



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 14, 2023, 10:00 a.m.

1. **Call to Order** – 2023 Board Chair, Commissioner Mike Warring
2. **Approval of Agenda** – Commissioner Warring
3. **Approval of April 12, 2023 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator – None
5. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager
 - A. Approval of Amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicator (**page 7**)
6. **EMS Items** – Greg Hayes, EMS Coordinator
 - A. Approval of Funding for MnFire for EMS Provider Mental Health Initiative (**page 15**)
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of MESB 2024 Operational Budget (**page 17**)
 - B. Approval of MESB 2024 – 2028 MESB Capital Budget (**page 27**)
8. **Old Business**
 - A. Update: Approval of MESB Records Retention Schedule by State Records Disposition Panel – Rohret (**page 31**)
9. **New Business**
 - A. Cancellation of August 9, 2023 Executive Committee meeting – Rohret
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 14, 2023, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2022 Treasurer)
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando* (2022 Chair)
Commissioner Chris LaTondresse

Isanti County

Commissioner Greg Anderson* (2022 Vice Chair)

Ramsey County

Commissioner Trista Matascastillo* (2022 Secretary)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Barbara Burandt*

Washington County

Commissioner Stan Karwoski
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

April 12, 2023

Commissioners:

Joe Atkins, Dakota County
Gayle Degler, Carver County
Gregg Felber, Sherburne County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Rick Greene, Chisago County

Andrew Johnson, City of Minneapolis - **absent**
Trista Matascastillo, Ramsey County
Fran Miron, Washington County
Mike Warring, Isanti County
Tom Wolf, Scott County - **absent**

Staff Present: Tracey Fredrick; Jake Jacobson; Jill Rohret; and Martha Ziese.

Guests Present: Brittany McCormick, *Board Counsel*; Margaret Vesel, *Larkin Hoffman*.

1. Call to Order:

The meeting was called to order at 10:00 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the April 12, 2023 Agenda

Motion made by Commissioner Degler, seconded by Commissioner Greene to approve the MESB Executive Committee April 12, 2023 agenda. Motion carried.

3. Approval of the December 14, 2022 Minutes

Motion made by Commissioner Miron, seconded by Commissioner Fernando to approve the MESB Executive Committee December 14, 2022 minutes. Motion carried.

4. Radio Items

A. Approval of City of St. Paul Waiver to SECB Standard LMR-53

Tracey Fredrick said the City of St. Paul requests a waiver to SECB Standard LMR-53 for non-ARMER radio connections. This waiver will connect up to 20 interfaces between city-owned talkgroups and LTE devices via a radio gateway. The request will support all of St. Paul emergency management radios and is similar to a City of Edina waiver which was previously granted.

Motion made by Commissioner Matascastillo, seconded by Commissioner Fernando to approve the City of St. Paul waiver to SECB Standard LMR-53. Motion carried.

B. Approval of Hennepin County Waiver to SECB Standard LMR-53

Fredrick said Hennepin County requests a waiver to SECB Standard LMR -53; the County will use MotoTRBO to connect to the dispatch Cloud-Connected Gateway (CCGW) device. This waiver will allow officers to connect to this service used during Target Field events.

Motion made by Commissioner Matascastillo, seconded by Commissioner Miron to approve the Hennepin County waiver to SECB Standard LMR-53. Motion carried.

C. Discussion: Legislation / County Ordinance re: Bi-Directional Amplifiers

Fredrick said the Radio TOC discussed concerns that system managers are not being made aware of installations of bi-directional amplifiers (BDAs). These installations could, and have, caused interference to the ARMER system. The recent interference in Dakota County created echoing for Dakota, Ramsey and Washington Counties.

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Fredrick said a workgroup from Radio TOC met yesterday to discuss best practices or a standard, and potentially legislation requiring a registry of these systems. The vendors that have been contacted so far have been very accommodating.

Jill Rohret asked members if this was a topic that would best be handled with legislation or perhaps county ordinances.

Commissioner Gamache said if there is a potential to interfere or block radio signals then a state-wide registry would be necessary.

Commissioner Matascastillo if building codes need to be re-written then a county ordinance would not work, a state-wide registry would have to be used.

Fredrick said this is more of an issue in the metro region due to building density. There are two classes of these devices, and currently, only one class is required to register with the FCC; that class is not the version of device most in use in the region. MnDOT is the FCC license holder in the State of Minnesota and agrees to maintain the proposed additional list for now.

Commissioner Matascastillo suggested this topic be brought to the SECB and MnDOT for more discussion. Policies can be added to the SECB but cannot be taken away.

Commissioner Gamache said some of the new green building construction block radio signals.

Commissioner Fernando asked if we are trying to correct the problem or set policy. The planning commissions might be the place to start so no more problems are created. The sweeping registry may not be necessary.

5. 9-1-1 Items – None

Introduction of Jake Jacobson as the new MESB 9-1-1 Manager.

6. EMS Items – None

7. Administrative Items

A. Approval of Regional Needs Document

Rohret said late in 2022 ECN staff worked with the Southwest Region to create an ARMER-focused regional needs document with the idea of sending it to legislators. At the SECB Finance Committee meeting in February 2023, all regions were asked to complete a needs assessment by March 6, 2023. Tracey Fredrick and Rohret worked on the document; staff included 9-1-1 needs in addition to ARMER needs. The document has been reviewed by the 9-1-1 TOC and the Radio TOC in March. She noted that staff heard concerns yesterday that the document may need to be amended at the April Radio TOC meeting. So, the document may be different at the May Board meeting versus what was reviewed today.

Rohret reviewed the items included in the document, noting that the item that may change at the April Radio TOC meeting is the ARMER needs not covered by an SUA.

Commissioner Fernando asked how this effort will affect the re-classification effort. Re-classification should remain an advocacy issue regardless.

Rohret said the re-classification will help with the recruitment and retention and shall be added into the document.

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Motion made by Commissioner Fernando, seconded by Commissioner Matascastillo to approve the Regional Needs Document with adjustments added. Motion carried.

8. Old Business

A. Update on MESB Legislative Efforts

Margaret Vesel said the Health and Human Services bill passed included ongoing EMS funding of \$800,000,00 per year. Vesel said another bright spot was within the Senate judiciary bill. They included over \$9 million for ARMER local improvements; however, neither of which are included in the House or Governor's budget. The third piece of good news was that the 9-1-1 account was not raided. The goal is to have all omnibus bills completed by May 5, 2023.

9. New Business

A. Recognition of Martha Ziese Retirement

10. Adjourn

Motion made by Commissioner Fernando, seconded by Commissioner Atkins to adjourn. Motion carried.

The meeting was adjourned at 10:50 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 14, 2023
Agenda Item: 5A. Approval of Amendments to Metro
9-1-1 Standard 1.11.3 – Minimum Training
Standard, Public Safety Telecommunicators
Presenter: Jacobson

RECOMMENDATION

The 9-1-1 TOC recommends the Executive Committee recommend approval of amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicator.

BACKGROUND

The Metropolitan Emergency Services Board established training requirements for individuals serving as public safety telecommunicators (PSTs) also referred to as telecommunicator, public safety call-taker and/or dispatcher, in the Minnesota Metro Region in Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Emergency Communications Professional in 2016.

