



## **METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA**

July 10, 2019, 10:00 a.m.

1. **Call to Order** – Board Chair, Commissioner Fran Miron
2. **Oath of Office** – Commissioner Miron
3. **Approval of Agenda** – Commissioner Miron
4. **Consent Agenda** – Rohret (**page x**)
  - A. Approval: May 8, 2019 Meeting Minutes
  - B. Approval: March 2019 Treasurer's Report
  - C. Approval: April 2019 Treasurer's Report
  - D. Approval: May 2019 Treasurer's Report
  - E. Approval of Amendments to Metro Radio Standards
    - i. Standard 1.8.0 – Moves, Additions & Changes
    - ii. Standard 1.8.1 – Bi-Directional Amplifiers
    - iii. Standard 3.28.0 – METEM
    - iv. Standard 3.42.0 – RVRHAIL OPS
    - v. Standard 7.2.0 – Response to Non-Compliance
    - vi. Standard 7.3.0 – Appeals Process
  - F. Approval of Deletion of Metro Radio Standards
    - i. Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability
    - ii. Appendix 3 – Master Fleetmap Matrix
  - G. Correspondence
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Waiver for Edina Police & Fire Departments (**page 45**)
  - B. Approval of New Metro Representative to SECB Land Mobile Radio (LMR) Committee (**page 93**)
6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
  - A. Approval of Amendment to State 9-1-1 Contract with CenturyLink (**page 103**)
7. **EMS Items** – Ron Robinson, EMS Coordinator
  - A. Acceptance of FY2020-2021 EMSRB Grants (**page xx**)
  - B. Approval of FY2020-2021 Agreement with Metro CISM (**page xx**)
8. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval of 2020 Operational Budget (**page xx**)
  - B. Approval of 2020-2024 Capital Budget (**page xx**)
  - C. Appointment of New MESB Representative to SECB Finance Committee (**page xx**)
9. **Reports**
  - A. Legislative Report – Margaret Vesel/Matthew Bergeron
  - B. Statewide Emergency Communications Board (SECB) Reports:
    - 1) Finance – Rohret
    - 2) Legislative – Commissioner Egan/Rohret



## **METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA**

July 10, 2019, 10:00 a.m.

- 3) Steering – Rohret/Fredrick
- 4) Other SECB Committees – Eggimann/Fredrick
- 5) Board – Commissioner Miron/Rohret

10. **Old Business** – None

11. **New Business**

A. Update on MESB 9-1-1 Data Synchronization Project – Marcia Broman, 9-1-1 Data Coordinator

12. **Adjourn**



## **METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA**

July 10, 2019, 10:00 a.m.

### *Metropolitan Emergency Services Board Members*

#### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

#### Carver County

Commissioner Gayle Degler  
Commissioner Jim Ische\*

#### Chisago County

Commissioner George McMahon\*

#### City of Minneapolis

Council Member Andrew Johnson\*

#### Dakota County

Commissioner Tom Egan\* (2019 Secretary)  
Commissioner Mary Holberg

#### Hennepin County

Commissioner Irene Fernando\* (2019 Treasurer)  
Commissioner Jeff Johnson

#### Isanti County

Commissioner Greg Anderson\*

#### Ramsey County

Commissioner Trista MatasCastillo\* (2019 Vice Chair)  
Commissioner Jim McDonough

#### Scott County

Commissioner Dave Beer  
Commissioner Tom Wolf\*

#### Sherburne County

Commissioner Felix Schmiesing\*

#### Washington County

Commissioner Wayne Johnson  
Commissioner Fran Miron\* (2019 Chair)

\*Denotes Executive Committee member



## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:**  
**Agenda Item:**  
**Presenter:**

**July 10, 2019**  
**3. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the May 8, 2019 meeting of the Board are attached for review and approval.
- B. **March 2019 Treasurer's Report** – The Treasurer has reviewed the March 2019 financial statements and has given her approval of the report.
- C. **April 2019 Treasurer's Report** – The Treasurer has reviewed the April 2019 financial statements and has given her approval of the report.
- D. **May 2019 Treasurer's Report** – The Treasurer has reviewed the May 2019 financial statements and has given her approval of the report.
- E. **Approval of Amendments to Metro Radio Standards** – The Radio TOC and the Executive Committee recommend approval of amendments to the following Metro Radio Standards:
  - i. Standard 1.8.0 – Moves, Additions & Changes
  - ii. Standard 1.8.1 – Bi-Directional Amplifiers
  - iii. Standard 3.28.0 – METEM
  - iv. Standard 3.42.0 – RVRHAIL OPS
  - v. Standard 7.2.0 – Response to Non-Compliance
  - vi. Standard 7.3.0 – Appeals Process
- F. **Approval of Deletion of Metro Radio Standards** – The Radio TOC and the Executive Committee recommend approval of the deletion of the following Metro Radio Standards:
  - i. Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability
  - ii. Appendix 3 – Master Fleetmap Matrix
- G. **Correspondence** – Correspondence includes a letter to the Directors of ECN and MnGeo; a letter regarding 2019 EMS Week; and a letter to the Governor regarding a recommendation for the Metro Region EMS seat on the EMSRB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**  
**Agenda Item:**  
**Presenter:**

**July 10, 2019**  
**3. Consent Agenda**  
**Rohret**

- H. **Informational Only** – Draft minutes of the June 12, 2019 MESB Executive Committee meeting.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# METROPOLITAN EMERGENCY SERVICES BOARD

## Meeting Minutes May 8, 2019

### Commissioners Present:

Greg Anderson, Isanti County  
Dave Beers, Scott County  
Julie Braastad, Anoka County  
Gayle Degler, Carver County  
Tom Egan, Dakota County  
Irene Fernando, Hennepin County  
Mary Liz Holberg, Dakota County  
Blake Huffman, Ramsey County-**absent**  
Jim Ische, Carver, County

Andrew Johnson, City of Minneapolis  
Jeff Johnson, Hennepin County  
Wayne Johnson, Washington County  
Trista MatasCastillo, Ramsey County  
George McMahon, Chisago County  
Fran Miron, Washington County  
Felix Schmiesing, Sherburne County-**absent**  
Rhonda Sivarajah, Anoka County  
Tom Wolf, Scott County

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

**Others Present:** Jay Arneson, MESB Board Counsel; Margaret Vesel, Larkin Hoffman; Peggy Moeller, Redpath & Co.

### 1. Call to Order

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

### 2. Approval of May 8, 2018 Agenda

*Motion by Commissioner Ische, seconded by Commissioner McMahon to approve the May 8, 2019 agenda. Motion carried.*

### 3. Approval of Consent Agenda

*Motion by Commissioner Degler, seconded by Commissioner Wolf to approve the May 8, 2019 Consent Agenda. Motion carried.*

### 4. Acceptance of 2018 MESB Financial Audit

Peggy Moeller of Redpath and Company presented the 2018 MESB audit findings. The MESB's 2018 audit was a clean audit with one internal control finding.

*Motion made by Commissioner McMahon, seconded by Commissioner Egan to accept 2018 MESB financial audit. Motion carried.*

### 5. Radio Items

#### A. Approval of ARMER Lease with Pointe Condominiums

Jill Rohret said the Metropolitan Radio Board entered into a ten-year lease agreement with Pointe Condominiums for an ARMER tower site on the condominium building in downtown St. Paul in April 1999. The lease was renewed in 2009 for an additional ten years. During the renewal process this year, it was discovered that the MESB has never been billed for utilities, as was required by the initial lease agreement. The new lease agreement stipulates the MESB will reimburse Pointe Condominiums for utilities during the 2009-2019 lease in the amount of \$113,750.00. The MESB will be reimbursed from the users which are MnDOT, Allina, Ramsey County and Metro Transit. This will skew the 2019 financials as this was not budgeted amount. The rent increases to \$3,500.00 and the lease renewal term is an additional ten years. It was determined that it was not beneficial to move from this site. All of the equipment users have agreed to the repayment of utilities and are aware that

## METROPOLITAN EMERGENCY SERVICES BOARD

utility costs will be billed quarterly going forward. A submeter has been installed at the site and the MESB has paid the invoices for that work, which will be reimbursed by MnDOT.

*Motion made by Commissioner Egan, seconded by Commissioner Degler to approve new ARMER lease with Pointe Condominiums. Motion carried.*

### **B. Approval of ARMER Lease Amendment with Anoka County**

Tracey Fredrick said staff recommends approval of an amendment to the Anoka County Government Center ARMER site. The original agreement was executed in April 1999; it was a ten-year lease with an option to renew for an additional ten years. The lease expired March 31, 2019. The proposed amendment renews the lease for ten additional years, with an option to renew for an additional ten years. This amendment is effective April 1, 2019.

*Motion made by Commissioner Sivarajah, seconded by Commissioner McMahon to approve the ARMER lease amendment with Anoka County. Motion carried.*

### **C. Approval of Amendments to University of Minnesota ARMER Participation Plan**

Fredrick said the Radio Technical Operations Committee recommends approval of amendments to the University of Minnesota's ARMER participation plan. The original plan was approved in 2004. The University's request is to add Console Alias Manager (CAM) and a network management client PC to its plan.

*Motion made by Commissioner Fernando, seconded by Commissioner Jeff Johnson to approve the amendments to the University of Minnesota's ARMER Participation Plan. Motion carried.*

## **6. 9-1-1 Items**

### **A. Approval of Amendment to the Statewide 9-1-1 Contract with CenturyLink**

Pete Eggimann said staff recommends approval of an amendment to the State/CenturyLink/MESB 9-1-1 contract. This contract was approved by the MESB November 2016; the MESB approved a one-year extension of that agreement in November 2018. The amendment reflects the addition of network resources to support a hosted call handling system in greater Minnesota. This has no effect on the MESB or metro region, but because the MESB is part of the contract, an approval from the MESB is required.

Commissioner Fernando requested that the board always be informed of any and all connectivity issues.

*Motion made by Commissioner Ische, seconded by Commissioner MatasCastillo to approve the amendment to the statewide 9-1-1 contract with CenturyLink. Motion carried.*

## **7. EMS Items**

### **A. Approval of Submittal for FY 2020-2021 Regional EMSRB Grants**

Ron Robinson said staff recommends the Board approve the draft submittal of the grant application for the Emergency Medical Services Regulatory Board (EMSRB) Emergency Medical Services Support Grant and the EMS Relief Grant. The EMSRB issues RFPs for the two grants biennially. This year the deadline for RFP submission is May 15. The work plan is an extension of the current grant with the same priorities and emphasis on training. The budget is based on projections received from the EMSRB, which is \$4,000 lower than the previous two-year period.

Rohret noted that additional funding for EMS regions included in the Senate Health and Human Services (HHS) omnibus bill. The grant is written in such a way as to make that it is scalable should the extra funding be secured or if there are less seatbelt dollars.

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Degler, seconded by Commissioner McMahon to approve the MESB's grant proposal for the FY2020-2021 Regional EMSRB Grants. Motion carried.*

## **8. Administrative Items – None**

## **9. Reports**

### **A. Legislative Report**

Margaret Vesel of Larkin Hoffman gave the legislative report. She noted the distracted driving bill passed and will take effect August 1, 2019. Regarding funding for EMS regions, when the Senate HHS omnibus bill left the Senate HHS Finance Committee it included \$985,000 in new money for the eight regions. When it got to the Senate Finance Committee, the funding was removed and re-appropriated. Larkin Hoffman worked with Senator Bill Ingebrigtsen to funding reinstated for the regional EMS programs, though a lesser amount. Vesel asked MESB members to contact their House and Senate representatives to encourage them to include as much money for EMS regions as possible.

Vesel said the Public Safety omnibus bills include minor language changes to Minnesota Statutes Chapter 403 to include of a representative from the Department of Corrections and the Minnesota Indian Affairs Council on the Statewide Emergency Communications Board.

Commissioner Miron asked if there was any discussion about allocating a portion of the distracted driving fines to EMS regions, similar to what is done with seatbelt fines. Vesel said that there were some preliminary conversations. Vesel felt it was important to let the program get up and running first.

### **B. Statewide Emergency Communications Board (SECB) Reports**

#### **Finance**

Rohret said the Finance Committee met in April and discussed grant funds issued by the SECB for Strategic Technology Reserve (STR) maintenance. The Finance Committee approved a motion to ask each region to voluntarily pass a resolution stating the funds will continue to be used for STR maintenance.

#### **Steering**

Rohret said the committee continues to discuss creating bylaws for the SECB committees. The Steering Committee also discussed if committee chairs needed to be members of the SECB. Rohret said that.

Commissioner Fernando asked who approves the bylaws and for Rohret's opinion on the committee chair question.

Rohret said the SECB will approve its committees' bylaws. Regarding the committee chair issue, it may make sense for some chairs to be SECB members, finance and legislative for example, but not for all committees. She recognized that it is difficult to keep going to the same people for participation on SECB committees. Allowing non-SECB members to be chairs widens the field of participant, which is needed.

#### **Other Committees**

Fredrick said that the Land Mobile Radio (LMR) Committee (previously the OTC) met on April 9, where it discussed participation plan changes for vendors. The committee approved amendments to Sanford Health's participation plan and discussed Push-to-Talk over cellular networks.

Rohret said there was a Statewide Public Safety Communications conference last week. Rohret attended one day, Fredrick, Eggimann and Broman also attended the conference. The conference



## METROPOLITAN EMERGENCY SERVICES BOARD

included information on GIS in NG9-1-1. Rohret served on two panels at the conference related to the Statewide Emergency Communications Board. For this conference, regions were asked to nominate a non-elected person and an elected official to possibly receive the ECN Directors Award. The MESB nominated Heidi Hieserich (PSAP Manager at the Airport) and former Senator Jane Ranum. Neither of these metro nominees won the award but both were recognized. The award went to the former Beltrami County PSAP Manager, Beryl Wernberg.

Eggimann said there were number of sessions that dealt with sharing cloud-based applications.

Fredrick said she spoke on a grants panel. She noted that other regions sometimes have trouble spending all of their grant funds. Fredrick was able to share the MESB grant process which is very efficient and results in full expenditure of grant funds.

### **10. Adjournment**

*The meeting adjourned at 10:54 a.m.*



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board

FROM: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – March 2019

DATE: May 6, 2019

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

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

The review was conducted on May 6, 2019.

Sincerely,

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



METROPOLITAN  
EMERGENCY SERVICES BOARD

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SAINT PAUL, MINNESOTA  
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PHONE 651-643-8395  
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – April 2019

DATE: May 23, 2019

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

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

The review was conducted on May 22, 2019.

Sincerely,

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



METROPOLITAN  
EMERGENCY SERVICES BOARD

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WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – May 2019

DATE: June 24, 2019

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

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

The review was conducted on June 21, 2019.

Sincerely,

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



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**3D. Approval of Amendments to  
Metro Radio Standards**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

The Executive Committee recommends approval of amendments to Metro Radio Standards 1.8.0 – Moves, Additions, Changes; 1.8.1 – Bi-Directional Amplifiers; 3.28.1 – METEM; 3.42.0 - RVRHAIL OPS; 7.2.0 – Response to Non-Compliance; and 7.3.0 – Appeals Process.

### **BACKGROUND**

The Metropolitan Emergency Services Board has established 43 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB but have not had language or content changes for over ten years.

### **ISSUES & CONCERNS**

Metro Radio Standards are in process of being reviewed for content and language changes.

Metro Radio Standard 1.8.0 includes changes to clarify language of who reviews changes and updates, who receives such changes, and other minor language and grammatical changes.

Metro Radio Standard 1.8.1 includes a change of who reviews changes and updates.

Metro Radio Standard 3.28.1 includes formatting changes only.

Metro Radio Standard 3.42.0 includes the addition of Sherburne County to the metro region, specifies law enforcement as a partner for river operations, and formatting changes.

Metro Radio Standard 7.2.0 includes minor language changes.

Metro Radio Standard 7.3.0 was found to have no changes needed.

All noted standards include updating the revision date.

All standards will be made ADA compliant at the end of the review period. Only content and language changes are being requested at this time.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

## METRO REGION

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

Document Section:	<b>1. Management of System</b>	Radio TOC Recommended
Sub-Section:	<b>METRO 1.8.0</b>	
Procedure Title:	<b>Moves, Additions and Changes</b>	Date: 5/24/01
Date Established:	<b>4/4/01</b>	
Replaces Document Dated:	<b>5/24/01</b>	MESB Approval
Date Revised:	<b><del>2/25/09</del> 4/11/19</b>	Date: 06/01/01

#### **1. Purpose or Objective**

To establish the procedure for approval of moves, additions and changes (MACs) to the regional public safety radio system.

