Turnkey Labor Support IES 24X7X365 MAINT 5 YR	\$145,051.10	EA	\$145,051.10
2	CIS-CON SNT-4321	WAN Support MESB 4321 WAN ROUTER SPT 5yr	\$1,930.95	EA	\$3,861.90
1	IESMAINT05	IES Network Labor Support IES 24X7X365 LABOR SUPPORT 5 Yr	\$10,804.90	EA	\$10,804.90
		HCSO Backup			
1	IESMAINT05	IES Turnkey Labor Support IES 24X7X365 MAINT 5 YR	\$67,257.53	EA	\$67,257.53
2	CIS-CON SNT-4321	WAN Support MESB 4321 WAN ROUTER SPT 5yr	\$1,930.95	EA	\$3,861.90
1	IESMAINT05	IES Network Labor Support IES 24X7X365 LABOR SUPPORT 5 Yr	\$10,804.90	EA	\$10,804.90
5-Year IES Support Subtotal					\$241,642.23

Summary

PRODUCT	TOTAL
5-Year VESTA® 9-1-1 Support Subtotal	\$531,789.41
5-Year IES Support Subtotal	\$241,642.23
5-YEAR SUPPORT TOTAL (One payment of)	\$773,431.64

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.

Quote Date: 10/23/2023
Quote No.: IES3566785C-1 -2
Site ID: 102109, 103646



Minneapolis ECC Primary and Backup

Support Renewal 5-Year (1/1/24 to 12/31/28)

Five annual, equal payments for Years 2024 through 2028 (invoiced yearly)

<p>Customer Information</p> <p>Customer: City Of Minneapolis Primary & Backup (MECC) Contact: Joni K. Hodne</p>
<p>IES Contact Information</p> <p>IES Consultant: Rick Buchholz Phone: (320) 234-5231 E-Mail: rick.buchholz@ies911.com</p>

Yearly VESTA® 9-1-1 Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		MECC Primary			
		VESTA® SMS			
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00
		VESTA® 9-1-1 Activity View			
2	809800-35120	V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$1,972.25
		VESTA® 9-1-1 Prime Standard Operations			
31	SS-0PR-VSSL-1Y	SPT VPRIME 1YR	\$1,549.08	EA	\$48,021.54
		VESTA® 9-1-1 IRR Module			
31	809800-35110	V911 IRR SW SPT 1YR	\$280.12	EA	\$8,683.68
		Peripherals & Gateways			
6	809800-00161	GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$2,177.36
		VESTA® Analytics Standard - Multi Product Pu			
31	SA-MSG-ALSL-1Y	SPT V-ANLYT STD 1YR	\$183.22	EA	\$5,679.84
		VESTA® Analytics Hosted			
1	809800-03361	SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
		Monitoring, PM & AV Service: Workstations			
32	809800-16377	M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$25,741.83
		Monitoring, PM & AV Service: IP Devices			
12	809800-16343	M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$6,435.40
		Network Equipment			
3	04000-29681	WARR 2960-X 48P 24X7 1YR	\$1,015.36	EA	\$3,046.07
		MECC Backup			
		VESTA® SMS			
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB	\$0.00	EA	\$0.00



2	809800-35120	VESTA® 9-1-1 Activity View V911 ACT VIEW SW SPT 1YR	\$986.12	EA	\$1,972.25
12	SS-0PR-VSSL-1Y	VESTA® 9-1-1 Prime Standard Operations SPT VPRIME 1YR	\$1,549.08	EA	\$18,588.98
12	809800-35110	VESTA® 9-1-1 IRR Module V911 IRR SW SPT 1YR	\$280.12	EA	\$3,361.42
4	809800-00161	Peripherals & Gateways GATEWAY RENEWAL SPT 1YR	\$362.89	EA	\$1,451.57
12	SA-MSG-ALSL-1Y	VESTA® Analytics Standard - Multi Product Pu SPT V-ANLYT STD 1YR	\$183.22	EA	\$2,198.65
1	809800-03361	VESTA® Analytics Hosted SPT V-ANLYT ENT/HOST 1YR	\$423.06	EA	\$423.06
13	809800-16377	Monitoring, PM & AV Service: Workstations M&R PM AV WKST SRVC 1YR	\$804.43	EA	\$10,457.62
6	809800-16343	Monitoring, PM & AV Service: IP Devices M&R IP DEVICE SRVC 1YR	\$536.28	EA	\$3,217.70
3	04000-29717	Network Equipment WARR 2960-X 24P 24X7 1YR	\$970.09	EA	\$2,910.27
Yearly VESTA® 9-1-1 Support Subtotal					\$146,762.54