ISSUES & CONCERNS

Amendments to Metro 9-1-1 Standard 1.11.3 were made to reflect the need to reflect the changing and complex environment for PSTs. Minimum training requirements and standards ensure the public receives the highest quality of service in their time of need regardless of jurisdictional boundaries.

At its May 2023 meeting, the 9-1-1 TOC reviewed the standard and recommended approval of the amendments. The amendments include updating references from Emergency Communications Professional to Public Safety Telecommunicator, including in the standard's title; updating links and numbers of statewide standards and documents; adding references to additional technologies; and various grammatical changes.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region

9-1-1 Standards, Protocols, Procedures

Section 1 – Metro 1.11.3 – Minimum Training Standard, ~~Emergency Communications Professional~~Public Safety Telecommunicator

Date Established

9-15-16

Date Revised/Reviewed

51-701-2317

1. Purpose or Objective

To provide a minimum training requirement for individuals that will serve as a public safety ~~emergency communications professional~~telecommunicator (PST), also referred to as telecommunicator, public safety call-taker and/or dispatcher, in the Minnesota Metro Region. The training topics here provide the basic foundational knowledge and skills necessary to fulfill the role of an ~~emergency communications professional~~PST.

2. Background

~~Emergency communications professionals~~PSTs make life and death decisions on a daily basis and must be highly trained and skilled professionals due to the consequences of their actions or inactions. The safety of the communities and responders served is dependent on their ability to effectively gather and communicate critical information while maintaining situational awareness of incident response and responders. Minimum training requirements and standards ensure the public receives the highest quality of service in their time of need regardless of jurisdictional boundaries.

3. Operational Context

This standard outlines the minimum basic training requirements only. It is imperative that all ~~emergency communications professionals~~PSTs receive supplemental training that will enable them to process emergency calls that are specific to their agency. It is strongly encouraged that ~~line public safety emergency communications professional~~PSTs be required to demonstrate understanding of the knowledge and concepts included in this standard through practical application as part of an on-the-job training process. The length of time and depth of training with a particular topic must correlate to the needs and services rendered within the agency.

4. Definitions:

~~Emergency communications professional~~Public Safety Telecommunicator (PST) – A person employed by a public safety answering point (PSAP) who – after receiving supplemental training that will enable them to process emergency calls specific to their respective PSAP – is qualified to handle emergency calls and/or provide for the appropriate emergency response in a live environment. Basic training by itself does not qualify one to take calls in a live environment, rather it provides a baseline level of knowledge.

5. Recommended Protocol/Standard Requirements:

Highly recommended for entry level ~~public safety emergency communications professional~~PSTs.

- ☐ Recommended for _____
- ☐ Optional for _____

6. Training Topics

A) Roles and Responsibilities:

~~Public safety emergency communications professionals~~PSTs must understand the roles and responsibilities of their position as it relates to the agency's stakeholders. Stakeholders include the public, response and ancillary agencies, as well as other PSAPs that might be involved in the incident. The level of professionalism exemplified is a direct reflection upon the agency and the public safety industry.

Recommended Training Topics – Roles and Responsibilities

- Introduction to agency mission, vision and terminology
- Duties and responsibilities of the position
- Explanation of the communities and agencies served
- Roles and responsibilities of public safety partners (police, fire, EMS, ~~e~~Emergency ~~M~~anagement, etc.)
- Ethics, professionalism, values, personal conduct, image
- Local, regional, state and industry-wide policies, procedures, rules, regulations and standards
- Role of the ~~emergency communications professional~~PST as it relates to responder safety
- Structure of local governance

B) Legal Concepts:

The ~~emergency communications professional~~PST must be aware that every action taken could be scrutinized within a court of law, as well as by the community served. Preparation for the role of ~~emergency communications professional~~PST should cover the rules and regulations that govern the emergency communications profession at both the local and federal level.

Recommended Training Topics – Legal Concepts

- Liability, confidentiality, negligence, duty
- Overview of criminal and civil law as it pertains to agency response
- Documentation, MN Data Practices Act, recording, and records retention
- Media/information dissemination
- Health Insurance Portability Accountability Act (HIPPA)

C) Interpersonal Communications:

The techniques used by the ~~emergency communication professional~~PST could have a drastic impact on the outcome of the incident. This section focuses on the knowledge, skill, and abilities that every ~~emergency communication professional~~PST should have to perform effectively in their role.

Recommended Training Topics – Interpersonal Communications

- Communication and de-escalation techniques
- Active listening techniques
- Information processing, communications cycle
- Internal and external customer service and interactions with others
- Diversity/demographics
- Non-~~n~~Native-~~L~~anguage ~~c~~Gallars

D) Radio Communications:

With the majority of emergency calls coming from mobile devices, it is important to understand radio systems play a lead role in both call delivery and dispatch functions. The ~~emergency communications professional~~PST should possess an understanding of the rules, regulations, abilities, and limitations of the local radio system and how this can affect the response.

Recommended Training Topics – Radio Communications

- ARMER system and state standards; at a minimum [State Standard 4.11.3 LMR 30 - Training Radio Telecommunicators](#);
- and [State Standard 4.11.4 LMR 31 - Training ARMER End Users](#)
- ~~Minnesota Dispatchers Communications Best Practice Guide~~ [Minnesota Public Safety Telecommunicator Communications Best Practices Guide](#)
- Radio communication techniques (rate of speech, terminology, formulating communication)
- Radio technology and equipment (system information and coverage, malfunction and failure procedure)
- Rationale for radio procedures and protocols
- Radio discipline (professionalism, controlled communication, etc.)
- Interoperability and role of ~~emergency communications professional~~PST in coordinating multi-agency communications (COML, COMT, etc.)
- Federal Communications Commission (FCC) [Rules](#)

E) Emergency Communications Technology & Information Systems:

Each PSAP within the U.S. faces a constantly changing landscape of communications technologies and advancements. It is important that ~~emergency communication professionals~~PSTs understand the terminology associated with call delivery, call processing, and dispatch infrastructure. Each subtopic is intended to be customized to meet the instructing agency's needs, with the understanding that the technology component serves as a building block for future learning environments.

Emergency Communications Technology & Information Systems:

- Telephone technologies (selective routing, wireline, wireless, multi-line telephone systems, private branch exchange, voice over internet protocol, class of service, etc.)
- Basic and enhanced 9-1-1, NG9-1-1
- Automatic Number Identification (ANI)/Automatic Location Identification (ALI)
- Wireless Phase I, ~~and~~ Phase II, [WCVI](#), [WDL1](#) and [WDL2](#)
- Telecommunications Device for the Deaf (YDD)/Teletypewriter (TTY)/Telephone Relay Service (TRS)
- Text to 9-1-1 capabilities
- Telematics and enhanced third party call delivery capabilities [\(e.g. Rapid SOS, ASAP to PSAP, etc.\)](#)
- Computerized mapping/geographic information system (GIS)
- Logging recorders
- Computer-aided dispatch (CAD) Systems
- Mobile data systems (NDS), automatic vehicle location (AVL), paging, alarms, etc.
- Call transfers, alternate and default routing, etc.
- Mass notification systems and procedures
- Criminal justice information systems (CJIS), National Law Enforcement Telecommunications system (NLETS)

- Agency department information technology operations
- ~~Interagency networks and databases~~
- ~~Classes of Service~~
- ~~Rapid SOS~~
- ~~ASAP to PSAP~~

F) Emergency Management:

The ~~emergency communications professional~~PST plays a pivotal role in the management of emergency incidents, especially as the scope of an incident grows in complexity. Having a minimum-level understanding of Incident Management and Incident Command Systems is necessary to ensure they can effectively serve small incident response to disaster-level events.