#### **2. Technical Background:**

- **Capabilities**
  
- **Constraints**

#### **3. Operational Context:**

Since changes to the regional public safety radio system may affect more than one participant, changes and upgrades will need to be reviewed by the ~~Metro~~Metropolitan Emergency Services Board's (MESB) Radio Technical Operations Committee (TOC) for possible performance or cost impact to some or all users of the system.

Some hardware/software ~~changes-MACs~~ may require that ~~the~~ changes be implemented region-wide. This could require all system and sub-systems to be upgraded at the same time in order to implement the change. With the different system owners involved, an agreement may not be reached on the need for the change or there may not be the ability of all the owners to arrange for funding of the change at the same time.

Some MACs may cause an incremental increase in required system resources beyond what is available in the system. For these MACs there could be a significant cost in obtaining the resources required.

The following is a listing of some, a but not all, a of the possible MACs that may occur with the system:

**Non Participant initiated**

- Requests to operate on system, including approval of fleetmap
- Requests to add sub-system and join system, including approval of fleetmap
- Request for ancillary use of excess capacity on the metro area backbone

**Participant initiated**

- Request for ancillary use of excess capacity on the metro area backbone
- Request for system software upgrades for feature additions
- Requests to change subsystem, additional channels, site relocation
- Requests for more radio or talkgroup ID blocks (see ARMER Standard 1.8.0)
- Request for additional logger ports
- Requests for new user categories which were not anticipated or included in the original Radio TOC-approved plan
- Requests for additional consoles
- Requests which change previously approved connections to the ARMER system, i.e. port connections, microwave connections, logging connections
- Requests for moves, additions or changes to add bi-directional amplifier systems and/or distributive antenna systems.

**Infrastructure equipment changes and changes initiated by upgrades (see ARMER Standard 1.8.0)****Regulatory change initiated**

- FCC
- State legislation

It is difficult to conceive of or list all of the possible changes that may occur to the system. As System Managers become aware that changes or upgrades are required or may be required to the system, they must submit requests or make notification of the changes or upgrades to the ~~Metropolitan Emergency Services Board (MESB)~~, via the Radio Services Coordinator.

**4. Recommended Protocol/ Standard:**

Requests for ~~moves, additions or changes (MACs)~~ or ancillary use of excess capacity to the regional portion of the ARMER system shall be submitted in writing to the MESB. The request shall include full description of the MAC, along with any costs associated with the MAC.

**5. Recommended Procedure:**

Routine requests shall be submitted to the appropriate system or sub-system administrator. If the resources are available at the system or sub-system level the request will be handled ~~internally~~.

between system owners. If additional resources are required from the system, a request shall be forwarded to the MESB and/or the Statewide System Administrator.

The MESB will forward the request to the Radio ~~Technical Operations Committee (TOC)~~ for review and recommendation.

A complete review will be made by the Radio TOC to determine:

- Technical and operational impact to current system performance, which system or subsystem impacted.
- Conformance with the MESB and ARMER standards.
- Cost impact to the MESB and current participants.
- ~~Are there other alternatives? If other alternatives exist.~~
- Impact on future system capacity and plans.

The Radio TOC will return its findings to MESB along with recommendations.

The MESB may approve, modify or deny the request. If approved, the MESB will determine how the MAC is to be paid for and any cost allocations to system participants as outlined in section 6 of the system standards manual.

Requests for MACs that have been approved by the MESB that have an impact on system capacity or performance of the regional backbone infrastructure or have cost implications to MnDOT shall be forwarded to MnDOT for approval. (This is to be done as outlined in the co-operative agreement between the MESB and MnDOT.)

If the MAC is approved, a contractor agreement may be required by the MESB, and if so it will be negotiated and implemented with the affected parties.

## **6. Management**

The appropriate System Manager will be responsible for the routine day-to-day moves, changes or additions within their appropriate system or subsystem.

The MESB is responsible for approval of MACs that impact the regional portion of the ARMER system.



## METRO REGION

### 800 MHz Trunked Regional Public Safety Radio System

### Standards, Protocols, Procedures

Document Section:	<b>1. Management of System</b>	Radio TOC Recommended
Sub-Section:	<b>METRO 1.8.1</b>	
Procedure Title:	<b>Bi-Directional Amplifier Systems</b>	Date: 10/28/09
Date Established:	<b>10/28/2009</b>	
Replaces Document Dated:		MESB Approval
Date Revised:	<b><u>4/11/2019</u></b>	Date: 12/2/09

#### **1. Purpose or Objective**

To establish the procedure for approval of installations of bi-directional amplifier systems (BDAs) to the regional public safety radio system.

#### **2. Technical Background:**

- **Capabilities**
- **Constraints**

#### **3. Operational Context:**

Since changes to the regional public safety radio system may affect more than one participant, changes and upgrades will need to be reviewed ~~by the Metro~~[Metropolitan Emergency Services Board's \(MESB\) Radio Technical Operations Committee \(TOC\)](#) for possible performance or cost impact to some or all users of the system.

#### **4. Recommended Protocol/ Standard:**

Requests for the installation of BDAs which do not connect directly to the ARMER system must be reviewed by the appropriate sub-system administrators to insure no interference with the ARMER system is caused.

#### **5. Recommended Procedure:**

BDA requests which require direct physical connection to the ARMER system must be reviewed by the Radio Technical Operations Committee and approved by the ~~Metropolitan Emergency Services Board~~[MESB per \(see Metro Radio Standard 1.8.0\)](#).

Requests for BDAs which are being installed to improve ARMER coverage in buildings shall be submitted to the appropriate sub-system administrator for review. The sub-system administrator

will review the request to ensure the BDA will not cause interference with the ARMER system. If the BDA request is determined to have no negative effect on the ARMER system, the sub-system administrator may approve the installation of the BDA. If a determination is made that the proposed BDA design poses a risk to proper operation of any ARMER subsystem system, the sub-system administrator can recommend a design change or request review by the Radio TOC. The sub-system administrator shall maintain a record of the installation and will notify first responders that a BDA exists in the building.

## **6. Management**

The appropriate system manager or sub-system administrator will be responsible for the approval and tracking of BDAs which are installed to improve ARMER system coverage, but do not physically connect into the ARMER system.

## METRO REGION

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

Document/ Section:	<b>3. Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.28.1</b>	Date: 10/26/2011
Procedure Title:	<b>Use of Metro Emergency Management Talkgroup METEM</b>	
Date Established:	<b>10/6/2011</b>	MESB Approval - Signature:
Replaces Document Dated:	<b>10/6/2011</b>	
Date Revised:	<b>4/11/19</b>	Date: 11/9/2011

#### **1. Purpose and Objective:**

To establish operational policy for use of the Metro Emergency Management Talkgroup, METEM. This talkgroup is a shared resource that allows interoperability between Emergency Managers their respective Emergency Operations Centers (EOCs) and other key partners for the purpose of emergency management coordination.

The intention of the resource is to allow Emergency Managers to communicate with one another and to connect EOCs as well as emergency management field operations until another talkgroup is assigned if deemed necessary. The talkgroup may be use for direct communication on an ongoing daily basis depending on the operation. The talkgroup may also be used for large scale coordination during a disaster to coordinate regional resources, agencies, EOCs, etc. The talkgroup may be used to facilitate coordination between many different partners.

#### **2. Technical Background:**

- Capabilities – N/A
- Constraints – N/A

#### **3. Operational Context:**

Emergency Managers and their partners may need to coordinate operations, resources, etc. across the metro Homeland Security region, which includes the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne and Washington. Emergency Managers and their partners in the region may need speak directly utilizing METEM for ongoing daily business (event dependent), as well as operations and planning during an incident.

#### **4. Recommended Procedure:**

##### **Talkgroup requirements:**

- ☐ Highly Recommended for Metro Emergency Management personnel at the state, county and local levels as well as those partners that routinely work with emergency management.
  - ☐ Optional for Public Safety Agencies
- ☐ May not be used by: \_\_\_\_\_

If an Emergency Manager, or emergency management partner needs to talk to another Emergency Manager or partner, the following information should be given

- Their agency
- Identify what Emergency Manager/Partner your calling by agency, or name

It is up to each agency Emergency Manager/Partner to monitor the METEM talkgroup.

**5. Recommended Procedure:**

N/A

**6. Management:**

The Metro Region Homeland Security [and](#) Emergency Management [Council Committee](#) and the Metropolitan Emergency Services Board will be responsible for monitoring communication on the talkgroup.

## METRO REGION

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

Document/ Section:	<b>3. Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.42.0</b>	Date: 11/30/11
Procedure Title:	<b>Use of Metro Water Patrol Talkgroups – ME RVR HAIL &amp; ME RVR OPS</b>	
Date Established:	<b>11/30/11</b>	MESB Approval - Signature:
Replaces Document Dated:	<del>11/30/11</del> <b>1/25/12</b>	
Date Revised:	<del>1/25/2012</del> <b>4/11/19</b>	Date: 1/18/2012

#### **1. Purpose and Objective:**

To establish operational policies for the use of the Metro Water Patrol Talkgroups, ME RVR HAIL and ME RVR OPS. These talkgroups are shared resources which allow interoperability between Metro Area Water Patrol Units and other key partners for the purpose of coordinating non-emergency responses on waterways within the Metro Region.

The intention of these resources are to allow Water Patrol, Fire Rescue, Coast Guard, and Conservation officers units in the Metro Region to have a common talkgroup to communicate with one another to facilitate a coordinated response to incidents on the waterways of the Metro Region. These talkgroups would be used until another regional talkgroup is assigned, if deemed necessary. The talkgroups may be use for direct communication on an ongoing daily basis depending on the operation and may be used to facilitate coordination between many different partners.

#### **2. Technical Background:**

- Capabilities – ~~N/A~~ None
- Constraints – ~~N/A~~ None

#### **3. Operational Context:**

Water Patrol Units and their partners routinely need to coordinate operations, resources, etc. across the Metro Region which includes the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, and Washington. Water Patrol Units and their partners in the region may need to speak directly utilizing these talkgroups for ongoing daily business as well as operations and planning during an incident. The basis of creating these talkgroups stems from the nature of the region's waterways. With few exceptions, the rivers are the borders between jurisdictions and frequently have multiple agencies from different disciplines overlapping. At some locations, as many as seven agencies could be called upon for assistance.

**4. Recommended Procedure:****Talkgroup requirements:**

- ☐ ~~Highly Recommended for Metro Water Patrol Units and personnel at the state, county and local levels as well as those partners that routinely work with Metro Water Patrol Units such as Fire, EMS, Law Enforcement, and Coast Guard Units.~~
- ☐ ~~Optional for Public Safety Agencies~~

☐ ~~May not be used by: \_\_\_\_\_~~

If a Water Patrol Unit or their partner needs to talk to another Water Patrol Unit or partner, ME RVR HAIL talkgroup should be used to contact that unit and a request should be made to switch to ME RVR OPS and the following information should be given:

- Their agency
- Identify what Water Patrol/Partner is being called by agency, or name.

It is up to each agency Water Patrol Unit/Partner to monitor the ME RVR HAIL talkgroup.

**5. Recommended Procedure:**

~~N/A None~~

**6. Management:**

The Metro Region Water Patrol Units and the Metropolitan Emergency Services Board will be responsible for monitoring communication on the talkgroup.

## METRO REGION

### 800 MHz Trunked Regional Public Safety Radio System

### Standards, Protocols, Procedures

Document Section:	<b>7 - Compliance &amp; Conflict Resolution</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 7.2.0</b>	Date: 5/24/01
Procedure Title:	<b>Response to Non-Compliance</b>	MESB Approval - Signature:
Date Established:	<b>3/31/01</b>	Date: 06/01/01
Replaces Document Dated:	<del>5/24/01</del> <b>1/28/09</b>	
Date Revised:	<del>1/28/09</del> <b>4/11/19</b>	

#### **1. Purpose or Objective**

The objective of this procedure is to describe the consequences of non-compliance. These consequences will be spelled out for varying degrees and duration of non-compliance.

#### **2. Technical Background:**

- **Capabilities**      ~~N/A~~ **None**
- **Constraints**      ~~N/A~~ **None**

#### **3. Operational Context:**

Metropolitan Emergency Services Board (MESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the metropolitan region of the ARMER system.

The ability to communicate between full participants and non-participants in the regional system is possible due to the ~~interoperational~~ hardware and software ~~being developed~~ and implemented to foster interoperability. –The improper use of this hardware can have minor to grave consequences. –These standards, policies, and procedures have been set forth to describe how and under what conditions the regional public safety radio system will be used. This is essential in order to maximize service to the citizens of the metropolitan area and minimize potential negative consequences. Responsible management of this resource, therefore, requires that standards, protocols, and procedures be enforced and that consequences to non-compliance be developed and implemented.

#### **REVIEW BODY**

Radio Technical Operations Committee  
(Radio TOC)

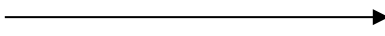
Metropolitan Emergency Services Board  
(MESB)

#### **ROLE**

Peer review, fact finding, recommend action

Endorse/ sign-off on action

Approval or disapproval of recommended action

Radio TOC  MESB

#### **4. Recommended Protocol/ Standard:**

METRO 7.2.0 Response to Non-Compliance

~~Section 7.2.0~~

1

Consequences of failure to comply with these standards, protocols and procedures fall into two categories of non-compliance:

**a. Moderate to high potential for serious adverse effect ~~affect~~ on participants and/or non-participants of the Backbone System.**

- **First violation** Written order to immediately stop the non-compliant practice. Either the MESB Executive Director, owner agency of affected Systems/Sub-System may send this letter, with a copy to the Chair of the Radio TOC in both cases. The governing body of the violating agency shall be notified of the violation.
- **Failure to ~~correct problem and~~ respond within 30 days or 2nd ~~offense- violation~~ within 180 days** Suspension of user privileges on the Backbone System to the extent of time determined by the Radio TOC -with prior notification to the MESB.
- **Failure to respond within 60 days or 3rd ~~offense- violation~~ within 180 days** Revocation of user privileges on the Backbone System. This action must be recommended by the Radio TOC and requires the approval of the MESB.

**b. Low potential for adverse effect ~~affect~~ on participants and/or non-participants of the Backbone System:**

- **First violation** Written warning calling attention to the non-compliant practice. The violator is asked to stop the non-compliant practice(s) or apply for a formal waiver or variance within 30 days. (See *Metro Standard 1.5.3 Variances and Waivers.*) The MESB Executive Director or owner agency may send the warning with a copy to the Radio TOC in both cases. The governing body of the violating agency shall be notified of the violation.
- **Failure to respond within 30 days or 2nd ~~offense- violation~~ within 180 days** Written order to immediately stop the non-compliant practice or be subject to suspension or revocation of user privileges. The MESB Executive Director or the owner agency may send this letter with a copy to the Chair of the Radio TOC.
- **Failure to respond within 60 days or 3rd ~~offense- violation~~ within 180 days** Suspension or revocation of user privileges on the ~~b~~Backbone system. The specific penalty must be recommended by the Radio TOC and requires the approval of the MESB.



- c. The Radio TOC will be the first review body for discovery or report of non-compliance.

### **5. Recommended Procedure:**

Non-compliance may come to the attention of various personnel as a result of routine monitoring, an audit, a report or complaint from radio users to name a few of the possible alternatives. Regardless of how the issue arises, as soon as there is awareness of non-compliance:

- The individual discovering non-compliance is obliged to immediately report it to their respective system manager or administrator. If local management fails to resolve the situation within a reasonable time the manager will notify the Chair of the Radio TOC and the MESB Executive Director.
- If the matter is determined to be urgent by either system management or by the Executive Director, it will be placed on the next Radio TOC agenda.
- Should immediate action be required the non-compliant agency will be notified of:
  - The required action. This will include a request to explain the reason for non-compliance.
  - The date the matter will come before the Radio TOC.
  - Their rights to request a variance or waiver and, ultimately, to appeal (See *Metro Standard 7.3.0 The Appeals Process*).
- The Radio TOC will hear the issue and recommend corrective action or consequences.
- These will be communicated to the violator within 10 days.
- System Managers will follow up to ensure that all next steps and/or corrective action has been completed within the time frame established.
- MESB staff will review results, follow up with System Managers on next steps and study trends/-impact and take action if appropriate.

### **6. Management**

The Executive Director and MESB staff of the Metropolitan Emergency Services Board, acting on behalf of the Board, will manage this process. Any action taken by staff shall be reported to the MESB and shall be subject to review and/or appeal.