Yearly IES Support

Qty.	Part No.	Description	Unit Price	U/M	Total
		MECC Primary			
		IES Labor Support			
1	IESMAINT01	IES 24X7X365 MAINT 1 YR	30,857.37	EA	\$30,857.37
		WAN Support			
2	CIS-CON SNT-4321	MESB 4321 WAN ROUTER SPT 1 yr	\$418.35	EA	\$836.69
		IES Network Labor Support			
1	IESMAINT01	IES 24X7X365 LABOR SUPPORT 1 yr	\$2,340.91	EA	\$2,340.91
		MECC Backup			
		IES Labor Support			
1	IESMAINT01	IES 24X7X365 MAINT 1 YR	\$14,571.54	EA	\$14,571.54
		WAN Support			
2	CIS-CON SNT-4321	MESB 4321 WAN ROUTER SPT 1 yr	\$418.35	EA	\$836.69
		IES Network Labor Support			
1	IESMAINT01	IES 24X7X365 LABOR SUPPORT 1 yr	\$2,340.91	EA	\$2,340.91
Yearly IES Support Subtotal					\$51,784.12



Summary

PRODUCT	TOTAL
Yearly VESTA® 9-1-1 Support Subtotal	\$146,762.54
Yearly IES Support Subtotal	\$51,784.12
YEARLY SUPPORT TOTAL (5 Payments of)	\$198,546.67
Support Year-1 (1/1/24 to 12/31/24) Invoiced Annually	\$198,546.67
Support Year-2 (1/1/25 to 12/31/25) Invoiced Annually	\$198,546.67
Support Year-3 (1/1/26 to 12/31/26) Invoiced Annually	\$198,546.67
Support Year-4 (1/1/27 to 12/31/27) Invoiced Annually	\$198,546.67
Support Year-5 (1/1/28 to 12/31/28) Invoiced Annually	\$198,546.67
Total 5-Year Plan	\$992,733.35

Additional Comments

Quote is valid for 120 days.

Contractor and Buyers agree that notwithstanding the foregoing, the Five-year Pre-pay plan and the Annual payment plan pricing shall be adjusted as per any Change Orders that have been, or will be, implemented subsequent to January 1, 2024, for each Data Center and PSAP location which cause any change. Each ensuing year, an equipment audit will take place with Independent Emergency Services and (a) System Owners Group representative(s) with the results reduced to writing and shared by the parties.

Contractor and Buyers agree that if there are changes in hardware, software, or services being added or deleted, from the Data Centers or any PSAPs, by Change Order mutually agreed between the parties, a respective dollar amount will be added to or deleted from the following year's itemized inventory and new invoice(s). If required, changes will be identified with a new identifying date and will reflect the following year's charges and will be attached to the underlying Agreement for recordkeeping purposes. The revised Exhibit(s) will not change the Terms and Conditions of the underlying Agreement.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 11A. Approval of 2024 SECB Appointments
Presenter: Rohret

RECOMMENDATION

Staff recommend the Board appoint the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2024:

SECB

Primary: Jill Rohret
Alternate:

SECB Wireless Broadband & Applications

Primary: Rod Olson (Minneapolis)
Alternate: Cory DeMuth (Anoka Co.)

SECB Finance

Primary: Jill Rohret
Alternate: Tracey Fredrick

SECB IPAWS

Primary: Kari Morrissey (Anoka Co.)
Alternate: Scott Haas (Scott Co.)

SECB Legislative

Primary: Jill Rohret
Alternate:

SECB Grants Workgroup

Primary: Tracey Fredrick
Alternate: Jill Rohret

SECB Steering

Primary: Tracey Fredrick
Alternate: Jill Rohret

SECB COMU Workgroup

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

SECB NG9-1-1

Primary: Janelle Harris (Edina)
Alternate: Brent Anderson (Dakota Co.)