Recommended Training Topics – Emergency Management

- [Introduction to Incident Command System \(ICS\) – IS 100](#)
- [Mutual-aid/Telecommunicator Emergency Response \(TERT\) – IS 144](#)
- [ICS for Single Resources and Initial Action Incidents – IS 200](#)
- [National Incident Management System \(NIMS\) - IS 700](#)
- [National Response Framework an Introduction - IS 800](#)
- ~~• [National Incident Management System \(NIMS\) – IS 700](#)~~
- Emergency management roles and responsibilities
- Disaster preparedness
- ~~• [Mutual-aid/Telecommunicator Emergency Response \(TERT\) – IS 144](#)~~
- Governmental and private resources
- Local emergency operation plans

G) Call Processing:

This section covers many of the most essential skills that an ~~emergency communication professional~~PST needs to possess. ~~They PSTs~~ must be able to process a variety of incident types and sizes. The management of the call from delivery through categorization, prioritization, pre-arrival instructions, and dispatch of appropriate resources is the core of the ~~emergency communication professional's~~ PST's position. Even when PSAPs are discipline-specific (~~i.e.e.g.~~, law enforcement only), the reality of multidiscipline incidents is evidence that working knowledge of other disciplines is necessary. The development of a local curriculum that includes all response disciplines is in the best interest of the responder and the public.

Recommended Training Topics – Call Processing

- Call receiving (hang-up, abandoned, open line, call tracing and records retrieval procedures)
- Interviewing/interrogation techniques
- Structured call-taking protocols and standards overview
- Maintaining control of the call
- Escalated incidents and managing high-risk calls (domestic assault, active shooter/hostile events, suicidal, mass casualty incident, etc.)
- Managing specialty calls (children, elderly, mentally or emotionally challenged, communications impaired)
- Call categorization/prioritization
- Homeland security/terrorism/weapons of mass destruction (WMD)
- Aircraft/rail incidents/marine
- Hazardous materials incidents

- Missing/exploited/trafficked ~~Persons~~persons
- Discipline-specific call processing and dispatching (law, fire, EMS)
- Amber Alerts

H) Stress Management

All members of the public safety family experience intense levels of stress. It is important for an ~~emergency communications professional~~PST to understand the effects of stress on their job performance and life outside of work. A well-designed stress-management program, accounting for both personal and organizational needs, results in a better quality of life for the ~~emergency communications professional~~PST and a higher level of service for the ~~field~~-responder and ~~citizen~~community.

Recommended Training Topics – Stress Management

- Definition, ~~c~~Causation, ~~i~~Identification
- Strategies for dealing with stress/accumulative stress and burnout (peer support, lifestyle changes)
- Critical Incident Stress Management (CISM)
- Post-Traumatic ~~s~~Stress ~~D~~Disorder (PTSD), Secondary Traumatic Stress Disorder (STSD) and Vicarious Stress Disorder (VSD)
- Employee ~~A~~Assistance ~~P~~Program (EAP)

I) Quality /Performance Standards Management:

To ensure a training program is effectively meeting the needs of the ~~emergency communications professional~~PST and the organization, metrics should be put in place to measure the success of the program. Items such as daily observation reports (DOR) and skills performance testing are recommended to track progress and identify areas of performance needing improvement. The same process should be applied to all ~~emergency communications professionals~~PSTs to ensure that the organization is providing a uniformly high level of service to its customers.

Recommended Training Topics – Quality Management

- DOR/~~S~~Skills ~~P~~Performance ~~T~~Testing/~~p~~Performance ~~s~~Standards
- Acceptance of feedback
- Attendance
- Quality Assurance (QA)/Quality Control (QC)/Quality Improvement (QI)

7. Recommended Procedure:

It is highly recommended that ~~Public Safety Answering Point~~PSAPs ~~managers~~ ensure that their training programs meet or exceed this standard as the minimum competency-based training for entry level ~~emergency communications professionals~~PSTs.

8. Management

~~PSAPs~~ Management will ensure that ~~emergency communications professionals~~PSTs demonstrate minimum competencies in accordance with this standard and that all training is conducted by qualified personnel.

9. References¹:

“Model Statute for the Regulation of Minimum Training Guidelines for Telecommunicators”, NENA International, Alexandria, VA, 2016
Retrieved from <https://www.nena.org/page/trainingguidelines>

“Recommended Minimum Training Guidelines for the Telecommunicators”, NENA Metro 1.11.3 Minimum Training Standard, ~~Emergency Communications~~

International, Alexandria, VA 2016

Retrieved from <https://www.nena.org/page/trainingguidelines>

“2015 Report Professional Communications Human Resource Committee ProCHRT”, APCO International, Daytona Beach, Florida, 2015

Retrieved from <https://www.apcointl.org/doc/conference-documents/resources/619-2015-prochrt-report/file.html>

APCO ANS 3.103.2.2015. Minimum Training Standards for Public Safety Telecommunicators, APCO International, Daytona Beach, FL, 2015

Retrieved from <https://www.apcointl.org/training-and-certification/training-standards-guidelines/recommended-minimum-training-guidelines.html>

10. Standards Maintenance:

This standard will be reviewed by the Metro PSAP Operations Roundtable on an annual basis to ensure that it is aligned with current governance, operational, and technical practices.

1 Disclaimer: Portions of this document contain text taken verbatim from the references listed.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 14, 2023
Agenda Item: 6A. Approval of Funding for MnFire for
EMS Provider Mental Health Initiative
Presenter: Hayes

RECOMMENDATION

MESB staff recommend the Executive Committee approve providing \$10,200.00 to MnFire for an initiative to provide mental health services to EMS providers, both fire-based and non-fire-based services.

BACKGROUND

The Emergency Services Regulatory Board (ESMRB) created an EMS Sustainability Grant in 2022 as a pilot grant for initiatives to focus on recruitment and retention of EMS personnel.

In 2021 and 2022, the EMSRB was subject to an Office of Legislative Auditor (OLA) audit. One of the OLA findings was that the EMSRB needed to do more to sustain EMS operations, including recruitment and retention of Paramedics and emergency medical technicians (EMTs).

The MESB accepted this grant at its January 11, 2023 meeting. All funding for this grant must be encumbered or expended by June 30, 2023.

ISSUES & CONCERNS

MESB staff developed several options for use of this grant, however due to time constraints, this became the primary option for use of these grant funds.

Founded in 2016, the Minnesota Firefighter Initiative (MnFIRE) supports firefighters by providing resources to prioritize and protect their health. MnFIRE's focus areas are: cardiovascular disease; cancer; and emotional trauma. Many requests for MnFIRE's services are for emotional trauma resulting from incidents being emergency medical service related.