## METRO REGION

### 800 MHz Trunked Regional Public Safety Radio System

### Standards, Protocols, Procedures

Document Section:	<b>7 - Compliance &amp; Conflict Resolution</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 7.3.0</b>	Date: 5/24/01
Procedure Title:	<b>The Appeals Process</b>	
Date Established:	<b>4/2/01</b>	MESB Approval - Signature:
Replaces Document Dated:	<b>5/24/01</b>	
Date Revised:	<b><del>1/28/09</del> 4/11/19</b>	Date: 06/01/01

#### **1. Purpose or Objective**

The objective of this procedure is to describe the process by which a decision of the owner agency, [Metropolitan Emergency Services Board's \(MESB\)](#) Radio [Technical Operations Committee](#) (TOC), MESB Executive Director or the MESB may be appealed.

#### **2. Technical Background:**

- **Capabilities**      N/A
- **Constraints**      N/A

#### **3. Operational Context:**

~~Metropolitan Emergency Services Board~~ (MESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the metropolitan region of the ARMER system.

The ability to communicate between full participants and non-participants in the regional system is possible due to the ~~interoperational~~ hardware and software ~~being developed and implemented to foster interoperability~~. The improper use of this hardware can have minor to grave consequences. These standards, policies and procedures have been set forth to describe how and under what conditions the regional public safety radio system will be used. This is essential in order to maximize service to the citizens of the metropolitan area and minimize potential negative consequences. Responsible management of this resource, therefore, requires that:

- Standards, protocols and procedures be enforced
- Consequences to non-compliance be developed and implemented
- An appeal process be provided

#### **4. Recommended Protocol/ Standard:**

All users of the ~~Backbone~~ [backbone Systems](#) system, whether full Project 25 participants or conventional users connecting ~~by means of interoperational~~ [via interoperability](#) infrastructure and protocols, have the right to appeal a procedure, a decision, or a sanction set forth by the Radio TOC and the MESB.

## **5. Recommended Procedure:**

### **Step 1. APPEAL**

- In the event of a dispute regarding the outcome of non-compliance procedure 7.2, an aggrieved party may file a written appeal to reverse recommendations or sanctions within 30 days of issuance of directives or sanctions.
- Within ten days of receiving a request for appeal, the MESB shall provide written notice of the request to all involved parties and set a date for an appeal hearing by the full MESB within 45 days.

DECISION - The MESB, after a hearing on the matter, shall make a decision regarding the dispute within 60 days and transmit an order to all parties involved. Unless a request for mediation by an aggrieved party is received within 30 days the action called for shall be implemented in accordance with the order. Copies of the order will be mailed to all affected parties and the MESB Executive Director.

### **Step 2: MEDIATION**

If a dispute between an aggrieved party and the MESB is not satisfied by Step 1 (above), an aggrieved party may file a written request for mediation with the MESB Executive Director. This may be filed at any time prior to a deadline for action or within 30 days of a final action.

- Within ten days of receiving a request for mediation, the MESB shall provide written notice of the request for mediation to all parties involved and provide a list of neutral parties experienced in the regional trunked 800 MHz system and public safety and public service issues. Within 30 days thereafter, the affected parties shall select a mediator from the list of neutrals or someone else mutually acceptable to all parties and submit to mediation for a period of 30 days.
- Any cost incurred throughout this process will be shared equally by all involved parties.

DECISION – The mediator will attempt to negotiate a decision agreeable to the affected parties within 60 days and transmit an order to the parties and the Radio TOC. Once agreement is negotiated and fully executed it will supercede all other directives on the matter at hand and becomes binding on all parties. Copies of the agreement will be mailed to affected all parties and the MESB Executive Director.

If no agreement is reached the MESB's previous sanctions, directives or findings will remain in effect. The aggrieved parties may need to seek other remedies as provided by law.

The Executive Director of the MESB will maintain a master schedule and calendar for each event to ensure timely response.

**6. Management**

The Executive Director and staff of the Metropolitan Emergency Services Board, acting on behalf of the Board, will manage this process.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**3E. Approval of Deletion of Metro  
Radio Standard 3.8.0 & Appendix 3**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

The Executive Committee recommends the deletion of Metro Radio Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability and Appendix 3 – Master Fleetmap Matrix.

### **BACKGROUND**

The Metropolitan Emergency Services Board has established 43 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB but have not had language or content changes for over ten years.

### **ISSUES & CONCERNS**

Metro Radio Standards are in process of being reviewed for content and language changes.

Metro Radio Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability was reviewed by a subcommittee of the Radio Technical Operations Committee (RTOC) and found that the content is covered in a state standard and the metro standard does not provide any additional clarifications or restrictions. The subcommittee brought the standard before the RTOC which concurred with the recommendation to delete the standard.

Appendix 3 – Master Fleetmap Matrix Example was reviewed by the subcommittee and was found to be out-of-date and unnecessary. The RTOC agreed that this appendix is no longer needed and could be deleted.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

## METRO REGION

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

Document Section:	<b>3 - Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.8.0</b>	Date: 3/26/08
Procedure Title:	<b>LE &amp; IR Nationwide Channels for Interoperability with U.S. Government Agencies</b>	
Date Established:	<b>3/5/08</b>	MESB Approval - Signature:
Replaces Document Dated:		Date: 4/16/08
Date <del>Revised Deleted</del> :	<del>7/10/19</del>	

[This standard has been deleted by action of the Metropolitan Emergency Services Board on July 10, 2019.](#)

#### ~~1. Purpose or Objective:~~

~~To provide guidance on use of the LE and IR nationwide US Government interoperability channels for the Minneapolis/St. Paul metropolitan area to provide communications for interagency command level coordination and tactical operations coordination between local, state, and federal agencies in conjunction with Law Enforcement and/or Incident Response plans.~~

#### ~~2. Technical Background:~~

##### ~~• Capabilities~~

~~The federal government has allocated 20 law enforcement (LE) frequency sets and 20 incident response (IR) frequency sets for interoperability among federal agencies and between federal and state/local agencies. Several of these frequencies have been cleared for use in the metro region. The cleared frequencies include VHF and UHF repeater pairs and simplex frequencies.~~

##### ~~• Constraints~~

~~These channels may only be used for federal to local and federal to federal agency interoperable communications. They cannot be used for local to local agency communications. State/local agency users of these frequencies must possess an FCC license authorizing their use. A copy of the FCC Public Notice relating to licensing is attached to this Standard as reference.~~

#### ~~3. Operational Context:~~

~~The US Department of Justice—Wireless Management Office has provided directions for use of the LE and IR frequencies in their “High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement & Incident Response Plan Frequencies October 1, 2007” document which is attached to this Standard to be a permanent part thereof. This document includes conditions for use, a national frequency table indicating channel assignments and a table specifying the frequencies cleared for use in the metro region.~~

~~The US Department of Justice—Wireless Management Office and the Minneapolis office of the FBI have recommended inclusion of channels LE2, LE12, IR2 and IR12 in all VHF federal radios for use in the metro region. Hennepin County will be equipping two portable repeaters with these frequencies for emergency deployment to an incident as part of the Strategic Technology Reserve.~~

~~[Note: The US Department of Justice—Wireless Management Office is currently researching to determine if these frequencies are available for use throughout Minnesota.]~~

#### **4. Recommended Protocol:**

~~The DOJ Wireless Management Office document referenced in Section 3 specifies the protocol for use of the LE and IR frequencies in the context of Law Enforcement Plans and Incident Response Plans.~~

#### **5. Recommended Procedure:**

~~The DOJ Wireless Management Office document referenced in Section 3 specifies the recommended procedure for use of the LE and IR frequencies.~~

~~State and local agencies operating in the metro area are encouraged to obtain FCC licenses and equip themselves with channels LE2, LE12, IR2 and IR12.~~

#### **6. Management:**

~~The management of the LE and IR frequencies is governed by FCC and NTIA regulations and the conditions enumerated by the US Department of Justice in the DOJ Wireless Management Office document referenced in Section 3.~~

~~Local users of these US Government frequencies in the metro region who acquire and maintain radio equipment necessary for use including, but not limited to, cache radios and portable repeaters will document these resources in the metro region Tactical Interoperable Communications Plan (TICP) managed by the Metropolitan Emergency Services Board.~~

U. S. Department of Justice—Wireless Management Office  
 High Risk Metropolitan Area Interoperability Assistance Program  
 Law Enforcement Plan & Incident Response Plan Frequencies  
 October 1, 2007

The following information is being set forth regarding use of the Law Enforcement Plan (LEP) frequencies and the Incident Response Plan (IRP) frequencies. The Department of Justice, Wireless Management Office, Frequency Coordinators, have completed a frequency study of these designated frequencies, and have set forth in the below tables the frequencies that are currently available for use in twenty-five metropolitan areas throughout the United States.

#### **4.3.16 Plans for Federal Interoperability Channels for Interagency Law Enforcement and Incident Response Operations in the Bands 162-174 MHz and 406.1-420 MHz**

##### **CONDITIONS FOR USE**

1. The plans shown in the below listed tables show frequencies available for assignment to all Federal agencies to satisfy law enforcement and public safety incident response interoperability requirements. These frequencies will be referred to hereinafter as “Federal Interoperability Channels”.
2. The Federal Interoperability Channels are available for use among federal agencies and between federal agencies and non-federal entities with which federal agencies have a requirement to operate. The channels are available to federal agencies on a shared basis and will not be authorized for the exclusive use of any one federal agency.
3. The channels are available to non-federal entities to enable joint federal/nonfederal operations for law enforcement and incident response, subject to the condition that harmful interference will not be caused to federal stations. These channels are restricted to interoperability communications and are not authorized for routine or administrative uses.
4. Extended operations and congestion may lead to frequency conflicts. Coordination with NTIA is required to resolve these conflicts.
5. **Only narrowband emissions** are to be used on the Federal Interoperability Channels.
6. Federal agencies should have an assignment in the Government Master File (GMF) or be included in the Joint Applications (\*JNT) circuit remarks in accordance with Chapter 9 of the NTIA Manual.
7. Exceptions to the above restrictions will be considered by the Interdepartment Radio Advisory Committee (IRAC)/Frequency Assignment Subcommittee (FAS) on a case-by-case basis.

##### **LAW ENFORCEMENT PLANS**

1. Frequency identifiers LE A and LE B are designated as National Calling Channels for initial contact and will be identified in the radio as indicated in the below listed tables.



~~2. Initial contact communications will be established using analog FM emission (11KF3E).~~

~~3. The interoperability channels will be identified in mobile and portable radios as follows with Continuous Tone-Controlled Squelch Systems (CTCSS) frequency as specified in the U. S. Department of Justice—Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan.~~

## **INCIDENT RESPONSE PLANS**

~~1. Frequency identifiers NC 1 and NC 2 are designated as the calling channels for initial contact and will be identified in the radio as indicated in the below listed tables.~~

~~2. Initial contact will be established using analog FM emission (11KF3E).~~

~~3. To ensure access by stations from outside the normal area of operation, CTCSS will not be used on the calling channels.~~

~~4. The Interoperability channels will be identified in mobile and portable radios as follows:~~

*~~The FBI, USMS, and the U.S. Coast Guard HQ have agreed to program their agency radios in the following format.~~*

~~The LE Plan channels should be programmed in **P25 digital mode** using the above NAC code specified in the U. S. Department of Justice—Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan, with the exception of LE Plan channels **LE A, LE 1, LE B, LE 10, and LE 16**, which should be programmed as narrowband analog, with a mobile TX PL as specified in the U. S. Department of Justice—Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan and a mobile RX PL of Carrier Squelch (CSQ).~~

~~The IR Plan channels should be programmed in **narrowband analog mode** using Continuous Tone-Controlled Squelch Systems (CTCSS) frequency as specified in the U. S. Department of Justice—Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan for mobile transmit, and Carrier Squelch (CSQ) for mobile receive.~~

~~Please note that the only frequency identifiers that are currently available for use are the **Shaded Frequency Identifiers Listed Below**. Use of the non-shaded frequency identifiers in the below listed areas could cause harmful interference to other government users.~~

The National Interoperability Frequency Quick Guide has been modified to add the agreed upon CTCSS & NAC codes recommended by FBI, USMS, and the U.S. Coast Guard. A frequency redacted version of that table is included below for reference.

Most Federal agencies have their channel assignments listed in the subscriber equipment according to the NTIA ID listed below. The NCC ID is listed for informational purposes.

***VHF Incident Response (IR) Federal Interoperability Channel Plan\*—USDOJ CTCSS & NAC Recommended Setup***

Assignment	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Incident Calling	1FCAL40	NC-1 Calling		
Incident Command 1	1FTAC41	IR-1		
Medical Evacuation Control	1FTAC42	IR-2		
Logistics Control	1FTAC43	IR-3		
Interagency Convoy	1FTAC44	IR-4		
Incident Calling (Direct)	1FCAL40D	IR-5		
Incident Command 1 (Direct)	1FTAC41D	IR-6		
Medical Evacuation Control (Direct)	1FTAC42D	IR-7		
Logistics Control (Direct)	1FTAC43D	IR-8		
Interagency Convoy (Direct)	1FTAC44D	IR-9		

\*See “Conditions for Use of Federal Interoperability Channels” above.

***UHF Incident Response (IR) Federal Interoperability Channel Plan\*—USDOJ CTCSS & NAC Recommended Setup***

Assignment	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Incident Calling	4FCAL52	NC-2 Calling		
Ad hoc assignment	4FTAC53	IR-10		
Ad hoc assignment	4FTAC54	IR-11		
SAR Incident Command	4FTAC55	IR-12		
Ad hoc assignment	4FTAC56	IR-13		
Interagency Convoy	4FTAC57	IR-14		
Incident Calling (Direct)	4FCAL52D	IR-15		
Ad hoc assignment	4FTAC53D	IR-16		
Ad hoc assignment	4FTAC54D	IR-17		
SAR Incident Command (Direct)	4FTAC55D	IR-18		

\*See “Conditions for Use of Federal Interoperability Channels” above.

***VHF Law Enforcement (LE) Federal Interoperability Channel Plan\*—USDOJ CTCSS & NAC Recommended Setup***

Description	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Calling	1FCAL35D	LE-A		
Tactical	1FCAL35	LE-1		
Tactical	1FLAW36	LE-2		
Tactical	1FLAW37	LE-3		
Tactical	1FLAW38	LE-4		
Tactical	1FLAW39	LE-5		
Tactical	1FLAW36D	LE-6		
Tactical	1FLAW37D	LE-7		
Tactical	1FLAW38D	LE-8		
Tactical	1FLAW39D	LE-9		

\*See “Conditions for Use of Federal Interoperability Channels” above.

***UHF Law Enforcement (LE) Federal Interoperability Channel Plan\*—USDOJ CTCSS & NAC Recommended Setup***

Description	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Calling	4FCAL45D	LE-B		

Tactical	4FLAW46	LE-10		
Tactical	4FLAW47	LE-11		
Tactical	4FLAW48	LE-12		
Tactical	4FLAW49	LE-13		
Tactical	4FLAW50	LE-14		
Tactical	4FLAW51	LE-15		
Tactical	4FLAW46D	LE-16		
Tactical	4FLAW47D	LE-17		
Tactical	4FLAW48D	LE-18		

The frequency identifiers listed below are cleared for fixed, mobile and/or portable applications within 100 kilometers from the Latitude (LAT) and Longitude (LONG) listed in the title of the table, effective November, 2006.

Minneapolis, MN [445846N / 0931558W]—100KM					
Law Enforcement (LE) Channel Availability					
VHF Plan			UHF Plan		
Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)	Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)
LE A			LE B		
LE-1			LE-10		
LE-2			LE-11		
LE-3			LE-12		
LE-4			LE-13		
LE-5			LE-14		
LE-6			LE-15		
LE-7			LE-16		
LE-8			LE-17		
LE-9			LE-18		

 = Available for use

Minneapolis, MN [445846N / 0931558W]—100KM					
Incident Response (IR) Channel Availability					
VHF Plan			UHF Plan		
Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)	Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)
NC-1			NC-2		
IR-1			IR-10		
IR-2			IR-11		
IR-3			IR-12		
IR-4			IR-13		
IR-5			IR-14		
IR-6			IR-15		

IR-7			IR-16		
IR-8			IR-17		
IR-9			IR-18		

 = Available for use



# PUBLIC NOTICE

Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

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ftn fcc.gov

DA-01-1621

Released: July 13, 2001

## **Federal Government Spectrum Available for Public Safety Interoperability Communications**

The purpose of this Public Notice is to remind the public safety community that the National Telecommunications and Information Administration (NTIA) has specified forty (40) Federal Government frequencies that can be used by non-Federal government public safety entities (*see* 47 C.F.R. § 90.20 for eligibility criteria) for communications involving coordination and cooperation with Federal Government agencies.<sup>†</sup> These frequencies may **not** be used to meet the day-to-day communications needs of non-Federal government public safety entities. Due to previous frequency authorizations to Federal Government agencies, not all channels will be available at all locations. The specific frequencies available are listed in the attached Appendix. The rules governing the use of these frequencies (power, bandwidth, *etc.*) are set forth in Section 4.3.16 of the NTIA Manual (Manual of Regulations and Procedures for Federal Radio Frequency Management—*see* NTIA's web page at [www.ntia.doc.gov/osmhome/redbook/redbook.html](http://www.ntia.doc.gov/osmhome/redbook/redbook.html)).