SECB STR Workgroup

Primary: Jake Thompson (Hennepin Co.)
Alternate: Ron Jansen (Dakota Co.)

SECB Land Mobile Radio

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

NG9-1-1 Technical Workgroup

Primary: Scott Petersen (Minneapolis)
Alternate: None

SECB Interoperability

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

NG9-1-1 Operations Workgroup

Primary: LaVae Robinson (Bloomington)
Alternate: None

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.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 11A. Approval of 2024 SECB Appointments
Presenter: Rohret

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).

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2023 and who remain on the board in 2024. The appointees who served in 2023 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 2023 representatives was to have suggestions as a starting point for discussion. MESB staff is listed in some cases as a placeholder.

The SECB Finance, Steering, and Legislative Committees, as well as the SECB itself meet via WebEx, though the SECB has a hybrid meeting option.

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. via telephone or WebEx.

SECB: fourth Thursday at 12:30 p.m.; via telephone or WebEx or at ECN offices
445 Minnesota Street, Suite 1725, St. Paul.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 10, 2024
Agenda Item: 11B. Approval of Amendments to
MESB Policies
Presenter: Rohret

RECOMMENDATION

The Executive Committee recommends the Board approve amendments to MESB Policies 008, 018, 020, and 021.

BACKGROUND

The Metropolitan Emergency Services Board established policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 9-1-1 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 9-1-1 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made. The policies were all reviewed in 2015-2016 and amendments were made to most. Additionally new policies have been created since 2015.

ISSUES & CONCERNS

The Executive Director plans to review all MESB policies every 8-10 years, though policies may be amended or created as needed. The Director plans to conduct this review over the next year; as such, policy amendments will be on many upcoming agendas.

Policy 008 – Mileage Reimbursement: the amendments are not substantive.

Policy 018 – Accounts Payable: the amendments are not substantive. Most amendments provide clarification or references to other MESB policies. The title of the policy has changed to be more intuitive and the Executive Director's signing authority limit was updated.

Policy 020 – Leases at Government-Owned Antenna Sites: the amendments are not substantive. This policy may require updates sooner than the Executive Director's planned review timeline due to some long-term government leases needing renewal.

Policy 021 – Insurance Deductible for Property at Radio Sites: the amendments are not substantive.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Mileage Reimbursement

Number: 008

Effective Date: 04-07-1997
Revision Date: 01-10-~~18~~2021

Mileage Reimbursement

Board members shall be reimbursed for round trip mileage for meetings of the Board, Executive Committee, and other standing committees on which they are members. Board members shall annually validate round trip mileage from their home or County ~~Courthouse Government Center~~ location to the Metropolitan Emergency Services Board offices at 2099 University Ave. W, St. Paul. -Reimbursement to Board members shall be made in accordance with Board Policy 004 "Per Diem Procedures."

Board staff shall be reimbursed for round trip mileage from the Board office to any authorized meeting required in the normal course of employment and as a part of their assigned duties. -Mileage reimbursement will be computed on the basis of the most direct route from the Board offices to the travel destination and return. -All reimbursement requests shall be submitted to the Executive Director for approval and payment no later than the month following when they were incurred. -Any reimbursement request which is submitted after the end of the month following the occurrence of the expense may be denied.

For Board staff which travel irregularly, mileage expenses shall be submitted no less than twice a year, by June 30 and December 31.

The mileage rate applicable for Board and staff shall be the approved federal government rate as reported by the IRS.

All reimbursement checks shall be cashed within 90 days of the date of issuance.

Commented [JR1]: This text is existing text, but is underlined for emphasis.

Metropolitan Emergency Services Board

Subject: Financial Policy-~~Payment Processing~~Accounts Payable

Number: 018

Effective Date: 09-8-2004

Revision Date: 01-~~13~~10-20162024

PURPOSE: To establish procedures and guidelines for processing payments of the Metropolitan Emergency Services Board.