EMS personnel in Minnesota do not have a resource such as MnFIRE. By providing funding to MnFIRE via this grant, MnFIRE will build services specifically to support EMS personnel throughout the metro region. MnFIRE will provide metro EMS personnel with 24x7 access to emotional care services outside of their employer.

Due to the short timeline related to this grant, staff recommend the Executive Committee to invoke Article III, Section 1 of the MESB Bylaws which allows the Executive Committee to grant authority to the Chair to sign contracts and requires the Board to ratify this action at its next meeting.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 14, 2023
Agenda Item: 6A. Approval of Funding for MnFire for
EMS Provider Mental Health Initiative
Presenter: Hayes

FINANCIAL IMPACT

The available funds from the EMSRB Sustainability Grant are \$12,000.00. Of that amount, \$10,200.00 will be allocated to MnFire and \$1,200.00 retained by the MESB for administrative expenses related to the grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 14, 2023
Agenda Item: 7A. Approval of the 2024 Operational Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the 2024 MESB Operational Budget.

BACKGROUND

Per the MESB Joint Powers Agreement, the Board must annually approve a budget and maximum assessments by August 1 of each year. 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.

The 2024 operational budget contains increases due to changing resource needs, primarily related to 9-1-1, and general cost increases which are occurring in the economy today.

FINANCIAL IMPACT

See Issues and Concerns and attached 2024 Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2024 Operational Budget Considerations

Budget

- 2024 budget reflects a 9.9% increase (\$206,432.00) in the operational budget (not including pass-through radio system expenses) from 2023.
- Staff have also worked to minimize any increases in assessments to member counties since 2016; MESB needs related to NG9-1-1 transition, particularly GIS data, are increasing.
- A 6.5% merit increase (\$63,141.00) for staff is included in the 2024 budget. Note: the 2023 Dakota County Merit Compensation Plan includes a 5.5% base increase for Meets Standards; 6.5% increase for Exceeds Standards; and a 7.5% increase for Greatly Exceeds Standards and Exceptional ratings. The 2023 Social Security Cost of Living Adjustment was 8.7%.
- In addition to the merit increase, the MESB hired a new staff member in 2023 at a rate higher than budgeted in 2023, due to the experience of the candidate. Overall, the salaries line increases by 11.20% (\$92,676.00).
- The benefits line reflects an 8.21% (\$24,272.00) increase; Dakota County recommends a 10% increase in health insurance benefits for 2024 budget purposes. Additionally, the expenses for other benefits, such as PERA, increase as staff members' salaries increase.
- Training/Professional Development/Tech Seminars line is a 9% increase from 2023 (\$800.00). This is related to Emergency Number Professional Certification for two 9-1-1 staff members.
- Local Travel line includes a 30% increase (\$1,100.00) due to both a resumption of in-person meetings and a projected increase of meetings at PSAPs related to the NG9-1-1 transition.
- Travel for Conferences includes an 11% increase (\$2,900.00) to reflect an increase in flight costs.

- Dues and Subscriptions shows a 24% (\$600.00) increase, primarily due to the inclusion of dues for the EMS Coordinator.
- Professional/Contract Services line is a 13% increase from 2023 (\$25,000.00). This amount includes a \$10,000.00 increase for radio technical training. In 2023 staff included funds for radio technical training for the first time; 2024 includes an additional \$10,000.00 to reflect an increase in training costs. Additionally, an additional \$15,000.00 was added related to GIS data support services to gradually add the full contract amount into the operational budget over the course of the contract.
- Communications line increased 21% (\$3,700.00), which includes the cost of the MESB's WebEx subscription and internet connection services.
- Equipment decreased 31% (\$5,200.00) which relates to fewer replacements of staff computers.
- Insurance increases 11% (6,5.00) to reflect increases in the technology errors and omissions policy for the metro portion of the ARMER system and an increase to workers' compensation insurance coverage.

Assessments

- As seen in the following materials, the budget increase creates a 5.25% (\$87,005.00) increase in assessments.
- For the 9-1-1 and Administrative areas, the anticipated MCIT insurance dividend was included to offset assessments. No funds were included to offset the GIS Specialist's salary as that salary is fully incorporated into the 2024 operational budget. The amount of EMS reimbursement to the Board for overhead expenses was increased by \$15,000.00; the amount of interest applied to assessments was lowered by \$5,000.00; and staff incorporated a total of \$80,000.00 of retained earnings to offset expenses.
- The effect on the member entities of the increase in assessments ranges from a reduction of \$861.00 (related to radio-only expenses) for one member, to an increase of \$1,391.00 - \$30,119.00.

**Metropolitan Emergency Services Board
2024 DRAFT Budget Summary
(Excludes Radio System Expenses)**

2024 BUDGET SUMMARY - DRAFT					
ACCOUNT	2023 Budget	2024 Administration	2024 Radio Administration	2024 Dollar/Percentage Change	
SALARIES					
<i>Proposed merit increase</i>	38,683	63,141	6,106	24,458	63.2%
Executive Director	134,846	144,959		10,113	7.5%
Regional Radio Services Coordinator	75,470	81,409	81,409	5,939	7.9%
911 Data Coordinator	90,730	97,581		6,851	7.6%
GIS Specialist	60,809	60,809		-	0.0%
GIS Specialist	59,610	64,487		4,877	7.6%
911 Manager	97,874	122,475		24,601	20.1%
Senior Administrative Assistant	65,692	69,572		3,880	5.9%
MESB Financial Services Specialist	93,628	101,037		7,409	7.9%
EMS Coordinator	95,000	99,548		4,548	4.8%
Additional Staff Salaries, Merit, OPEB, FTO, PCA	15,000	15,000	2,000	-	0.0%
MESB STAFF SALARIES	788,659	856,877	89,515	68,218	8.6%
MESB STAFF BENEFITS	295,671	319,943	24,663	24,272	8.2%
***** TOTAL SALARIES, BENEFITS	1,123,013	1,239,961	114,178	116,948	10.4%
TRNG/PROF'L DEVEL/TECH SEMINARS	9,225	10,025	1,375	800	8.7%
LOCAL TRAVEL	3,700	4,800	1,200	1,100	29.7%
***** TOTAL PERSONNEL COSTS	1,135,938	1,254,786	116,753	118,848	10.5%
Travel for Conferences	25,600	28,500	4,200	2,900	11.3%
Dues & Subscriptions	2,550	3,150	400	600	23.5%
Professional & Contractual Services	186,250	211,250	71,550	25,000	13.4%
Rent	23,124	23,124	4,081	-	0.0%
Communications	17,500	21,200	3,025	3,700	21.1%
Office Supplies	9,700	9,500	550	(200)	-2.1%
Printing & copying	1,500	1,500	250	-	0.0%
Postage	500	500	100	-	0.0%
Equipment	16,650	11,450	2,450	(5,200)	-31.2%
Equipment Maintenance	14,000	14,100	0	100	0.7%
Advertising and public information	1,650	1,650	250	-	0.0%
Insurance	60,000	66,500	55,000	6,500	10.8%
Other Operating Costs	3,000	3,000	1,000	-	0.0%
***** TOTAL OPERATING COSTS	362,024	395,424	142,856	33,400	9.2%
Audit	22,000	22,000	10,000	-	0.0%
Meeting Expenses	7,250	7,250	2,000	-	0.0%
Contingency	12,000	12,000	10,000	-	0.0%
***** TOTAL OTHER EXPENSES	41,250	41,250	22,000	-	0.0%
***** BUDGET (excluding Radio System Expenses)	1,539,212	1,691,460	281,609	152,248	9.9%
2024 Oper. Admin. Total	1,409,852				
2024 Radio Admin. Total		281,608			