**In order for non-Federal public safety entities to use these frequencies they must obtain a license from the Federal Communications Commission (FCC). License applications must contain written certification from a Federal Government agency that use of the requested frequency or frequencies is necessary to improve interoperability communications between the applicant and the Federal Government agency during emergencies. Frequency coordination with a FCC-certified frequency coordinator is not required for these frequencies. The FCC will submit all applications received for these frequencies to NTIA's Interdepartment Radio Advisory Committee's Frequency Assignment Subcommittee for approval. Operation on the frequencies is not permitted until a FCC license is granted. Once a license is granted, the licensee must provide a copy of the license to the Federal Government agency or agencies with which it will be communicating.**

For further information about FCC licensing, contact the ULS Hotline at 1-888-225-5322 and select Option 2 from the menu. For more information about NTIA's interoperability frequencies, contact the NTIA Office of Spectrum Management's Frequency Assignment Branch at 202-482-1132 or the Public Safety Program Office at 202-501-5487.

<sup>†</sup>These frequencies are available for public safety use under Sections 2.102(e) and 90.173(c) of the Rules (*see* 47 C.F.R. §§ 2.102(e) and 90.173(c)).

~~Action by the Chief, Public Safety and Private Wireless Division, Wireless Telecommunications Bureau.~~

**800 MHz Trunked Regional Public Safety Radio System-  
Standards, Protocols, Procedures**

Document Section:	<b>Appendices</b>	Radio TOC Recommended:
Sub-Section:	<b>Appendix 3</b>	Date: 5/24/01
Procedure Title:	<b>Master Fleetmap Matrix</b>	MESB Approval—Signature:
Date Established:	<b>12/6/00</b>	Date:
Replaces Document Dated:	<b>1/26/00</b>	
Date Revised:	<b>2/16/09</b>	

FOR EXAMPLE PURPOSES ONLY Diagram of TalkGroups / MultiGroups in the 800 MHz System.				Parent- Multigroup- that the talkgroup- belongs to, or "M" if this is a MultiGroup	Priority	Logging/ Recording	Administrator of Resource	Site Access Permissions											Media Access	Resource Sharing Permissions			
TalkGroup / MultiGroup	Numeric ID	Resource Owner	Description					Metro Main	Anoka Rgn	Hennepin	Carver	Hastings	Chicago	King Stack	WCAI	HC-East	HC-West	Minneapolis		P = Permission letter is required to gain authorization for use. D = Defined Agencies. "Letter" L = Like Agencies may share. "Fire, Medical, Law, Works" etc. A = All Agencies. RX = Are only authorized to receive. TX = Are authorized to RX + Transmit.	User- Group	User- Group	etc
MINSEF		InterOp	MINSEF VHF		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
FIIRE		InterOp	State Fire		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
VTAC-1		InterOp	Regional VHF Tactical 1		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
VTAC-2		InterOp	Regional VHF Tactical 2		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
MIMS		InterOp	MIMS		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
EMS		InterOp	Emergency Medical Services		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
METRO-EM		InterOp	Metro Emergency		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
ICALL-MA		InterOp	NPSPAC Hailing / Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
ITAC1-MA		InterOp	NPSPAC TAC 1 / Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC1-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC2-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC3-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC4-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC5-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC6-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC7-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC8-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
RTAC9-MA		All	InterAgency Mutual Aid		3			Y	Y	Y	Y	Y	Y	Y	Y	Y							
SOA-1	NA	All	Scene of Action # 1	NA	NA																		
SOA-2	NA	All	Scene of Action # 2	NA	NA																		
SOA-3	NA	All	Scene of Action # 3	NA	NA																		
SYS-TECH		Owners	Maintenance TG for Technicians		5			Y	Y	Y	Y	Y	Y	Y	Y	Y							
User Talkgroup																							
User Talkgroup																							
Etc																							



# METROPOLITAN EMERGENCY SERVICES BOARD

## EXECUTIVE COMMITTEE MEETING MINUTES-DRAFT

June 12, 2019

### Commissioners Present:

Greg Anderson, Isanti County

Tom Egan, Dakota County

Irene Fernando, Hennepin County-**absent**

Mike Gamache, Anoka County-**absent**

Jim Ische, Carver County

Andrew Johnson, City of Minneapolis-**absent**

Trista MatasCastillo, Ramsey County

George McMahon, Chisago County

Fran Miron, Washington County

Tom Wolf, Scott County

**Staff Present:** Jill Rohret, Tracey Fredrick, Kelli Jackson, Ron Robinson, and Martha Ziese.

**Others Present:** Jay Arneson, MESB Board Counsel.

### 1. Call to Order

The meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Fran Miron.

### 2. Approval of June 12, 2019 Agenda

*Motion by Commissioner Ische, seconded by Commissioner Wolf to approve the June 12, 2019 Executive Committee agenda. Motion carried.*

### 3. Approval of April 10, 2019 Executive Committee Minutes

*Motion by Commissioner Wolf, seconded by Commissioner Egan to accept the April 10, 2019 Executive Committee minutes. Motion carried.*

### 4. Radio Items

#### A. Approval of Amendments to Metro Radio Standards

- i. Standard 1.8.0 – Moves, Additions & Changes
- ii. Standard 1.8.1 – Bi-Directional Amplifiers
- iii. Standard 3.28.1 – METEM
- iv. Standard 3.42.0 – RVRHAIL OPS
- v. Standard 7.2.0 – Response to Non-Compliance
- vi. Standard 7.3.0 – Appeals Process

Tracey Fredrick said the amendments are minor language or formatting changes which are being recommended by the Radio Technical Operations Committee (TOC).

*Motion made by Commissioner McMahon, seconded by Commissioner Ische to approve amendments to Metro Radio Standards 1.8.0, 1.8.1, 3.28.1, 3.42.0, 7.2.0 and 7.3.0. Motion carried.*

#### B. Approval of Deletion of Metro Radio Standards

- i. Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability
- ii. Appendix 3 – Master Fleetmap Matrix

Fredrick said the Radio TOC recommends the deletion of Metro Radio Standard 3.8.0 because the content is covered under a state standard and Appendix 3 because it is out of date and no longer needed.

*Motion made by Commissioner Anderson, seconded by Commissioner Egan to approve deletion of Metro Radio Standards 3.8.0 and Appendix 3. Motion carried.*

# METROPOLITAN EMERGENCY SERVICES BOARD

## **C. Approval of Waiver for Edina Police & Fire Departments**

Frederick stated that the City of Edina includes four full-time firefighters on its SWAT team. The City requests a waiver to those four Edina firefighters to have access to the encrypted LE talkgroups in their radios, which are by standard for use only by law enforcement users, to be used only when they are working in a SWAT team capacity.

*Motion made by Commissioner McMahon, seconded by Commissioner MatasCastillo to approve Edina Police and Fire Departments waiver. Motion carried.*

## **D. Appointment of New Metro Representatives to SECB Land Mobile Radio (LMR) Committee**

Fredrick said that the MESB representative to the SECB LMR Committee, John Gundersen, is retiring this month. The Radio TOC recommends Nate Timm of Washington County Sheriff's Office, who is the current alternate to that committee, to become the region's primary representative, and Mike Mihelich of Ramsey County Emergency Communications Center, as the alternate.

*Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve appointment of new representatives to SECB LMR Committee. Motion carried.*

## **5. 9-1-1 Items – None**

## **6. EMS Items**

### **A. Recommendation of Metro Region Representative to Emergency Medical Services Regulatory Board (EMSRB)**

Jill Rohret said staff recommends approval of a letter to the Governor which recommends a Metro Region EMS representative to the Emergency Medical Services Regulatory Board (EMSRB), based on a recommendation from the EMS TOC, which will meet on June 18. The EMS TOC will recommend one of the four applicants for the seat. Because the Governor's Office will make appointments for the EMSRB by June 30, 2019, staff recommends this letter be approved at today's MESB meeting, with the name to be inserted after the EMS TOC meeting.

*Motion made by Commissioner Egan, seconded by Commissioner Anderson to approve the letter to the Governor making a recommendation to fill the Metro Region position on the EMSRB. Motion carried.*

### **B. Acceptance of FY2020-2021 EMSRB Grants**

Ron Robinson said staff recommends the Executive Committee recommend acceptance of the FY2020-2021 EMSRB Emergency Medical Services Fund and Emergency Medical Services Relief Account Grants for the Metropolitan Regional EMS System. These two grants are awarded based on responses to an EMSRB RFP. The budgets for the grants were approved by the Board at its May 2019 meeting.

*Motion made by Commissioner McMahon, seconded by Commissioner MatasCastillo to recommend acceptance of the FY2020-2021 EMSRB Grants. Motion carried.*

## **7. Administrative Items**

### **A. Approval of 2020 Operational Budget and 2020-2024 Capital Budget**

Rohret presented the proposed MESB 2020 operational budget and 2020-2024 capital budget. For the operational budget, there is overall a 6.5 % increase, however, there is only a 1% increase in assessments. The primary reason for the increase is the additional GIS Specialist position approved by the Board in January 2019 and expenses related to that position. The

## METROPOLITAN EMERGENCY SERVICES BOARD

budget includes a 4% merit increase for staff as was recommended by the Executive Committee at its April 2019 meeting. Benefits, travel, subscriptions and training increased, primarily because this is the first budget to include the new GIS Specialist. The Hennepin County Investment Fund covers 4/5 of the salary and benefits for the new position in 2020.

The Professional Contract Services decreased due to hiring of a former contractor for the GIS Specialist position.

Rent decreased due to budget incorporating a contribution from EMS, which is something that hasn't been included in recent past budgets.

The Communications and Equipment line items also decreased, as the cycle of replacement of MESB computers is complete for the time being.

Insurance decreased based on actual expenses. The Other Operating Expenses line decreased by 63% as it has been rarely used and these sorts of expenses are covered by contingency funds.

The 2020 budget includes \$17,500 in interest revenue to help reduce the assessment increase. The amount is only a portion of the interest earned at Hennepin County. Additionally, anticipated insurance dividends in the amount of \$6,000.00 are included in the budget which assist in reducing assessment increases.

The 2020 Operational Budget results in a 1.10% (\$14,163.00) increase in assessments in 2020. The effect on assessment amounts varies by county/city. Minneapolis' assessment went down because radio administration budget expenses decreased and many other budget changes were in the 9-1-1 area, which is paid entirely by Hennepin County.

Rohret confirmed both budgets will go before the full board in July. Counties have to be notified of assessment totals by August 1, 2019. If there is an opportunity to reduce assessments, it would come back before the full board in November.

The five-year Capital Budget looks very similar to the 2019-2023 Capital Budget approved in 2018. She noted that the software defined wide area network project which was supposed to begin in 2018 was delayed due to the August 1 9-1-1 service disruption and the state's decision to go out for RFP earlier than anticipated.

Rohret noted that there will be network related expenses in 2020 as the MESB will transition to Windows 10. This could possibly result in costs for updates to the AV equipment, which is included in the capital budget.

9-1-1 line items include the network design and transition plan. Timing cannot be identified yet, as it must be coordinated with the State of Minnesota. Cache radio replacement will be completed in 2019 but will be added again in the future as the life of a portable radio is 7-10 years.

Rohret noted that the MESB requested \$150,000 in grant funds from the national 9-1-1 grant through Emergency Communication Networks to further 9-1-1 GIS data and maintenance work and processes.

*Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve 2020 Operational and 2020-2024 Capital Budgets. Motion carried.*

(The 2020 Operational Budget and Capital Budget will be individual agenda items on the July Board agenda.)

### **B. Appointment of new MESB Representative to SECB Finance Committee**

## **METROPOLITAN EMERGENCY SERVICES BOARD**

Rohret said that former Ramsey County Commissioner Huffman had been the MESB Representative to the SECB Finance Committee for a number of years. His resignation from the Ramsey County Board means a new MESB representative to the committee is needed. Rohret is the alternate and will be attending the June and July meetings. This can be determined by the full board in July. She feels it is necessary to have a board member as the representative. It is a monthly phone meeting.

*Motion made by Commissioner Egan, seconded by Commissioner Wolf to recommend approval of Commissioner McMahon as the MESB Representative to the SECB Finance Committee. Motion carried.*

### **8. Old Business – None**

### **9. New Business**

#### **A. August 2019 Executive Committee meeting**

*Motion made by Commissioner MatasCastillo, seconded by Commissioner McMahan to cancel the August 2019 Executive Committee meeting. Motion carried.*

Commissioner Miron noted there will be two new Anoka County Commissioners and one Ramsey County Commissioner sworn in at the July meeting.

### **10. Adjournment**

Meeting adjourned at 10:30 a.m.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** July 10, 2019  
**Agenda Item:** 5A. Approval of City of Edina Request  
for Waiver to State Standard 3.19.0  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Executive Committee recommends approval of a waiver to State ARMER Standard 3.19.0 – Use of ARMER Statewide Law Enforcement Interoperability Talkgroups for four dedicated portable radios used by Edina Fire Department to use for SWAT operations.

### **BACKGROUND**

State ARMER Standard 3.19.0 restricts the Law Enforcement Talk-around Channel (LTAC) and Special Investigative Unit (SIU) ARMER talkgroups to law enforcement use only. Any requests for use other than law enforcement must obtain a waiver.

LTACs and SIU have encrypted talkgroups which are used widely by SWAT teams to prevent anyone with a scanner from listening to these radio communications.

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

### **ISSUES & CONCERNS**

The City of Edina includes four full-time firefighters on its SWAT Team; they also serve on the Southwest Metro SWAT consortium. Edina issues its firefighters/paramedics their own radios which are not used by others. Edina is seeking permission to program these four radios with ME TAC Es, LTACs, and LTAC Es, to be used only when the firefighters are on SWAT activation.

This request went before the Statewide Emergency Communications Board (SECB) Land Mobile Radio Committee (LMR) on June 11, 2019, and, will be on the agenda for the next SECB meeting, pending approval by the MESB.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



# EDINA

POLICE DEPARTMENT

April 30<sup>th</sup>, 2019

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

Re: METACE's, LTAC's and LTACE's for 4 Edina SWAT Team Members

Radio TOC Chair Scott Haas,

The Edina Police & Fire Departments are 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 Edina Fire Department has four fulltime Paramedic/Fire Fighters that are members of the Edina SWAT team and the Southwest Metro SWAT consortium (Edina, Eden Prairie, Hopkins, Minnetonka and St. Louis Park Police Departments). These Paramedic/Fire Fighter's continuously train with and are considered SWAT members of the team. All Edina Paramedic/Fire Fighters are assigned their own specific radios and are not used by others.

The Edina Police & Fire Departments are requesting permission to program the above four mentioned portable radios with ME TACE, 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  
PSAP Manager  
Edina Police/Fire Communications

## CITY OF EDINA POLICE DEPARTMENT

Edina Police Department • 4801 West 50th Street • Edina, MN 55424 • 952-826-1610  
EdinaMN.gov • Fax 952-826-1607



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**5.B. Appointment of Metro Representatives  
to SECB Land Mobile Radio Committee**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

The Executive Committee recommends approval to appoint Nate Timm as primary member to the Statewide Emergency Communications Board (SECB) Land Mobile Radio (LMR) committee and Mike Mihelich as alternate member for the remainder of calendar year 2019.

### **BACKGROUND**

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

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

### **ISSUES & CONCERNS**

In January 2019, the Board appointed John Gundersen from Hennepin County and Nate Timm from Washington County as respective primary and alternate members to the SECB LMR Committee for 2019.