The Metropolitan Emergency Services Board has assigned to the Executive Director authority to sign all checks, drafts, notes, and other evidences of payment or indebtedness for purchase of supplies, equipment, and services and other approved budgeted items within the limits as established by the annual approved budget, up to \$~~10~~15,000. Single budgeted expenditures in excess of ~~Ten-Fifteen~~ Thousand Dollars (\$~~10~~15,000.00) shall require BOARD approval and signature by the BOARD Treasurer or Board Chair. Any expenditure that results in payment to the Executive Director personally, shall be signed by the Treasurer or Board Chair.

By agreement and Board action, Washington County Financial Services acts as the Board's fiscal agent.

The process to be used by the Board for review and approval of all payments includes the following activities:

- Invoices are received, stamped with the date received and the account code stamp by the Administrative Assistant.
- General Board and 9-1-1 invoices are coded by the Financial Services Specialist; the EMS and Radio Coordinators each code their own funds' invoices as well as review for accuracy verification.
- A chart of accounts has been prepared for the purpose of account coding payments which correlate to the budget categories for expenditures.
- The Executive Director reviews all accounts payable and approves payment.
- After invoices are approved by the Executive Director, the Financial Services Specialist logs each invoice on a spreadsheet, recording vendor name, amount of invoice, fund expensed to, expense code, and the date the invoice will be mailed to Washington County Financial Services (WACO). -This spreadsheet is totaled at the end of each month and compared to the month-end registers and financial statements received from WACO. -This reconciliation was recommended by the MESB's auditors.
- A weekly package is mailed via US Mail to WACO with all of the invoices and deposits/checks.- Payments are issued by WACO and mailed to vendors with payment coupons.
- WACO provides financial reports monthly for review and approval of the Board including the financial statements and payment registers for each Board fund.
- The Financial Services Specialist sends (via email) the Treasurer monthly financial statements for review and approval.
- A Treasurer's report ~~will be is~~ prepared and signed by the Treasurer. -This report ~~will be is~~ included in the Board meeting packets. -The Treasurer's report is included as a standing consent agenda item on the Board's agenda.

Metropolitan Emergency Services Board

Subject: Leases at Government-Owned Antenna Sites

Number: 020

Effective Date: 10-12-2005

Revision Date: ~~09-09-2015~~01-10-2024

PURPOSE: To establish guidelines for lease agreements at government-owned antenna sites.

The Metropolitan Emergency Services Board administers the shared ~~nine-ten~~ county metropolitan portion of the Allied Radio Matrix for Emergency Response (ARMER) system. As the radio system is a cooperative venture among the State of Minnesota, the metropolitan area counties and cities, and the federal government, and as most counties, cities and federal government will eventually operate on the system, the Board seeks to establish a policy regarding leases for government-owned antenna sites.

As local subsystems are being constructed, and as current leases' terms end, it is the policy of the Metropolitan Emergency Services Board to negotiate a no-cost lease for any government entity owned sites due to the homeland security issues and the shared, mutual benefit of the system.

Such a policy is necessary as all system charges are allocated to users of the system.

Metropolitan Emergency Services Board

Subject: Insurance Deductible for Property at Radio Sites

Number: 021

Effective Date: 09-14-2005

Revision Date: ~~09-09-2015~~01-10-2024

PURPOSE: To establish a policy for payment of property insurance deductibles.

The Metropolitan Emergency Services Board (MESB) assumed responsibility, assets and liabilities of the metro region portion of the statewide Allied Radio Matrix for Emergency Response (ARMER) system from the Metropolitan Radio Board (MRB).

The policy of the MRB's was to pay the \$25,000 per event property insurance deductible should a claim be filed. -This meant that if five tower sites were affected by a storm, the MRB would have potentially paid \$25,000 for each of the five tower sites.

The MESB would like to help system owners recover from the need to replace radio antenna site equipment should a site, or parts of a site, be damaged due to weather, fire, etc. -However, the need for financial planning prohibits the ability of the MESB to pay the deductible per event.

The MESB will reimburse up to a total of \$100,000 per year. -In December of each calendar year, the MESB will collect the total amount of all claims and reimburse each agency at an equal percentage which will total no more than \$100,000. -The \$25,000 deductible obligation of the MESB will be paid first, before other claims are satisfied.