Source of Funds	2024	2023
Interest revenue	15,000	20,000
Unspent previous year's earnings	80,000	0
Insurance Dividend	3,000	3,000
EMS rent, admin, office supplies, etc.	30,000	15,000
MMCD Shared	2,000	3,000
GIS Position funding from Investment Acct	0	18,757
Total from other sources	130,000	59,757
Funded from Assessments	1,561,460	1,479,455
Total all sources	1,691,460	1,539,212

ASSESSMENT SCHEDULE			Percentage Change Between 2023/2024
	DRAFT		
	2024 Assessment	2023 Assessment	
MEMBERS			
ANOKA	169,269	160,303	5.3%
CARVER	50,238	47,413	5.6%
CHISAGO	26,432	25,026	5.3%
DAKOTA	204,704	191,951	6.2%
HENNEPIN	561,422	531,446	5.3%
ISANTI	19,321	17,997	6.9%
RAMSEY	255,240	245,863	3.7%
SCOTT	70,681	65,858	6.8%
SHERBURNE	45,640	43,128	5.5%
WASHINGTON	124,940	116,533	6.7%
CITY OF MINNEAPOLIS	33,574	33,936	-1.1%
TOTALS:	1,561,460	1,479,454	5.25%

2024 Budget Detail - DRAFT

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	\$ Change
Salaries									
2024 Proposed MESB merit increases	31,134	25,901	6,106	63,141	63,141	38,683	827,342		
Executive Director	144,959			144,959		134,846			
Regional Radio Communications Coordinator			81,409	81,409		75,470			
911 Data Coordinator		97,581		97,581		90,730			
911 Manager		122,475		122,475		97,874			
Senior Administrative Assistant	69,572			69,572		65,692			
Financial Services Specialist	101,037			101,037		93,628			
GIS Specialist		64,487		64,487		60,809			
GIS Specialist		60,809		60,809		59,610			
EMS Coordinator	99,548			99,548		95,000			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	856,877	15,000			
TOTAL SALARIES	454,250	376,253	89,515		920,018			11.20%	92,676
Benefits									
Executive Director	34,513			34,513		32,355	295,671		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			24,163	24,163		22,910			
911 Data Coordinator		37,203		37,203		35,743			
Eggimann Benefits (OPEB sgl coverage)		4,000		4,000		4,000			
911 Manager		41,082		41,082		26,474			
Senior Administrative Assistant	22,235			22,235		21,354			
MESB Financial Services Specialist	43,531			43,531		41,970			
GIS Specialist		32,213		32,213		30,984			
GIS Specialist		31,214		31,214		31,193			
EMS Coordinator	43,289			43,289		42,188			
Contingency eg. (HR administrative fees)	1,000	1,000	500	2,500		2,500			
TOTAL BENEFITS	148,568	146,712	24,663		319,943			8.21%	24,272
Training/Professional Development/Tech Seminars									
Executive Director	1,100			1,100		1,100	9,225		
Regional Radio Communications Coordinator			1,375	1,375		1,375			
GIS Specialist		1,000		1,000		1,000			
GIS Specialist		1,400		1,400		1,000			
911 Data Coordinator		1,650		1,650		1,250			
911 Manager		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			
Total Training/Professional Development/Tech Seminars	3,100	5,550	1,375		10,025			9%	800

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	\$ Change
Local Travel							3,700		
Exec Director	750			750		450			
911 Manager		1,500		1,500		800			
Regional Radio Communications Coordinator			1,200	1,200		1,200			
GIS Specialist		200		200		200			
GIS Specialist		400		400		200			
911 Data Coordinator		600		600		700			
Senior Administrative Assistant local travel & expenses	100			100		100			
MESB Financial Services Specialist	50			50		50			
TOTAL	900	2,700	1,200		4,800			30%	1,100
Travel for Conferences							25,600		
MN MSA/NENA/APCO 911 Conf - 911 Manager		400		400		400			
Conference, Republic, Exec Dir	1,400			1,400		1,200			
Conference, NENA Best Practices, Exec Dir	1,400			1,400		1,200			
Conference, NENA Best Practices, 911 Manager		1,400		1,400		1,200			
Conference, NENA Best Practices, 911 Data Coordinator		1,400		1,400		1,200			
Conference, APCO, Exec Dir	2,100			2,100		1,900			
Conference, APCO, Regional Radio Coord.			2,100	2,100		1,900			
Conference, APCO, 911 Manager		1,500		1,500		1,500			
Conference, NENA, Natl, Exec Dir	1,700			1,700		1,500			
Conference, NENA, Natl, 911 Manager		1,700		1,700		1,500			
Conference, NENA, Natl, 911 Data Coordinator		1,700		1,700		1,500			
Conference, NENA, Natl, GIS Specialist		1,700		1,700		1,500			
Conference, NENA, Joint Comm, 911 Manager		1,300		1,300		1,100			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,300		1,300		1,100			
Conference, IWCE, Regional Radio Coord.			1,850	1,850		1,650			
Conference, GFOA, Annual Conf - Finance	1,600			1,600		1,500			
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		800			
Conference, ESRI GIS Specialist		1,300		1,300		1,100			
TOTAL	8,200	16,100	4,200		28,500			11%	2,900

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	\$ Change
Dues & Subscriptions							2,550		
Executive Director	700			700		700			
911 Manager		450		450		300			
Regional Radio Communications Coordinator			400	400		400			
GIS Specialist		300		300		300			
GIS Specialist		300		300		300			
911 Data Coordinator		300		300		300			
EMS Coordinator	450			450		0			
MESB Financial Services Specialist	250			250		250			
TOTAL	1,400	1,350	400		3,150			24%	600
Professional/Contract Services							186,250		
Computer/Technical Support and Consulting Services	12,100	12,100	6,050	30,250		30,250			
Legal Services/Advocacy/Regulatory Affairs		16,500	16,500	33,000		33,000			
Web Site Maintenance/Other	7,750	7,750	4,000	19,500		19,500			
Accounting Services	6,000			6,000		6,000			
Dakota County Payroll/HR Services	2,500			2,500		2,500			
Radio Training			40,000	40,000		30,000			
MESB Project Support(NG 911 Network, System Design, Radio & GIS)		75,000	5,000	80,000		65,000			
TOTAL	28,350	111,350	71,550		211,250			13%	25,000
Rent							23,124		
Metro Counties Government Center	10,882	8,162	4,081	23,124		23,124			
TOTAL	10,882	8,162	4,081		23,124			0%	0
Communications							17,500		
Office communication service (phones, fax)	2,500	2,500	1,000	6,000		6,000			
Cellular service	500	1,200	500	2,200		2,200			
Outlook/Office365/Drop Box/Adobe	3,625	2,100	1,025	6,750		6,750			
Misc communications fees (Conference Bridge Svc, Broadcast fax, Comcast, w	5,000	750	500	6,250		2,550			
TOTAL	11,625	6,550	3,025		21,200			21%	3,700
Office Supplies							9,700		
Cellular & Telephone Supplies	-			-		200			
Copy Paper	1,200	-	-	1,200		1,200			
Printer Paper	500	500	300	1,300		1,300			
Software(Anti-Malware,Network scanning)	1,500	-	-	1,500		1,500			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	2,250	500	250	3,000		3,000			
Plotter supplies	500			500		500			
TOTAL	7,950	1,000	550		9,500			-2%	-200