Mr. Gundersen is retiring from Hennepin County on June 28, 2019. At its May 2019 meeting, the Radio TOC approved Nate Timm as primary member and Mike Mihelich from Ramsey County as the alternate member to the SECB LMR Committee.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL







## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** July 10, 2019  
**Agenda Item:** 6A. Approval of Amendment to State/  
CenturyLink/MESB 9-1-1 Contract  
**Presenter:** Eggimann

### **RECOMMENDATION**

Staff recommend the Board approve the amendment to the State/CenturyLink/MESB 9-1-1 contract.

### **BACKGROUND**

At the November 9, 2016 meeting, the MESB approved a contract between the State of Minnesota, CenturyLink and MESB for the 9-1-1 system in the state. The MESB approved a one-year extension of the agreement in November 2018.

### **ISSUES & CONCERNS**

CenturyLink and the State of Minnesota wish to amend the 9-1-1 system contract to reflect the addition of new network resource options and pricing for new and existing PSAP locations. These options include the use of Ethernet ESInet connectivity to the PSAP plus additional bandwidth pricing. This will permit service changes in the future without generating a contract amendment for each individual PSAP change.

The amendment also includes optional pricing regarding NextGeneration 9-1-1 GIS-based services if the MESB or the State of Minnesota wants to conduct testing to validate the GIS data submission and error correction processes.

This amendment does not require the MESB to exercise any of the options, but does establish a price if ECN, the MESB, or a PSAP opts to utilize the new connectivity option.

At the time of this writing, the contract has not been received by MESB staff nor has it been reviewed by MESB counsel. Such review should occur prior to the July 10, 2019 MESB meeting, as both the State of Minnesota and CenturyLink are aware that delays could postpone MESB approval of the amendment until September 2019.

### **FINANCIAL IMPACT**

None to the MESB unless the Board opts to proceed with the new connectivity option or the GIS services.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**7A. Acceptance of  
FY2020-2021 EMSRB Grants**

**Presenter:**

**Robinson**

### **RECOMMENDATION**

The Executive Committee recommends acceptance of the FY2020-2021 Emergency Medical Services Regulatory Board (EMSRB) Emergency Medical Services Fund and Emergency Medical Services Relief Account Grants for the Metropolitan Regional EMS System.

### **BACKGROUND**

The EMSRB provides two grants to each of the eight EMS regions on a bi-annual basis, the EMS System Support Grant and the EMS Relief Account Grant. The Relief Account Grant provides funds derived from seatbelt fines. The regional EMS grants are authorized in Minnesota Statutes 144E.50. The Relief Account Grant has declined in recent years due to higher compliance with Minnesota's seatbelt laws. These grants are awarded based on responses to an EMSRB request for proposal (RFP).

### **ISSUES & CONCERNS**

The MESB must apply for the grants every two years and does so via a response to an EMSRB RFP.

The grant period is July 1, 2019 through June 30, 2021. The total obligation of the State for the grants is up to \$321,250.00. The EMS Support Grant is in the amount of \$146,250.00.

The EMS Relief Account Grant is an amount up to \$175,000.00. Note that this grant is dependent upon revenue received from seatbelt fines. In the last several years, the actual amount received has fallen far short of the "up to" amount included in the grant agreement.

Minnesota Statute 144E.50 allows the EMSRB to take five percent of the EMS Support Fund grant for management and administration. However, the EMSRB has not made a final decision on whether they will do so. If the EMSRB chooses to retain five percent, the amount received for the EMS Support Grant will be reduced to \$138,938.00. The EMSRB is scheduled to review the RFPs and award of the eight regional grants at its special meeting on June 20, 2019.

Draft grant agreements are included in the meeting materials. They have been reviewed by MESB Counsel. The final agreements will again be reviewed by Counsel prior to execution.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**7B. Acceptance of  
FY2020-2021 EMSRB Grants**

**Presenter:**

**Robinson**

### **FINANCIAL IMPACT**

The grants will be spent per the budget approved by the MESB in May 2019. Additionally, the MESB will have some expense in the form of staff time to administer the grants.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# STATE OF MINNESOTA GRANT CONTRACT

## For Emergency Medical Services System Fund

This grant contract is by and between the **State of Minnesota**, acting through its **Emergency Medical Services Regulatory Board (EMSRB)**, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414 ("State") and **[Regional EMS Agency name and address]** ("Grantee").

### Recitals

1. Under [Minn. Stat. § 144E.05](#) the State is empowered to enter into this grant.
2. Under [Minn. Stat. § 144E.50, subd. 5](#) and [§ 144E.52](#), the State is authorized to distribute funds to Regional EMS Systems.
3. The State desires to develop, maintain and improve Regional EMS Systems throughout Minnesota.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

### Grant Contract

#### 1 Term of Grant Contract

- 1.1 **Effective Date:** The grant period runs from July 1, 2019 through June 30, 2021. No payments will be made until the date the State obtains all required signatures under [Minn. Stat. § 16B.98, subd. 5](#). The Grantee must not begin work until this contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.
- 1.2 **Expiration date:** June 30, 2021, or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

#### 2 Grantee's Duties

The Grantee, who is not a State employee, will complete to the satisfaction of the State all of the duties set forth in Exhibit A (Work Plan), which is attached hereto and incorporated into this agreement.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence, and failure to meet a deadline may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the agreement.

### 4 Consideration and Payment

4.1 **Consideration:** The State will pay for all services performed by the Grantee under this grant contract as follows:

- a. **Compensation:** The Grantee will be paid on a reimbursement basis for actual expenses incurred during the grant period in performing the duties described in Exhibit A, which is attached and incorporated into this grant contract.
- b. **Travel Expenses:** Reimbursement for travel and subsistence expenses incurred will be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).
- c. **Total Obligation:** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed one hundred forty-six thousand two hundred fifty dollars [**\$146,250.00**].
  - a. \$73,125.00<sup>1</sup> is appropriated for Fiscal Year 2020 (July 1, 2019 through June 30, 2020)
  - b. \$73,125.00<sup>2</sup> is appropriated for Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

#### 4.2. **Payment**

- a. **Invoices:** The State will pay the Grantee: (i) after the Grantee presents itemized invoices, acceptable to the State, for the services actually performed pursuant to the grant; and (ii) the State's representative to monitor the grant accepts the invoiced services. Invoices must be submitted quarterly, at minimum, and must be accompanied by documentation such as purchase orders, receipts, travel vouchers, and payroll records to substantiate all expenditures claimed on the invoice. The State maintains the right to seek and obtain additional information from the Grantee prior to paying Grantee for invoiced services.
- b. **Modification of Work Plan:** Modifications of the work plan (Exhibit A) without prior approval from the State will not be accepted or paid. The total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed **\$146,250.00**.

### 5 Conditions of Payment

5.1 **Duties Must be Performed Satisfactorily:** All services provided by the Grantee under this grant

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<sup>1</sup> Minn. Stat. §144E.50, subd 5, entitled *Distribution*, allows for five (5) percent of funds to be retained by the Board to support regionwide reporting systems and to provide other regional administration and technical assistance. The amount listed is not adjusted for the five (5) percent retention.

<sup>2</sup> Id.

contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's authorized representative to monitor the grant, and in accordance with all applicable federal, State, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, State or local laws, ordinances, rules, and regulations or in violation of the contract.

**5.2 Costs Not Included in Exhibit A:** The Grantee shall not seek, nor shall the State pay, compensation to the Grantee for any indirect, overhead, lobbying costs to affect legislation, trade association memberships, regional conference expenses, or administrative costs not otherwise included in Exhibit A.

**5.3 Evaluation Reporting:** Payments to the Grantee under this contract may be withheld if the Grantee fails to observe deadlines for the submission of reports as specified in clause 16.1 of this contract.

## **6 Authorized Representatives**

**6.1 State's Authorized Representative:** The State's authorized representative for executing this contract and/or amendments is Tony Spector, Executive Director, Minnesota EMS Regulatory Board, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414, (651) 201-2806, [tony.spector@state.mn.us](mailto:tony.spector@state.mn.us), or his successor.

**6.2 State's Representative to Monitor the Grant:** The State's representative for management of the grant is Lucy Ross, Grants and Financial Manager, , Minnesota EMS Regulatory Board, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414, (651) 201-2803, [lucy.ross@state.mn.us](mailto:lucy.ross@state.mn.us), or her successor or designee, and has the responsibility to monitor the Grantee's performance and the authority to accept or reject invoices for services performed under this grant contract as well as the authority to seek and obtain additional information from the Grantee prior to paying Grantee for invoiced services

**6.3 Grantee's Authorized Representative:** The grantee's authorized representative(s) for executing this contract and/or amendments is *name and contact information for signatory*, or his/her successor. If the Grantee's authorized representative(s) change at any time during this grant contract, the Grantee must immediately notify the State.

**6.4 Grantee's Representative to Monitor the Grant:** The grantee's representative for management of the grant is *name and contact information for regional EMS agent*, or his/her successor. If the grantee's authorized representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## **7 Assignment, Amendments, Waiver, and Grant Contract Complete**

**7.1 Assignment:** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State's authorized representative.

**7.2 Amendments:** Any amendment or modification to this grant contract must be in writing and will not be effective unless and until it has been approved and executed by the State's authorized representative and the Grantee's authorized representative.

7.3 **Waiver:** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Contract Complete:** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## 8 **Liability**

8.1 The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract. Nothing in this clause may be construed as a waiver by the Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minnesota Chapter 466, or any other statute or law.

## 9 **State Audits**

9.1 **Access to Grantee Records:** As required by [Minn. Stat. § 16B.98, subd. 8](#) the books, records, documents and accounting procedures, and practices of the Grantee or other party relevant to this grant agreement or transaction, shall be subject to examination by the EMSRB, the Legislative Auditor, the State Auditor, and the Office of the Minnesota Attorney General for a minimum of six (6) years from the end of this grant agreement, receipt and approval of final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later. Records shall be sufficient to reflect all costs incurred in the performance of this grant project. Grantee also agrees to make all its financial records to the grant project available to the State upon request during normal working hours.

9.2 **Audits.** Grantees will be required to adhere to the audit requirements found in Minn. Stat. §144E.50, subd.6 (a) through (e).

## 10 **Government Data Practices and Open Meeting Law**

10.1 **Government Data Practices:** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

10.2 **Data Requests:** If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.3 **Open Meeting Law:** The Grantee agrees to abide by the provisions of the Minnesota Open Meeting Law as provided in [Minn. Stat. Ch. 13D](#).



## **11 Workers' Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181, subd. 2](#) pertaining to workers' compensation insurance coverage. The Grantee's employees and agents are not State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

- 12.1 **Publicity:** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.
- 12.2 **Endorsement:** The Grantee must not claim that the State endorses the Grantee's products or services, and the Grantee understands that the State is not endorsing the Grantee's products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

- 14.1 **Termination by the State:** The State may immediately or at any time terminate this grant contract with or without cause, upon thirty (30) days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause:** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, or that reasonable progress towards the goals of Exhibit A have not been made or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for insufficient funding:** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this agreement. Termination must be by written or facsimile notice to the Grantee. The State is not obligated to pay for any work performed after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The

State will not be assessed any penalty if this agreement is terminated because of the decision of the Minnesota legislature, or other funding source, not so appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving notice of the same.

## **15 Data Disclosure**

Under [Minn. Stat. § 270C.65, subd. 3](#), and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

## **16 Other Provisions**

- 16.1 ***Evaluation:*** The State may, during the course of this grant contract, evaluate the Grantee's progress towards goals and objectives of the grant contract and compliance with any special considerations. The State reserves the right to request additional information from the Grantee to carry out its evaluation. The Grantee is obligated to respond to the State's request for additional information to the State's satisfaction.
- 16.2 ***Subcontractors:*** If the Grantee seeks to fulfill any of its obligations and duties under this grant contract through a subcontractor to be paid with funds received under this grant contract, then prior to utilizing the subcontractor's services the Grantee shall inform the State of each subcontract, shall include the name and address of each subcontractor as well as the obligations set forth on each subcontractor, and upon request by the State shall provide a copy of the Grantee's agreements, contracts, and invoices with subcontractor. The State reserves the right in its sole discretion to reject the Grantee's use of a subcontractor and reserves the right to withhold grant funding or seek reimbursement of grant funding if the Grantee moves forward with the subcontractor in contravention of the State's rejection and prohibition.
- 16.3 ***Compliance with ADA:*** In fulfilling the duties and responsibilities of the grant contract, the Grantee shall comply with the Americans with Disabilities Act of 1990, [42 U.S.C. § 12101, et. seq.](#) and the regulations promulgated pursuant to it.
- 16.4 ***Prohibited from Paying Fines or Penalties:*** The Grantee is prohibited from using grant funds to pay for fines and penalties.
- 16.5 ***Electronic Mail is an Appropriate Communication Format for Written Notice:*** For purposes of this grant contract, communication via electronic mail sent to the Grantee's or the State's last known electronic mail address on file is an acceptable communication format for the State or the Grantee to provide written notice under this grant contract.
- 16.6 ***Deadline for Fund Expenditure:*** All funds must be spent by June 30 of each fiscal year. Final invoices must be submitted on or before August 1 of each fiscal year. If funds are not spent or invoiced they will revert back to the State's general fund.

## **GRANTEE**

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

Grantee: Name of EMS Region

Signed: \_\_\_\_\_

Printed Name: Signatory Name

Title: Chairman

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

## **STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

SWIFT Contract/PO No(s): \_\_\_\_\_

## **STATE AGENCY**

Agency: ***Emergency Medical Services Regulatory Board (EMSRB)***

Signed: \_\_\_\_\_  
(With Delegated Authority)

Printed Name: Tony Spector

Title: Executive Director

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

# STATE OF MINNESOTA GRANT CONTRACT

## For Emergency Medical Services Relief Account

This grant contract is by and between the **State of Minnesota**, acting through its **Emergency Medical Services Regulatory Board (EMSRB)**, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414 ("State") and [**Regional EMS Agency name and address**] ("Grantee").

### Recitals

1. Under [Minn. Stat. § 144E.05](#) the State is empowered to enter into this grant.
2. Under [Minn. Stat. § 169.686, subd. 3](#) and [§ 144E.50, subd. 5](#), the State is authorized to distribute funds to Regional EMS Systems.
3. The State desires to develop, maintain and improve Regional EMS Systems throughout Minnesota.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

### Grant Contract

#### 1 Term of Grant Contract

- 1.1 **Effective Date:** The grant period runs from July 1, 2019 through June 30, 2021. No payments will be made until the date the State obtains all required signatures under [Minn. Stat. § 16B.98, subd. 5](#). The Grantee must not begin work until this contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.
- 1.2 **Expiration date:** June 30, 2021, or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

#### 2 Grantee's Duties

The Grantee, who is not a State employee, will complete to the satisfaction of the State all of the duties set forth in Exhibit A (Work Plan), which is attached hereto and incorporated into this agreement.

### 3 **Time**

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence, and failure to meet a deadline may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the agreement.

### 4 **Consideration and Payment**

4.1 ***Consideration:*** The State will pay for all services performed by the Grantee under this grant contract as follows:

- a. ***Compensation:*** The Grantee will be paid on a reimbursement basis for actual expenses incurred during the grant period in performing the duties described in Exhibit A, which is attached and incorporated into this grant contract.
- b. ***Travel Expenses:*** Reimbursement for travel and subsistence expenses incurred will be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).
- c. ***Total Obligation:*** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed one hundred seventy-five thousand dollars [\$175,000.00].<sup>1</sup>
  - a. \$87,500.00<sup>2</sup> is appropriated for Fiscal Year 2020 (July 1, 2019 through June 30, 2020)
  - b. \$87,500.00<sup>3</sup> is appropriated for Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

#### 4.2. ***Payment***

- a. ***Invoices:*** The State will pay the Grantee: (i) after the Grantee presents itemized invoices, acceptable to the State, for the services actually performed pursuant to the grant; and (ii) the State's representative to monitor the grant accepts the invoiced services. Invoices must be submitted quarterly, at minimum, and must be accompanied by documentation such as purchase orders, receipts, travel vouchers, and payroll records to substantiate all expenditures claimed on the invoice. The State maintains the right to seek and obtain additional information from the Grantee prior to paying Grantee for invoiced services.
- b. ***Modification of Work Plan:*** Modifications of the work plan (Exhibit A) without prior approval from the State will not be accepted or paid. The total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed \$175,000.00.

### 5 **Conditions of Payment**

5.1 ***Duties Must be Performed Satisfactorily:*** All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of

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<sup>1</sup> Estimate based on funding from calendar year 2018

<sup>2</sup> Id.

<sup>3</sup> Id.

the State's authorized representative to monitor the grant, and in accordance with all applicable federal, State, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, State or local laws, ordinances, rules, and regulations or in violation of the contract.

**5.2 *Costs Not Included in Exhibit A:*** The Grantee shall not seek, nor shall the State pay, compensation to the Grantee for any indirect, overhead, lobbying costs to affect legislation, trade association memberships, regional conference expenses, or administrative costs not otherwise included in Exhibit A.

**5.3 *Evaluation Reporting:*** Payments to the Grantee under this contract may be withheld if the Grantee fails to observe deadlines for the submission of reports as specified in clause 16.1 of this contract.

## **6 Authorized Representatives**

**6.1 *State's Authorized Representative:*** The State's authorized representative for executing this contract and/or amendments is Tony Spector, Executive Director, Minnesota EMS Regulatory Board, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414, (651) 201-2806, [tony.spector@state.mn.us](mailto:tony.spector@state.mn.us), or his successor.

**6.2 *State's Representative to Monitor the Grant:*** The State's representative for management of the grant is Lucy Ross, Grants and Financial Manager, , Minnesota EMS Regulatory Board, 2829 University Avenue Southeast, Suite 310, Minneapolis, MN 55414, (651) 201-2803, [lucy.ross@state.mn.us](mailto:lucy.ross@state.mn.us), or her successor or designee, and has the responsibility to monitor the Grantee's performance and the authority to accept or reject invoices for services performed under this grant contract as well as the authority to seek and obtain additional information from the Grantee prior to paying Grantee for invoiced services

**6.3 *Grantee's Authorized Representative:*** The grantee's authorized representative(s) for executing this contract and/or amendments is ***name and contact information for signatory***, or his/her successor. If the Grantee's authorized representative(s) change at any time during this grant contract, the Grantee must immediately notify the State.

**6.4 *Grantee's Representative to Monitor the Grant:*** The grantee's representative for management of the grant is ***name and contact information for regional EMS agent***, or his/her successor. If the grantee's authorized representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## **7 Assignment, Amendments, Waiver, and Grant Contract Complete**

**7.1 *Assignment:*** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State's authorized representative.

**7.2 *Amendments:*** Any amendment or modification to this grant contract must be in writing and will not be effective unless and until it has been approved and executed by the State's authorized representative and the Grantee's authorized representative.

7.3 **Waiver:** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Contract Complete:** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## 8 **Liability**

8.1 The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract. Nothing in this clause may be construed as a waiver by the Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minnesota Chapter 466, or any other statute or law.

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10.2 **Data Requests:** If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.3 **Open Meeting Law:** The Grantee agrees to abide by the provisions of the Minnesota Open Meeting Law as provided in [Minn. Stat. Ch. 13D](#).



## **11 Workers' Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181, subd. 2](#) pertaining to workers' compensation insurance coverage. The Grantee's employees and agents are not State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the State's obligation or responsibility.

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of the Minnesota legislature, or other funding source, not so appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving notice of the same.

## **15 Data Disclosure**

Under [Minn. Stat. § 270C.65, subd. 3](#), and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

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- 16.1 ***Evaluation:*** The State may, during the course of this grant contract, evaluate the Grantee's progress towards goals and objectives of the grant contract and compliance with any special considerations. The State reserves the right to request additional information from the Grantee to carry out its evaluation. The Grantee is obligated to respond to the State's request for additional information to the State's satisfaction.
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- 16.3 ***Compliance with ADA:*** In fulfilling the duties and responsibilities of the grant contract, the Grantee shall comply with the Americans with Disabilities Act of 1990, [42 U.S.C. § 12101, et. seq.](#) and the regulations promulgated pursuant to it.
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- 16.6 ***Deadline for Fund Expenditure:*** All funds must be spent by June 30 of each fiscal year. Final invoices must be submitted on or before August 1 of each fiscal year. If funds are not spent or invoiced they will revert back to the State's general fund.

## **GRANTEE**

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

Grantee: [Name of EMS Region]

Signed: \_\_\_\_\_

Printed Name: [Signatory Name]

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

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

## **STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

SWIFT Contract/PO No(s): \_\_\_\_\_

## **STATE AGENCY**

Agency: **Emergency Medical Services Regulatory Board (EMSRB)**

Signed: \_\_\_\_\_  
(With Delegated Authority)

Printed Name: Tony Spector

Title: Executive Director

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



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**7B. Approval of FY2020-2021  
Agreement with Metro CISM**

**Presenter:**

**Robinson**

### **RECOMMENDATION**

Staff recommends the Board approve of the FY2020-2021 agreement with Metro Critical Incident Stress Management (CISM).

### **BACKGROUND**

Emergency medical service personnel – dispatch, ambulance, fire/rescue, law enforcement, and hospital staff are at high risk of developing stress-related illness and injuries from the effects of critical incident stress. They share many common stressors inherent to their work including higher risk of injury, the need to make immediate decisions without error, unfamiliar or uncontrollable work environments and frequent exposure to the sights, smells and sounds of human trauma and continual responsibility for human life. Critical incident stress management (CISM) is a comprehensive, organized approach for the reduction and management of harmful aspects of stress in emergency services. CISM has been identified as a priority program not only for EMS providers within the Metro Region, but also for providers throughout Minnesota and across the United States.

Short and longer-term adverse physical and mental consequences of critical incident stress can be mitigated through access to a CISM team for assistance in managing acute critical incident stress. Access to CISM services in Minnesota is strengthened through development of partnerships between disciplines and regional CISM teams for training, support and/or mutual aid. The Metro CISM team has an effective, dynamic and appropriate approach to CISM and Post Traumatic Stress Disorder (PTSD) situations that also provide for initial and longer-term support of emergency service personnel

### **ISSUES & CONCERNS**

The services provided by the Metro CISM team through this agreement ensure critical incident stress management services are available twenty-four hours/day, seven days/week all year long (24/7/365) through the Metro CISM Team currently cannot be replaced by any other organization in the region. This agreement ensures the provision of a contemporary and appropriate approach to CISM will be provided by a well trained and experienced multi-discipline team through training annually within the metropolitan region for EMS providers and CISM team members.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**7B. Approval of**

**FY2020-2021 Agreement with**

**Presenter:**

**Metro CISM Robinson**

### **FINANCIAL IMPACT**

The funds for this contract were included in the biennial Emergency Medical Services Regulatory Board (EMSRB) regional grant budget (FY 2020-2021) from the EMS Support Fund. The total amount of the agreement is \$11,000.00; \$5,500.00 will be paid each year, in June 2020 and June 2021. This amount is consistent with previous agreements with Metro CISM.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

THIS AGREEMENT, made and entered into on this 1<sup>st</sup> day of July 2019 by and between the Metropolitan Emergency Services Board, a Minnesota joint powers organization, 2099 University Avenue West, St. Paul, Minnesota 55104, and The Metro CISM Team, a non-profit corporation incorporated in the State of Minnesota, (hereinafter referred to as "CISM"), 7809 Southtown Center, #174, Bloomington, Minnesota 55431.

## **WITNESSETH**

WHEREAS, the METROPOLITAN EMERGENCY SERVICES BOARD has determined that there is a need to support the management of a Critical Incident Stress Management Team that provides peer support services to EMS personnel within the metropolitan region (defined for the purposes of this Agreement as the following counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne and Washington); and

WHEREAS, the METROPOLITAN EMERGENCY SERVICES BOARD has determined that the services of individuals trained and experienced in emergency medical services, peer support and program management are needed to provide these services; and

WHEREAS, CISM has the people with the required experience and skills to provide the services described herein;

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the METROPOLITAN EMERGENCY SERVICES BOARD and CISM agree as follows:

### **Article I      General Terms**

- A.      The METROPOLITAN EMERGENCY SERVICES BOARD agrees to retain and hereby does retain CISM to provide the services described herein.
- B.      CISM agrees to perform the duties as specified herein.
- C.      CISM may not, whether in whole or part, subcontract, transfer, or otherwise assign the services as specified in this Agreement without prior written consent of the METROPOLITAN EMERGENCY SERVICES BOARD, except as specified herein.

### **Article II      Duties**

- A.      The services to be provided pursuant to this Agreement shall consist of the items listed in this Article.
- B.      CISM will maintain the Metro CISM Program consisting of a Metro CISM Team and appropriate administrative resources. CISM services shall include, but are not limited to the following tasks:

- 1). CISM shall provide management, administrative, and general staffing services as are reasonably necessary to maintain effective and efficient CISM program operations and activities. Management, administrative and general staffing services shall include, but are not limited, to the following:
  - a). Maintenance of a current CISM Team roster, consisting of individuals trained and available for CISM response services.
  - b). Coordination of identification policies for Team members to use during CISM response activities, including maintenance of identification cards, badges and related items.
- 2). CISM shall ensure that at least one representative of the Team is available twenty-four (24) hours per day, seven (7) days a week, to provide coordination of consultation and support services to metropolitan region EMS personnel who request CISM assistance.
- 3). CISM shall ensure that an adequate number of appropriately trained Team members are available to provide peer consultation, free of charge, to metropolitan region EMS personnel requesting peer support and CISM program activities. Peer consultation may include, but is not limited to, the following services:
  - a). On-scene support services;
  - b). Individual sessions to review stress management techniques; and
  - c). Critical incident stress interviews or stress evaluation sessions.
- 4). CISM shall coordinate an annual strategic planning meeting with Team members, peer counselors, interested mental health professionals, ambulance service provider representatives in the metropolitan area, and other interested EMS personnel to set goals and priorities for further development of CISM in the metropolitan area. CISM shall send the Regional EMS Coordinator a summary of the meeting and an attendance list within thirty (30) days of the meeting.
- 5). CISM shall manage and evaluate CISM data collection and submit an activity report and an invoice for \$5,500.00 to the Regional EMS Coordinator for FY 2020 activities due prior to June 15, 2020 and an invoice for \$5,500.00 for FY 2021 activities due prior to June 15, 2021.

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- C. Upon request of the Regional EMS Coordinator, the leadership of CISM shall comply and attend Metropolitan Emergency Services Board, Metro Region EMS Technical Operations Committee (TOC), and related meetings as available.

- D. CISM shall provide all support services, including but not limited to clerical and record keeping, accounting and supervision of grant.

### **Article III      Term of Agreement and Compensation**

- A. This Agreement shall begin on July 1, 2019 and shall terminate on June 30, 2021. This Agreement may be terminated with or without cause by either party upon ten (10) days written notice. Action to terminate by the Metropolitan Emergency Services Board must be approved by Board action. If such termination occurs prior to the provision of any services by CISM, CISM shall not be entitled to any payment.
- B. The METROPOLITAN EMERGENCY SERVICES BOARD shall pay CISM eleven thousand dollars (\$11,000.00). Funds shall be disbursed only upon receipt of activity reports and invoices as specified herein:
- 1) Five thousand five hundred dollars (\$5,500.00) shall be paid to CISM upon receipt by the Regional EMS Coordinator of an invoice and the activity report due prior to June 15, 2020 in accordance with Article II, Section B.6.
  - 2) Five thousand five hundred dollars (\$5,500.00) shall be paid to CISM upon receipt by the Regional EMS Coordinator of an invoice and the activity report due prior to June 15, 2021 in accordance with Article II, Section B.6.
- C. Total payments from the METROPOLITAN EMERGENCY SERVICES BOARD to CISM, under the terms of this Agreement, shall not exceed eleven thousand dollars (\$11,000.00).
- D. The parties hereto agree that this Agreement is conditioned upon the METROPOLITAN EMERGENCY SERVICES BOARD receiving sufficient funding from the State of Minnesota. If the METROPOLITAN EMERGENCY SERVICES BOARD does not receive funding, this Agreement shall be cancelled immediately upon written notice from the METROPOLITAN EMERGENCY SERVICES BOARD to CISM. If the METROPOLITAN EMERGENCY SERVICES BOARD receives reduced funding, this Agreement may be renegotiated to reflect such reduced funding.
- E. The METROPOLITAN EMERGENCY SERVICES BOARD'S failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

- F. In the event that CISM is unable or unwilling to complete this Agreement as specified and within the times specified, the METROPOLITAN EMERGENCY SERVICES BOARD may immediately terminate this Agreement and take such actions as are necessary to complete the work described herein. Pro rata payment will be made for work satisfactorily completed prior to termination.

#### **Article IV Other Covenants and Stipulations**

- A. The METROPOLITAN EMERGENCY SERVICES BOARD and CISM agree that nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of a partnership or joint venture between the parties hereto or as constituting CISM or its representatives as the agent, representative, or employee of the METROPOLITAN EMERGENCY SERVICES BOARD for any purpose, and that CISM is acting as an independent contractor and acquires no tenure rights or any rights by way of worker's compensation, re-employment insurance, medical or hospital care, sick or vacation leave, PERA, severance pay or any other right or benefit offered to METROPOLITAN EMERGENCY SERVICES BOARD employees.
- B. CISM agrees to defend, indemnify, and hold harmless the METROPOLITAN EMERGENCY SERVICES BOARD, its elected officials, member counties and member city, officers, agents, and employees, from any and all claims or causes of action arising from or resulting from the performance, or nonperformance, of this Agreement by CISM or its agents or employees or volunteers.
- C. CISM agrees to procure and maintain at its expense and without expense to the METROPOLITAN EMERGENCY SERVICES BOARD, until the expiration of this Agreement, insurance of the kinds and amounts described herein with insurance companies that are authorized to conduct such business in the State of Minnesota covering all operations covered by this Agreement.
1. If CISM employs individuals to assist in providing the services required by this Agreement, a policy or policies covering obligations of CISM in accordance with the provisions of the Worker's Compensation Law. This Agreement shall be void and of no effect unless CISM procures such a policy and maintains it until the expiration of this Agreement.
  2. A comprehensive general liability policy or policies including owner's or contractors' protective coverage, with combined limits of not less than \$1,500,000. CISM shall provide the METROPOLITAN EMERGENCY SERVICES BOARD with a certificate of insurance showing the required insurance is in effect and naming the METROPOLITAN EMERGENCY SERVICES BOARD as an additional insured.
- D. CISM agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information, concerning individuals and data including but not limited to information made not public by such laws or regulations.



- E. CISM agrees that the Metropolitan Emergency Services Board, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of CISM and involve transactions relating to this Agreement. The terms of this Article IV, Section E shall survive the termination of this Agreement for a period of six (6) years.

## **Article V Notices**

Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent by registered or certified mail to the other party at the address stated in the opening paragraph of this Agreement.

## **Article VI Entire Agreement and Amendment**

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supercedes all oral agreements and negotiations between parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the METROPOLITAN EMERGENCY SERVICES BOARD and CISM relating to subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

### **The Metro Region CISM Team**

### **Metropolitan Emergency Services Board**

By: \_\_\_\_\_  
Mike Vandervort, Executive Director  
Metro CISM Team

By: \_\_\_\_\_  
Fran Miron, Chair  
Metropolitan Emergency Services Board

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Approved as to form and execution  
Jay Arneson, Board Counsel





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** July 10, 2019  
**Agenda Item:** 8A. Approval of the MESB's 2020  
Operational Budget  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Committee recommends approval of the 2020 MESB Operational Budget.

### **BACKGROUND**

Per the MESB Joint Powers Agreement, the Board must annually approve a budget and maximum assessments by August 1. In order to notify members of their maximum assessment for the following year, the Board must approve a budget, with a maximum assessment amount, at its July Board meeting.

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

### **ISSUES & CONCERNS**

Beginning with the 2016 budget, the MESB resumed this budget process; the Board grants preliminary budget approval annually in July, with final budget approval occurring in November, if any portion of the budget can be reduced. The July approval provides the maximum assessment amount for the following year. Approving the budget in this fashion allows staff to refine the budget throughout the year, prior to implementation, which is helpful in years when contracts are subject to RFP.