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	\$ Change
Printing & copying					1,500		1,500		
TOTAL	750	500	250	1,500		1,500		0%	0
Postage					500		500		
TOTAL	300	100	100	500		500		0%	0
Equipment							16,650		
Misc Small Office Equipment	2,500	1,000	500	4,000		4,000			
Computer Upgrades	2,500	1,000	1,700	5,200		10,400			
Printers, Scanners, PDA	1,000	-	-	1,000		1,000			
Contingency	500	500	250	1,250		1,250			
TOTAL	6,500	2,500	2,450		11,450			-31%	-5,200
Equipment Maintenance							14,000		
Copier maintenance/lease	4,000			4,000		4,000			
Postage Meter Lease/Maintenance	1,100			1,100		1,000			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		8,000		8,000		8,000			
TOTAL	6,100	8,000	-		14,100			1%	100
Advertising & Public Information							1,650		
Advertising for meetings	250			250		250			
ARMER System			250	250		250			
Public Information--Emerging Issues	250	500		750		750			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
TOTAL	500	900	250		1,650			0%	0
Insurance							60,000		
General Property & Liability	10,000			10,000		10,000			
Workers Compensation Insurance	1,500			1,500		2,000			
Radio GL & TE - O			55,000	55,000		48,000			
TOTAL	11,500	-	55,000		66,500			11%	6,500
Radio Site Expenses							1,773,906		
Rent			366,435	366,435		362,670			
Utilities			299,655	299,655		296,816			
Insurance			42,000	42,000		25,421			
Motorola Maintenance			1,120,000	1,120,000		1,089,000			
TOTAL			1,828,090		1,828,090			8%	54,184

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	\$ Change
Other Operating Costs					3,000		3,000		
TOTAL Miscellaneous unbudgeted expenses	1,000	1,000	1,000	3,000		3,000		0%	0
Audit					22,000		22,000		
TOTAL	6,000	6,000	10,000	22,000		22,000		0%	0
Board Meeting Expenses							7,250		
Board Mileage & Per Diem	1,700	1,000	1,000	3,700		3,700			
Executive Committee Meeting Mileage & Per Diem	1,200	600	600	2,400		2,400			
Committee Meetings		250	200	450		450			
Miscellaneous Meeting Expense	200	300	200	700		700			
TOTAL	3,100	2,150	2,000		7,250			0%	0
Contingency	1,000	1,000	10,000		12,000		12,000		
TOTAL	1,000	1,000	10,000	12,000		12,000		0%	0
Totals	711,975	697,877	2,109,698		3,519,550		3,313,118	6%	206,432

MESB BOARD ASSESSMENT SCHEDULE 2024 BUDGET - DRAFT

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2021	% of 2021	DRAFT 2024 DUES	2021	% of 2021	DRAFT 2024 DUES	DRAFT		Difference from 2023 assessment
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2024 ASSESSMENT TOTAL	2023 ASSESSMENT TOTAL	
Anoka	366,888	10.84%	\$28,359	366,888	10.84%	\$140,910	\$169,269	\$160,287	\$8,982
Carver	108,891	3.22%	\$8,417	108,891	3.22%	\$41,821	\$50,238	\$47,372	\$2,866
Chisago	57,291	1.69%	\$4,428	57,291	1.69%	\$22,004	\$26,432	\$25,022	\$1,410
Dakota	443,692	13.11%	\$34,296	443,692	13.11%	\$170,407	\$204,704	\$191,515	\$13,189
Hennepin	855,299	25.27%	\$66,112	1,289,645	38.11%	\$495,310	\$561,422	\$531,303	\$30,119
Isanti	41,878	1.24%	\$3,237	41,878	1.24%	\$16,084	\$19,321	\$17,930	\$1,391
Ramsey	553,229	16.35%	\$42,763	553,229	16.35%	\$212,477	\$255,240	\$246,740	\$8,500
Scott	153,199	4.53%	\$11,842	153,199	4.53%	\$58,839	\$70,681	\$65,617	\$5,064
Sherburne	98,924	2.92%	\$7,647	98,924	2.92%	\$37,993	\$45,640	\$43,103	\$2,537
Washington	270,805	8.00%	\$20,932	270,805	8.00%	\$104,007	\$124,940	\$116,132	\$8,808
Minneapolis	434,346	12.83%	\$33,574	-	0.00%	\$0	\$33,574	\$34,435	(\$861)
TOTAL	3,384,442	100.00%	\$261,608	3,384,442	100.00%	\$1,299,852	\$1,561,460	\$1,479,455	

\$82,005

increase/decrease in assessments from 2023

5.25%

ttl radio admin \$281,608.00
interest revenue -\$5,000.00
State rebate \$0.00
Retained Earning: -\$30,000.00
Radio allocation \$15,000.00
\$261,608.00

ttl admin&911 \$1,409,852.00
ems reimb -\$30,000.00
MMCD shared -\$2,000.00
interest revenue -\$10,000.00
MCIT dividend -\$3,000.00
GIS position \$0.00
Retained Earning: -\$50,000.00 previous year's unspent revenue
Radio portion -\$15,000.00
\$1,299,852.00



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 14, 2023

Agenda Item:

7B. Approval of the 2024-2028

Capital Budget

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of 2024 – 2028 MESB 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

For a number of years, the MESB did not have a capital budget. Starting in 2016, a capital budget was reintroduced into the budgeting process. The capital budget does not affect assessment levels, as capital projects are funded from the Hennepin County Investment Fund.

FINANCIAL IMPACT

See Issues & Concerns and attached 2024 Capital Budget Notes.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2024 - 2028 Capital Budget Considerations

- For 2024 Administrative Needs, a regional cost study to review how much is spent by the metro region on emergency communications as a whole, across 9-1-1, ARMER, IPAWS, etc. The study could highlight areas where cooperation could benefit entities. It could also help in legislative efforts as the region would have a good basis to say exactly how much it spends on emergency communications.
- In the 9-1-1 area, one item was amended and another added.
- First, the Integrated GIS/MSAG Maintenance/Transition line was amended to include funds amend the current agreement to add GIS Data Hub services which will allow MESB to receive data output in a format required by ECN and its 9-1-1 data quality control vendor, 1Spatial. The cost for 2024 is \$8,554.00, with a 5% escalator for subsequent years.
- The added item is County-Level Reporting for PSAPs (data review), which will provide efficiency in providing metro county GIS data producers feedback on the validity of their GIS data used for NG9-1-1. The estimated cost for 2024 is \$17,000.00, with a 5% escalator for subsequent years.
- The cloud-based mapping services was included in the 2023-2027 capital budget, but funding was never requested/implemented as the state's RFP for Next Generation Core Services is not yet awarded. At this time, it is unknown what, if any, sort of these services may be included by the selected NG9-1-1 Core Services vendor. It is possible this will not need to be an MESB purchase/expense.
- This 2024 – 2028 capital budget plans to use less funds from the Hennepin County Investment fund than previous years. As always, staff works to minimize the amount of funds transferred from the investment fund each year.