### **FINANCIAL IMPACT**

See Issues and Concerns and attached 2020 Budget Notes.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

## **Metropolitan Emergency Services Board**

### **2020 Operational Budget Considerations**

- 2020 budget reflects a 6.5% increase in the operational budget (not including pass-through radio system expenses). The primary reason for this is the addition of another GIS Specialist on staff.
- A 4% merit increase (\$20,392.00) for staff is included in the 2020 budget. Note: the 2019 Dakota County Merit Compensation Plan has a 4.5% increase for Meets Standards Performance Reviews; 2019 Cost of Living Adjustment was 2.8%. Overall, the salaries line increases 10% as the new GIS Specialist's salary is included in the budget for the first time.
- The Benefits line reflects a 16% increase; Dakota County recommended a 7% increase in benefits for 2020 budget purposes. The benefits for the new GIS Specialist are included in the budget for the first time in 2020.
- Training/Professional Development increased by 12% (\$1,000.00).
- Travel for conferences increased by 17% (\$3,700.00), which includes a conference for each of the two GIS Specialists as well as one for the Financial Services Coordinator.
- Dues & Subscriptions increased by 13% (\$300.00).
- Professional/Contract Services decreased by 12% (\$14,500.00). One reason is due to the hiring of a former contractor as permanent staff. Additionally, funds in the engineering consulting services line were transferred to the MESB Project Support line, related to NG9-1-1.
- The Rent line was decreased by 11% (\$2,640.00) to reflect the EMS contribution to rent.
- Communications decreased 10% (\$2,850.00) to reflect anticipated 2019 changes in the MESB's office phone service contract, and possible equipment updates.
- Equipment decreased 19% (\$1,600.00) as the staff computer replacement cycle is complete for the time being. Equipment

maintenance line was reduced by 3% (\$500.00) to eliminate the printer maintenance line.

- The Insurance line was reduced by 2% (\$802.00) based on actual expenses incurred in 2018.
- The Other Operating Costs (miscellaneous unbudgeted expenses) line was reduced by 63% (\$5,000.00) as it has been rarely used and these sorts of expenses are most often covered by contingency funds.
- The interest revenue contribution was increased to a total of \$17,500.00 to reflect a portion of actual interest earned by MESB accounts with Hennepin and Washington Counties. Note: the interest revenue contribution is a small portion of the total interest earned by the MESB accounts.
- The budget includes using anticipated insurance dividends to reduce assessments, totaling \$6,000.00 for 2020.
- Per January 2019 Board action, the 2020 budget includes a contribution from the Hennepin County Investment Fund to cover 4/5 of the salary and benefits for the new GIS Specialist position added in 2019.
- The 2020 Operational Budget results in a 1.10% (\$14,163.00) increase in assessments in 2020. The effect on assessment amounts varies by county/city. Minneapolis' assessment went down because radio administration budget expenses decreased and many other budget changes were in the 9-1-1 area, which is paid entirely by Hennepin County.

## 2020 – 2024 Capital Budget

- The five-year capital budget is broken up into Administrative projects, NG9-1-1 projects, and Radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.
- The first item under Administrative projects is IT Upgrades. This is a standing line item as the network requires regular upgrades. In early 2020, the MESB network and computers will be upgraded to Windows 10, which requires some hardware changes which are covered by this line item.
- The AV Equipment line is a place-holder and will only be used if/when necessary. Due to the Windows 10 upgrade, we will need to make substantial changes to the AV equipment in both rooms 205 and 227; support for some equipment will terminate with the Windows change.
- NG9-1-1 includes seven line-items. The timing of each project is an estimate as projects could slip in coordination with the State of Minnesota. The lines are the same as were seen in the 2019 – 2023 capital budget.
- Regarding the GIS-based MSAG transition and maintenance, the MESB proposed a trial project as a use of national 911 grant funds being sought by the State of Minnesota. Due to this, the funding for this line item from the capital budget was largely eliminated. If approved, the grant would begin in late 2019 and last three years.
- The ESInet SD-WAN project was delayed due to the forthcoming State of Minnesota RFP for a portion of the NG9-1-1 network. As such, expenses were shifted by one year.
- The Radio project of cache radio replacement will be completed in 2019 as the last half of the cache radios will be replaced. This line will be added again in the future as the life of a portable radio is 7-10 years.

## **Metropolitan Emergency Services Board**

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**Metropolitan Emergency Services Board  
2020 Draft Budget Summary  
(Excludes Radio System Expenses)**

2020 BUDGET - DRAFT 5.07.19					
ACCOUNT	2019 Budget	2020 Administration	2020 Radio Administration	2020 Dollar/Percentage Change	
<b>SALARIES</b>					
Proposed merit increase	20,392	29,751	2,710	9,359	46%
<b>MESB STAFF SALARIES</b>	694,744	758,765	69,740	64,021	9%
<b>MESB STAFF BENEFITS</b>	233,737	270,182	29,163	36,445	16%
<b>***** TOTAL SALARIES, BENEFITS</b>	<b>948,873</b>	<b>1,058,698</b>	<b>101,613</b>	<b>109,825</b>	<b>12%</b>
TRNG/PROFL DEVEL/TECH SEMINARS	8,225	9,225	1,375	1,000	12%
LOCAL TRAVEL	3,900	3,700	1,200	(200)	-5%
<b>***** TOTAL PERSONNEL COSTS</b>	<b>960,998</b>	<b>1,071,623</b>	<b>104,188</b>	<b>110,625</b>	<b>12%</b>
Travel for Conferences	22,200	25,900	3,800	3,700	17%
Dues & Subscriptions	2,250	2,550	400	300	13%
Professional & Contractual Services	125,330	110,830	29,120	(14,500)	-12%
Rent	24,440	21,800	4,360	(2,640)	-11%
Communications	28,960	26,110	4,910	(2,850)	-10%
Office Supplies	13,070	13,950	1,050	880	7%
Printing & copying	1,500	1,500	250	-	0%
Postage	500	500	100	-	0%
Equipment	8,450	6,850	1,450	(1,600)	-19%
Equipment Maintenance	15,500	15,000	0	(500)	-3%
Advertising and public information	1,900	1,650	250	(250)	-13%
Insurance	53,301	52,499	42,499	(802)	-2%
Other Operating Costs	8,000	3,000	1,000	(5,000)	-63%
<b>***** TOTAL OPERATING COSTS</b>	<b>305,401</b>	<b>282,139</b>	<b>89,189</b>	<b>(23,262)</b>	<b>-8%</b>
Audit	22,000	22,000	10,000	-	0%
Meeting Expenses	9,750	8,550	2,400	(1,200)	-12%
Contingency	12,000	12,000	10,000	-	0%
<b>***** TOTAL OTHER EXPENSES</b>	<b>43,750</b>	<b>42,550</b>	<b>22,400</b>	<b>(1,200)</b>	<b>-3%</b>
<b>***** BUDGET (excluding Radio System Expenses)</b>	<b>1,310,149</b>	<b>1,396,312</b>	<b>215,777</b>	<b>86,163</b>	<b>7%</b>
2020 Oper. Admin. Total	1,180,535				
2020 Radio Admin. Total	215,777				

Source of Funds	2020	2019
Interest revenue	21,500	17,500
Insurance Dividend	6,000	6,000
EMS rent, admin, office supplies, etc.	15,000	15,000
MMCD Shared	2,000	2,000
GIS Position funding from Investment Acct	68,000	0
<b>Total from other sources</b>	<b>112,500</b>	<b>40,500</b>
Funded from Assessments	1,283,812	1,269,649
<b>Total all sources</b>	<b>1,396,312</b>	<b>1,310,149</b>

ASSESSMENT SCHEDULE			Percentage Change Between 2019/2020
	DRAFT		
	2020 Assessment	2019 Assessment	
<b>MEMBERS</b>			
ANOKA	138,665	137,101	1.1%
CARVER	40,442	39,567	2.2%
CHISAGO	21,751	21,536	1.0%
DAKOTA	166,151	164,541	1.0%
HENNEPIN	462,228	455,797	1.4%
ISANTI	15,552	15,340	1.4%
RAMSEY	214,802	212,602	1.0%
SCOTT	56,900	56,010	1.6%
Sherburne	37,253	36,750	1.4%
WASHINGTON	101,010	99,538	1.5%
CITY OF MINNEAPOLIS	29,058	30,867	-6.2%
<b>TOTALS:</b>	<b>1,283,812</b>	<b>1,269,649</b>	<b>1.10%</b>

## 2020 MESB BOARD DRAFT BUDGET BY FUND SUMMARY

### DRAFT 5.07.19 BUDGET BY FUND SUMMARY

ACCOUNT	2020 Administration	2020 911 Administration	2020 Radio Administration	2020 Budget Total
<b>SALARIES</b>				
SALARIES	386,297	329,769	72,450	788,516
BENEFITS	117,992	123,027	29,163	270,182
<b>***** TOTAL SALARIES, BENEFITS</b>	<b>504,289</b>	<b>452,796</b>	<b>101,613</b>	<b>1,058,698</b>
TRNG/PROF'L DEVEL/TECH SEMINARS	3,100	4,750	1,375	9,225
LOCAL TRAVEL	600	1,900	1,200	3,700
<b>***** TOTAL PERSONNEL COSTS</b>	<b>507,989</b>	<b>459,446</b>	<b>104,188</b>	<b>1,071,623</b>
Travel for Conferences	7,300	14,800	3,800	25,900
Dues & Subscriptions	950	1,200	400	2,550
Professional & Contractual Services	22,630	59,080	29,120	110,830
Rent	9,440	8,000	4,360	21,800
Communications	11,000	10,200	4,910	26,110
Office Supplies	8,900	4,000	1,050	13,950
Printing & copying	750	500	250	1,500
Postage	300	100	100	500
Equipment	3,700	1,700	1,450	6,850
Equipment Maintenance	6,000	9,000	0	15,000
Advertising and public information	500	900	250	1,650
Insurance	10,000	0	42,499	52,499
Other Operating Costs	1,000	1,000	1,000	3,000
<b>***** TOTAL OPERATING COSTS</b>	<b>82,470</b>	<b>110,480</b>	<b>89,189</b>	<b>282,139</b>
Audit	6,000	6,000	10,000	22,000
Meeting Expenses	3,600	2,550	2,400	8,550
Contingency	1,000	1,000	10,000	12,000
<b>***** TOTAL OTHER EXPENSES</b>	<b>10,600</b>	<b>9,550</b>	<b>22,400</b>	<b>42,550</b>
<b>***** RADIO SYSTEM EXPENSES</b>			<b>748,046</b>	<b>748,046</b>
<b>***** 2020 BUDGET TOTAL EXPENSES</b>	<b>601,059</b>	<b>579,476</b>	<b>963,823</b>	<b>2,144,358</b>

Source of Funds	Administration	911	Radio	Budget Total Revenue
Interest ( <i>estimated</i> )	13,000	4,500	4,000	21,500
MMCD Shared Expense Contribution	2,000			2,000
EMS rent, admin, office supplies, etc.	15,000			15,000
Radio management fee allocation	15,000		-15,000	0
GIS POSITION FUNDING THROUGH HENNEPIN		68,000		68,000
Radio Reimbursements through Direct Billing			360,257	360,257
Insurance Dividend	3,000		3,000	6,000
MN DOT Revenue			387,788	387,788
<b>Total from Fees, Reimbursements and Grants</b>	<b>48,000</b>	<b>72,500</b>	<b>740,046</b>	<b>860,546</b>
Funded from Assessments	553,059	506,976	223,777	1,283,812
<b>Total all sources</b>	<b>601,059</b>	<b>579,476</b>	<b>963,823</b>	<b>2,144,358</b>

2020 Budget Detail - DRAFT 05.07.19

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Salaries</b>									
2020 Proposed MESB merit increases	14,550	12,491	2,710	29,751	29,751	20,392	715,136		
Executive Director	122,894			122,894		118,742			
Regional Radio Communications Coordinator			67,740	67,740		78,936			
911 Data Coordinator		82,498		82,498		80,028			
Director of 911 Services		118,055		118,055		115,050			
Senior Administrative Assistant	61,610			61,610		59,514			
MESB Financial Services Specialist	87,810			87,810		85,670			
GIS Specialist		55,565		55,565		53,794			
<b>GIS Specialist</b>		<b>56,160</b>		<b>56,160</b>		0			
EMS Coordinator	91,433			91,433		88,010			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	758,765	15,000			
<b>TOTAL SALARIES</b>	<b>386,297</b>	<b>329,769</b>	<b>72,450</b>		<b>788,516</b>			10%	73,380
<b>Benefits</b>									
Executive Director	28,119			28,119		26,804	233,737		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			28,663	28,663		29,310			
911 Data Coordinator		35,303		35,303		32,537			
Director of 911 Services		35,441		35,441		33,795			
Senior Administrative Assistant	18,463			18,463		17,562			
MESB Financial Services Specialist	35,164			35,164		33,417			
GIS Specialist		25,595		25,595		24,236			
<b>GIS Specialist</b>		<b>25,688</b>		<b>25,688</b>		0			
EMS Coordinator	31,246			31,246		29,576			
Contingency eg. (HR administrative fees)	1,000	1,000	500	2,500		2,500			
<b>TOTAL BENEFITS</b>	<b>117,992</b>	<b>123,027</b>	<b>29,163</b>		<b>270,182</b>			16%	36,445
<b>Training/Professional Development/Tech Seminars</b>									
Executive Director	1,100			1,100		1,100	8,225		
Regional Radio Communications Coordinator			1,375	1,375		1,375			
GIS Specialist		1,000		1,000		1,000			
GIS Specialist		1,000		1,000		0			
911 Data Coordinator		1,250		1,250		1,250			
Director of 911 Services		1,500		1,500		1,500			
Senior Administrative Assistant	1,000			1,000		1,000			
MESB Financial Services Specialist	1,000			1,000		1,000			
<b>Total Training/Professional Development/Tech Seminars</b>	<b>3,100</b>	<b>4,750</b>	<b>1,375</b>		<b>9,225</b>			12%	1,000

**2020 Budget Detail - DRAFT 05.07.19**

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Local Travel</b>							<b>3,900</b>		
Exec Director local travel & expenses	450			450		400			
Dir 911 Svcs local travel & expenses		800		800		900			
Regional Radio Communications Coordinator			1,200	1,200		1,100			
GIS Specialist		200		200		300			
GIS Specialist		200		200		0			
911 Data Coordinator		700		700		1,000			
Senior Administrative Assistant local travel & expenses	100			100		150			
MESB Financial Services Specialist	50			50		50			
<b>TOTAL</b>	<b>600</b>	<b>1,900</b>	<b>1,200</b>		<b>3,700</b>			-5%	-200
<b>Travel for Conferences</b>							<b>22,200</b>		
MN MSA/NENA/APCO 911 Conf - 911 Data Coordinator		0		0		400			
MN MSA/NENA/APCO 911 Conf - Dir 911 Svc		400		400		400			
Conference, Republic, Exec Dir	1,200			1,200		1,200			
Conference, NENA Best Practices, Exec Dir	1,200			1,200		1,200			
Conference, NENA Best Practices, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA Best Practices, 911 Data Coordinator		1,200		1,200		1,200			
Conference, APCO, Exec Dir	1,900			1,900		1,900			
Conference, APCO, Regional Radio Coord.			1,900	1,900		1,900			
Conference, APCO, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA, Natl, Exec Dir	1,500			1,500		1,500			
Conference, NENA, Natl, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA, Natl, 911 Data Coordinator		1,500		1,500		1,500			
Conference, NENA, Natl, GIS Specialist		1,500		1,500		0			
Conference, NENA, Joint Comm, Dir 911 Svc		1,100		1,100		1,100			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,100		1,100		1,100			
Conference, IWCE, Regional Radio Coord.			1,650	1,650		1,650			
Conference, GFOA, Annual Conf - Finance	1,500			1,500		0			
State, Regional Conferences, Meetings or Symposiums			250	250		250			
Conference, GIS/LIS MN GIS Specialist		800		800		800			
Conference, GIS/LIS MN 911 Data Coordinator		800		800		800			
Conference, GIS/LIS MN GIS Specialist		800		800		0			
Conference, ESRI GIS Specialist		1,100		1,100		0			
DB System Integration Meetings, 911 Data Coordinator MN GIS/LIS		0		0		800			
<b>TOTAL</b>	<b>7,300</b>	<b>14,800</b>	<b>3,800</b>		<b>25,900</b>			17%	3,700

**2020 Budget Detail - DRAFT 05.07.19**

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Dues &amp; Subscriptions</b>							<b>2,250</b>		
Executive Director	700			700		700			
Director of 911 Services		300		300		300			
Regional Radio Communications Coordinator			400	400		400			
GIS Specialist		300		300		300			
GIS Specialist		300		300		0			
911 Data Coordinator		300		300		300			
MESB Financial Services Specialist	250			250		250			
<b>TOTAL</b>	<b>950</b>	<b>1,200</b>	<b>400</b>		<b>2,550</b>			13%	300
<b>Professional/Contract Services</b>							<b>125,330</b>		
Engineering consulting services		0		0		20,000			
Computer/Technical Support and Consulting Services	11,230	11,230	5,620	28,080		28,080			
Legal Services/Advocacy/Regulatory Affairs		15,000	15,000	30,000		30,000			
Web Site Maintenance/Other	5,850	5,850	3,500	15,200		11,700			
Accounting Services	5,550			5,550		5,550			
MESB Project Support(NG 911 Network, System Design, Radio & GIS)		27,000	5,000	32,000		30,000			
<b>TOTAL</b>	<b>22,630</b>	<b>59,080</b>	<b>29,120</b>		<b>110,830</b>			-12%	-14,500
<b>Rent</b>							<b>24,440</b>		
Metro Counties Government Center	9,440	8,000	4,360	21,800		24,440			
<b>TOTAL</b>	<b>9,440</b>	<b>8,000</b>	<b>4,360</b>		<b>21,800</b>			-11%	-2,640
<b>Communications</b>							<b>28,960</b>		
Office communication service (phones, fax)	6,000	6,000	3,000	15,000		18,000			
Cellular service	600	1,200	660	2,460		2,460			
Outlook/Office365/Drop Box/Adobe	4,150	2,500	1,000	7,650		7,500			
Misc communications fees (Conference Bridge Svc, Broadcast fax)	250	500	250	1,000		1,000			
<b>TOTAL</b>	<b>11,000</b>	<b>10,200</b>	<b>4,910</b>		<b>26,110</b>			-10%	-2,850

2020 Budget Detail - DRAFT 05.07.19

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Office Supplies</b>							<b>13,070</b>		
Cellular & Telephone Supplies	200			200		200			
Fax supplies				0		500			
Copy Paper	1,200	-	-	1,200		1,200			
Printer Paper	500	500	300	1,300		1,300			
Software	3,500	3,000	500	7,000		5,620			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	1,000	500	250	1,750		1,750			
Plotter supplies	500			500		500			
<b>TOTAL</b>	<b>8,900</b>	<b>4,000</b>	<b>1,050</b>		<b>13,950</b>			7%	880
<b>Printing &amp; copying</b>					<b>1,500</b>		<b>1,500</b>		
<b>TOTAL</b>	<b>750</b>	<b>500</b>	<b>250</b>	1,500		1,500		0%	0
<b>Postage</b>					<b>500</b>		<b>500</b>		
<b>TOTAL</b>	<b>300</b>	<b>100</b>	<b>100</b>	500		500		0%	0
<b>Equipment</b>							<b>8,450</b>		
Misc Small Office Equipment	500	500	500	1,500		1,500			
Computer Upgrades	2,000	700	700	3,400		5,000			
Printers, Scanners, PDA	700			700		700			
Contingency	500	500	250	1,250		1,250			
<b>TOTAL</b>	<b>3,700</b>	<b>1,700</b>	<b>1,450</b>		<b>6,850</b>			-19%	-1,600
<b>Equipment Maintenance</b>							<b>15,500</b>		
Copier maintenance/lease	4,000			4,000		4,000			
Postage Meter Lease/Maintenance	1,000					1,000			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		9,000		9,000		9,000			
Printer Maintenance	0			0		500			
<b>TOTAL</b>	<b>6,000</b>	<b>9,000</b>	<b>0</b>		<b>15,000</b>			-3%	-500

2020 Budget Detail - DRAFT 05.07.19

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Advertising &amp; Public Information</b>							<b>1,900</b>		
Advertising for meetings	250			250		250			
ARMER System			250	250		500			
Public Information--Emerging Issues	250	500		750		750			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
<b>TOTAL</b>	<b>500</b>	<b>900</b>	<b>250</b>		<b>1,650</b>			-13%	-250
<b>Insurance</b>							<b>53,301</b>		
General Property & Liability	8,000			8,000		9,000			
Workers Compensation Insurance	2,000			2,000		2,000			
Radio GL & TE - O			42,499	42,499		42,301			
<b>TOTAL</b>	<b>10,000</b>	<b>0</b>	<b>42,499</b>		<b>52,499</b>			-2%	-802
<b>Radio Site Expenses</b>							<b>744,905</b>		
Rent			355,374	355,374		395,078			
Utilities			281,133	281,133		248,157			
Insurance			19,762	19,762		19,384			
Motorola Maintenance			91,777	91,777		82,286			
<b>TOTAL</b>			<b>748,046</b>		<b>748,046</b>			0%	3,141
<b>Other Operating Costs</b>					<b>3,000</b>		<b>8,000</b>		
<b>TOTAL</b> Miscellaneous unbudgeted expenses	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	3,000		8,000		-63%	-5,000
<b>Audit</b>					<b>22,000</b>		<b>22,000</b>		
<b>TOTAL</b>	<b>6,000</b>	<b>6,000</b>	<b>10,000</b>	22,000		22,000		0%	0

2020 Budget Detail - DRAFT 05.07.19

	Administration	911	Radio	2020 detail	2020 Budget	2019 budget detail	2019 Budget	% Change	\$ Change
<b>Board Meeting Expenses</b>							<b>9,750</b>		
Board Mileage & Per Diem	1,900	1,200	1,200	4,300		5,000			
Executive Committee Meeting Mileage & Per Diem	1,500	800	800	3,100		2,700			
911 & Radio TOC, GIS Advisory Committee		250	200	450		950			
Miscellaneous Meeting Expense	200	300	200	700		1,100			
<b>TOTAL</b>	<b>3,600</b>	<b>2,550</b>	<b>2,400</b>		<b>8,550</b>			-12%	-1,200
<b>Contingency</b>	1,000	1,000	10,000		<b>12,000</b>		<b>12,000</b>		
<b>TOTAL</b>	<b>1,000</b>	<b>1,000</b>	<b>10,000</b>	12,000		12,000		0%	0
<b>Totals</b>	<b>601,059</b>	<b>579,476</b>	<b>963,823</b>		<b>2,144,358</b>		<b>2,055,054</b>	4%	89,304

Admin & 911 2020 1,180,535

Radio Admin 215,777

MESB Admin 2020 1,396,312  
(Admin, 911 & Radio Admin)

1,310,149 MESB 2018 Admin (Admin, 911, Radio Admin)  
86,163 2019 MESB Admin \$ increase/decrease from 2018  
6.17% 2019 MESB Admin % Increase/decrease from 2018

Radio System 2020 748,046



**MESB BOARD ASSESSMENT SCHEDULE 2020 BUDGET - DRAFT 05.07.19**

**METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS**

	2017	% of 2017	DRAFT 2020 DUES	2017	% of 2017	DRAFT 2020 DUES			Difference from 2019 assessment
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2020 ASSESSMENT TOTAL	2019 ASSESSMENT TOTAL	
Anoka	352,674	10.80%	\$24,170	352,674	10.80%	\$114,495	\$138,665	\$137,135	\$1,530
Carver	102,858	3.15%	\$7,049	102,858	3.15%	\$33,393	\$40,442	\$39,996	\$446
Chisago	55,321	1.69%	\$3,791	55,321	1.69%	\$17,960	\$21,751	\$21,511	\$240
Dakota	422,580	12.94%	\$28,961	422,580	12.94%	\$137,190	\$166,151	\$164,318	\$1,833
Hennepin	825,522	25.28%	\$56,577	1,249,512	38.27%	\$405,651	\$462,228	\$455,049	\$7,178
Isanti	39,553	1.21%	\$2,711	39,553	1.21%	\$12,841	\$15,552	\$15,380	\$172
Ramsey	546,317	16.73%	\$37,441	546,317	16.73%	\$177,361	\$214,802	\$212,432	\$2,370
Scott	144,717	4.43%	\$9,918	144,717	4.43%	\$46,982	\$56,900	\$56,272	\$628
Sherburne	94,748	2.90%	\$6,493	94,748	2.90%	\$30,760	\$37,253	\$36,842	\$411
Washington	256,905	7.87%	\$17,607	256,905	7.87%	\$83,404	\$101,010	\$99,896	\$1,114
Minneapolis	423,990	12.99%	\$29,058	-	0.00%	\$0	\$29,058	\$30,816	(\$1,759)
TOTAL	3,265,185	100.00%	\$223,777	3,265,185	100.00%	\$1,060,035	\$1,283,812	\$1,269,649	

**\$14,163**

**increase/decrease in assessments from 2019**

1.10%

tfl radio admin	\$215,777.00	tfl admin&911	\$1,180,535.00
interest revenue	-\$4,000.00	ems reimb	-\$15,000.00
State rebate	-\$3,000.00	MMCD shared	-\$2,000.00
Radio allocation	<u>\$15,000.00</u>	interest revenue	-\$7,500.00
	\$223,777.00	MCIT dividend	-\$3,000.00
		Hennepin Int.	-\$10,000.00
		GIS position	-\$68,000.00
		Radio portion	<u>-\$15,000.00</u>
			\$1,060,035.00

**Metropolitan Emergency Services Board  
Population Data Used For  
MESB Budget Years 2014 Thru 2020**

	2017	2016	2015	2014	2013	2012	2011
COUNTY	Population Used for 2020 Budget	Population Used for 2019 Budget	Population Used for 2018 Budget	Population Used for 2017 Budget	Population Used for 2016 Budget	Population Used for 2015 Budget	Population Used for 2014 budget
Anoka	352,674	348,652	344,838	342,612	341,465	336,748	334,053
Carver	102,858	100,621	98,798	97,162	95,463	93,584	92,104
Chisago	55,321	54,766	54,332	54,134	53,743	53,576	53,929
Dakota	422,580	418,432	414,490	411,507	408,732	404,493	401,221
Hennepin	1,249,512	817,652	809,186	799,447	794,120	788,130	780,482
Isanti	39,553	39,009	38,521	38,397	38,231	38,235	38,209
Ramsey	546,317	540,653	533,677	529,506	525,146	517,399	510,810
Scott	144,717	142,436	140,898	138,727	136,926	133,326	131,556
Sherburne	94,748	93,457	-	-	-	-	-
Washington	256,905	253,128	251,015	249,109	248,095	243,313	240,640
Minneapolis	423,990	419,952	412,517	411,273	400,938	392,008	382,578
TOTAL	3,689,175	3,228,758	3,098,272	3,071,874	3,042,859	3,000,812	2,965,582



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**July 10, 2019**

**Agenda Item:**

**8B. Approval of the 2020-2024  
Capital Budget**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

The Executive Committee recommends approval of the 2020 – 2024 Capital Budget.

### **BACKGROUND**

Per the MESB Joint Powers Agreement, the Board must annually approve a budget and maximum assessments by August 1. In order to notify members of their maximum assessment for the following year, the Board must approve a budget, with a maximum assessment amount, at its July Board meeting.

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

### **ISSUES & CONCERNS**

Beginning with the 2016 budget, the MESB resumed this budget process; the Board grants preliminary budget approval annually in July, with final budget approval occurring in November, if any portion of the budget can be reduced. The July approval provides the maximum assessment amount for the following year. Approving the budget in this fashion allows staff to refine the budget throughout the year, prior to implementation, which is helpful in years when contracts are subject to RFP.

### **FINANCIAL IMPACT**

See attached spreadsheet.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

## **2020 – 2024 Capital Budget**

- The five-year capital budget is broken up into Administrative projects, NG9-1-1 projects, and Radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.
- The first item under Administrative projects is IT Upgrades. This is a standing line item as the network requires regular upgrades. In early 2020, the MESB network and computers will be upgraded to Windows 10, which requires some hardware changes which are covered by this line item.
- The AV Equipment line is a place-holder and will only be used if/when necessary. Due to the Windows 10 upgrade, we will need to make substantial changes to the AV equipment in both rooms 205 and 227; support for some equipment will terminate with the Windows change.
- NG9-1-1 includes seven line-items. The timing of each project is an estimate as projects could slip in coordination with the State of Minnesota. The lines are the same as were seen in the 2019 – 2023 capital budget.
- Regarding the GIS-based MSAG transition and maintenance, the MESB proposed a trial project as a use of national 911 grant funds being sought by the State of Minnesota. Due to this, the funding for this line item from the capital budget was largely eliminated. If approved, the grant would begin in late 2019 and last three years.
- The ESInet SD-WAN project was delayed due to the forthcoming State of Minnesota RFP for a portion of the NG9-1-1 network. As such, expenses were shifted by one year.
- The Radio project of cache radio replacement will be completed in 2019 as the last half of the cache radios will be replaced. This line will be added again in the future as the life of a portable radio is 7-10 years.

**Metropolitan Emergency Services Board  
Capital Budget Forecast  
Five Year 2020 - 2024**

Project	Project Rank	Current Year (2019) Budget	2020	2021	2022	2023	2024	Total Est. Cost
<i>Administrative</i>								
IT Upgrades (Network)	1		10,000					10,000
AV Equipment	2		35,000					35,000
Total		0	45,000	0	0	0	0	45,000
<i>NG 9-1-1</i>								
Network Design/Transition Plan	1	40,000	10,000					10,000
Integrated GIS/MSAG Maintenance/Transition*	2	50,000						0
Quality Assurance Tool for 9-1-1 Data***	3			15,000				
ESInet SD-WAN Pilot Project**	4	100,000						
Independent System Integration (SD-WAN)	7	35,000	35,000	35,000	35,000	35,000	35,000	175,000
ESInet WAN Equipment for PSAPs**	5	308,600	308,600	20,000				328,600
Wireless Routing Database	6				25,000	5,000		
Total		533,600	353,600	70,000	60,000	40,000	35,000	558,600
<i>Radio</i>								
Cache Radio Replacement	1	30,000						0
Total		30,000	0	0	0	0	0	0
<b>Total Cost of Capital Projects</b>								
		563,600	398,600	70,000	60,000	40,000	35,000	603,600
Funding Source		Current Year Budget	2019	2020	2021	2022	2023	Total Est. Cost
Hennepin County Investment Fund		563,600	398,600	70,000	60,000	40,000	35,000	603,600

\*This item was included in a State of MN application to the National 9-1-1 office. The grant, if approved, is a three-year grant. The total amount requested is \$150,000.00.

\*\*This item was included in the 2019 budget year, however the expenditure of these funds for this purpose will be delayed a year.

\*\*\*This item likely relates to the MSAG Maintenance project; it may or may not be able to be funded by the 9-1-1 grant.

\$3850 in Network 2018 is for battery backups and firewall replacement (hardware)





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**June 12, 2019**

**Agenda Item:**

**8C. Approval of Appointment to SECB  
Finance Committee**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

The Executive Committee recommends the Board appoint Commissioner George McMahon as the primary representative to the Statewide Emergency Communications Board's Finance Committee for the remainder of 2019.

### **BACKGROUND**

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

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

### **ISSUES & CONCERNS**

Former Ramsey County Commissioner Blake Huffman served as the primary representative to the SECB Finance Committee since 2014 and was re-appointed by the MESB in January 2019. Due to his resignation, the MESB no longer has a primary representative for that committee.

The SECB Finance Committee meets via conference call at 9:00 a.m. on the second Thursday of the month.

The Executive Committee voted to recommend Chisago County Commissioner George McMahon to serve as the MESB's primary representative to the SECB Finance Committee for the remainder of 2019.

Jill Rohret serves as the alternate to the committee.

### **FINANCIAL IMPACT**

None to the MESB.

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

June 18, 2019

The Honorable Governor Tim Walz  
130 State Capitol  
75 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

Dear Governor Walz:

The Metropolitan Emergency Services Board (MESB) is a joint powers board of ten metropolitan counties, including Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne and Washington. The MESB's Emergency Medical Services Technical Operations Committee (EMS TOC), a standing committee of the Board, advises the Board on the oversight of Metro Region EMS, which is one of eight regional EMS systems in the state. The MESB EMS TOC is the only metropolitan organization which represents EMS providers, local governments, public safety communications officials, as well as local medical directors. The EMS TOC made a recommendation to the Board regarding metropolitan representation on the Emergency Medical Services Regulatory Board (EMSRB).

In accordance with Minnesota Statutes, Chapter 144E, Section 01, Subdivision 1(a)(10), the EMSRB must include representation from the metropolitan regional EMS program. As the governing body of that system, the Metropolitan Emergency Services Board respectfully makes the following recommendation:

That Brian Edwards, a long-standing member of the MESB EMS TOC and EMS Chief at Northfield Hospital and Clinics, be appointed as the metropolitan regional EMS program to the EMSRB.

The MESB is confident in the ability of Brian Edwards and believes him to be capable of effectively representing the interests of Metro Region EMS, while maintaining a state-wide view of service delivery.

It is with the utmost conviction that the Metropolitan Emergency Services Board forward the name of Brian Edwards for your appointment. If you have any questions, please contact Jill Rohret, Executive Director, at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Sincerely,

Fran Miron, Chair  
Metropolitan Emergency Services Board