**Metropolitan Emergency Services Board
Capital Budget Forecast
Five Year 2024 - 2028**

Project	Project Rank	Current Year (2023) Budget*	2024	2025	2026	2027	2028	Total Est. Cost
<i>Administrative</i>								
IT Upgrades (Network)		0	0					0
AV Equipment		0	0					0
Regional Cost Study - Emergency Communication Costs			150,000					
Total		0	150,000	0	0	0	0	150,000
<i>NG 9-1-1</i>								
Network Transition Plan Management*	funded	143,720	120,000	50,000	0	0	0	170,000
Integrated GIS/MSAG Maintenance/Transition**	funded (1)	33,000	30,554	20,982	11,431	9,902	0	72,869
Cloud-based Mapping App./ESRI Features/Services***	2	33,000	33,000	33,000	33,000	33,000	33,000	165,000
County-Level Reporting for PSAPs (data review)	1	0	17,000	17,850	18,743	19,680	20,664	93,937
Total		209,720	200,554	121,832	63,173	62,582	53,664	501,805
<i>Radio</i>								
Cache Radio Replacement	funded	52,500	0	0	0	0	0	0
Total		52,500	0	0	0	0	0	0
Total Cost of Capital Projects								
		262,220	350,554	121,832	63,173	62,582	53,664	651,805

Funding Source		Current Year Budget	2023	2024	2025	2026	2027	Total Est. Cost
Hennepin County Investment Fund		209,720	350,554	121,832	63,173	62,582	53,664	651,805

*One time contract to get the metro PSAPs through NG9-1-1 transition.

**This could an expense for a couple of years or longer; it will depend on what services the NG9-1-1

core services vendor will provide.

(1) MESB is in year 1 of a possible 5 year contract for this. This capital budget adds an additional service to allow for additional data output in the format required by ECN for its GIS data application, which starts at \$8,554 in 2024, and adds 5% annually thereafter.

***Uncertain if this will be needed as part of ECN's RapidDeploy Mapping project or the metro PSAPs' CAD-to-CAD interoperability project; MESB may not be the agency to pay for this?



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 14, 2023

Agenda Item:

**8A. Update on Approval of MESB
Records Retention Schedule**

Presenter:

Rohret

RECOMMENDATION

None – this item is informational only.

BACKGROUND

At the May 13, 1998 Board meeting, the Board approved Policy 012 – Meeting Record and Retention, which adopted the General Records Retention Schedule for Counties, specifically the Administration and Records Common to All Departments sections.

Policy 012 was largely silent on records related to the specific disciplines in which MESB staff work.

ISSUES & CONCERNS

At the November 9, 2022 meeting, the Board approved amendments to MESB Policy 012 – Records Retention.

The amended policy was transmitted to the State Records Disposition Panel for approval on November 30, 2022. On May 19, 2023, notice was received that the records retention schedule was approved by the State Records Disposition Panel.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

1. Schedule Number D23-D28		Date 11/30/22		2. New X Revision of X Revises what was previously included and adds new sections to the Records Retention Schedule	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency Metropolitan Emergency Services Board (fka Metropolitan 9-1-1 Telephone Board)		4. Division/Section NA		6. Page 1 of 12		
5. Address 2099 University Avenue West, St. Paul, MN 55104				See attached page(s) for records description		
7. For Use By Records Panel Only						
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.				Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature) Jill Rohret		Date November 30, 2022		11. Minnesota Historical Society, Director Charles Rogers		Date 19 Dec 2022
9. Type Name / Phone Jill Rohret (651) 643-8394				12. Legislative or State Auditor David Koenig		Date 3/7/2023
10. Agency Head or Designee (signature) Jill Rohret		Date November 30, 2022		13. Attorney General [Signature]		Date 12/29/22

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

Metropolitan Emergency Services Board

Subject: Records Retention Schedule

Number: 012

Effective Date: 05-13-1998

Revision Date: 11-09-2022

The MESB adopted the General Records Retention Schedule for Counties, Administration and Records Common to All Departments sections, with some exceptions as seen in the following pages.

Additionally, the MESB created and approved the following pages as a records retention schedule for its individual discipline areas.

This MESB Records Retention Schedule was sent to the Minnesota Records Disposition Panel (MRDP) for review and approval on November 9, 2022; MRDP approval was received on [insert day, month, year].

Administration

County General Records Retention Schedule

Records Series Description	Enabling Authority	Data Class	Citation for Classification	Pre Post Current	Purpose and Use for Collection	Authorized Recipients	Retention/Statute	Archive
1 Agenda Packet Complete record of information to County Commissioner meetings		Public	MS 13.03				Retain permaently or transfer to the State Archives	Y
2 Agendas		Public	MS 13.03				1 yr.	N
3 Annual Reports		Public	MS 13.03				7 yrs., then tranfer to the State Archives.	Y
4 Attorney's Opinions Correspondence relating to attorneys, legal opinions, and related records		Public Private	MS 13.03				Retain permaently or transfer to the State Archives for selection and disposition.	Y
5 Authority to Dispose of Records PR-1 form		Public	MS 13.03				Permanent Retain permanently or transfer to the State Archives.	N Y
6 Budget - Record Copy	MS 375.169	Public	MS 13.03				Retain permaently or transfer to the State Archives.	Y
10 Historical Data/Photographs		Public	MS 13.03				Retain permaently or transfer to the State Archives.	Y
11 Lawsuits Attorney's opinions, testimony, court depositions, correspondence, etc.		Public	MS 13.03				7 yrs. after settlement.	N
12 Minutes Board of Commissioners, committees, and special task forces		Public	MS 13.03				Retain permaently or transfer to the State Archives.	Y

13 Minutes Tape recordings of meeting minutes	Public	MS 13.03	Tapes may be re-used or discarded 1 yr. after formal approval of written minutes. Tape recordings cannot be the permanent record.	N
14 Organizational Charts	Public	MS 13.03	Until superceded then transfer to the State Archives for selection and disposition.	Y
15 Press Releases	Public	MS 13.03	1 yr., then transfer to the State Archives for selection and disposition.	Y
16 Procedures Manuals	Public	MS 13.03	Until superceded.	N
17 Special Committee Reports	Public	MS 13.03	Retain permaently or transfer to the State Archives for selection and disposition.	Y
18 Wage Assignments	Public	MS 13.03	6 yrs.	N

Records Common to all Departments

County General Records Retention Schedule

Records Series Description	Enabling Authority	Data Class	Citation for Classification	Pre Post Current	Purpose and Use for Collection	Authorized Recipients	Retention/Statute Retain permaently or transfer to the State Archives.	Archive
1 Annual Reports		Public	MS 13.03					Y
2 Attendance Records Sick leave, vacations, paid and unpaid leave requests, compensation, time sheets, part-time claims. Department copies.		Public Private	MS 13.03 MS 13.43				2 yrs.	N

3	Budget/Budget Records Budget proposals; approved budget. Includes supporting data and montly department budget report.	Public	MS 13.03	2 yrs.	N
4	Billing Claims Monthly expense records for deparment expenses, purchase orders, invoices, claim forms, accounts payable forms, etc.	Public	MS 13.03	6 yrs.	N
5	Contract/Agreements Copies of contracts and agreements entered into with agencies and businesses and other pertinent information, i.e. selection process of vendor, equipment and bid specifications.	Public	MS 13.03	10 yrs. after contract has expired.	N
6	Correspondence a. Routine correspondence and memorandums between departments, administration, and other agencies. b. County Administrator/Executive Secretary/County Executive correspondence and subject files of a policy making nature.		Varies with subject of correspondenc e.	a. 3 years. b. 3 yrs., then transfer to the State Archives for selection and disposition. 6 yrs. after grant agreement expires unless agreement dictates otherwise.	a. N b. Y N
7	Grants State and Federal.	Public Private	MS 13. 03		
8	Inventory Physical inventory of furnishings and equipment in department.	Public	MS 13. 03	Until superceded.	N

10	Legislative File Records on pending legislation with which department has interest.	Public	MS 13. 03	Review annually and dispose of obsolete material.	N
11	Meeting Minutes Minutes recording actions taken in meetings necessary for the management of the department and its activities. (Originating department only.) Does not include County Board minutes. The State Archives wishes to have transferred minutes of county committees and governing boards.	Public	MS 13. 03	6 yrs., then transfer to the State Archives for selection and disposition.	Y
12	Meeting Minutes Tape recordings of meetings.	Public	MS 13.03	Tapes may be re-used or discarded 1 yr. after formal approval of written minutes. Tape recordings cannot be the permanent record.	N
13	Personnel Policy File Memos and directives on personnel policies and actions.	Public	MS 13.03	Until superceded.	N

14

Personnel Records
Department copies of
personnel records of
employee's employment
history; may include
applications, resumes,
accident reports; disciplinary
actions, promotions,
reclassification consideration,
performance reviews.

Public MS 13.03
Private MS 13.43

Until employee's
termination.

N

*Schedule
below this
line are
the newly
crafted
retention
schedule.*

9-1-1 Records

MESB Records Retention Schedule

Records Series Description	Enabling Authority	Data Class	Citation for Classification	Pre Post Current	Purpose and Use for Collection	Authorized Recipients	Retention/Statute	Archive
1 9-1-1 Brochures							Retain one copy of each permanently or transfer to the State Archives for selection and disposition.	yes
2 9-1-1 Geospatial Information System (GIS) Data Includes Public Safety Answering Pointe (PSAP) Boundary Layer, GIS-derived Master Street Address Guide (MSAG), validation reports, etc.		Public					Until superceded.	NO
3 9-1-1 legacy Master Street Address Guide.		Public					Until superceded.	NO
4 9-1-1 network, call event, and service disruption reports.							3 yrs.	NO

5				Retain permanently or transfer to the State Archives for selection and disposition.	NO
	9-1-1 System Change Documents				
6					NO
	Automatic Location Identification (ALI) Run Logs. Errors, extracts, and related ALI reports.	Private	MS 403.07	3 yrs.	NO
7	Carrier Diversity Audits				NO
8	Cellular Provider Enhanced 9-1-1 (E9-1-1) Call Routing Spreadsheets			Until superceded.	NO
9	Competitive Local Exchange Carrier (CLEC) Contracts				
10	CLEC Plans			Until superceded.	NO
11	Compliance Audits of Carriers for MESB 9-1-1 Data Standards			5 yrs.	NO
12				Retain permanently or transfer to the State Archives.	yes
	Historical Documents/Photos	Public	MS 13.03		
13	Metro Region 9-1-1 Continuity of Operations Plan	Public Non-Public		5 yrs. after superceded	NO
14				Retain permanently or transfer to the State Archives for selection and disposition.	yes
	Metro Region Consolidated 9-1-1 Plan				
15				Retain permanently or transfer to the State Archives for selection and disposition.	NO
	Network, Database, and Operational Standards	Public	MS 13.03		

PSAP 9-1-1 Plans/Plan Change
Letters

17 PSAP Manual

Retain permanently or
~~transfer to the State~~
~~Archives for selection~~
~~and disposition.~~
Until superceded.

NO

NO

EMS Records

MESB Records Retention Schedule

Records Series Description	Enabling Authority	Data Class	Citation for Classification	Pre Post Current	Purpose and Use for Collection	Authorized Recipients	Retention/Statute	Archive
1 3ECHO* Materials Including class rosters, class materials, POST Board sign-in sheets, certificates of completion, instructor lists, and instructor contracts.							Retain permanently or transfer to State Archives.	NO
2 Ambulance Strike Team Materials Including roster of members, training certificates, event response plans, and after-action reports.							Retain permanently or transfer to State Archives.	NO
3 Historical Documents/Photos		Public	MS 13.03				Retain permanently or transfer to the State Archives.	yes
4 Informational Brochures		Public	MS 13.03				Retain one copy of each permanently or transfer to the State Archives for selection and disposition.	yes
5 Inter-Agency Agreements Including equipment MOUs, mutual aid, response MOUs.							5 yrs. after termination	NO

6

Minnesota Metropolitan
Regional Trauma Advisory
Committee (MMRTAC)
Meeting Materials
Including agenda, minutes,
and supporting materials.

Public

MS 13.03

Retain permanently or
transfer to State
Archives.

yes

7

Regional Response Plans
Including but not limited to
pandemic flu, coronavirus,
medical surge, burn surge.

Until superceded.

NO

Radio Records

MESB Records Retention Schedule

Records Series Description	Enabling Authority	Data Class	Citation for Classification	Pre Post Current	Purpose and Use for Collection	Authorized Recipients	Retention/Statute	Archive
Allied Radio Matrix for Emergency Response (ARMER)							Retain until superceded, then transfer to State Archives.	NO
1 Participation Plans and Amendments								
2								
Communications Respose Task Force (CRTF) Materials Including roster of members, training certificates, event response plans, and after- action reports.							Retain permanently or transfer to State Archives.	NO
3								
Cooperative and Subscriber Agreements							10 yrs. after contract has expired. Retain permaently or transfer to the State Archives.	NO NO
4 Historical Documents/Photos								

5
Informational Materials
Including brochures, videos or
other materials.

6
Leases
For radio tower sites.

7 Metro Region ARMER
Standards

Public

*3ECHO is the name of a
training program developed
by the MESB related hostile
event response.

Retain one copy of
each permanently or
transfer to the State
Archives for selection
and disposition.

yes

10 yrs. after contract
has expired.
Until superceded;
retain older versions
for 5 yrs. after
superceded.

NO

NO