



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 11, 2025, 10:00 a.m.

1. **Call to Order** – Commissioner John P. Fahey, 2025 Board Chair
2. **Approval of Agenda** – Commissioner Fahey
3. **Approval of June 12, 2024 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendment 1 to Lease with Great River Energy (**page 7**)
 - B. Approval of Amendments to Scott County's ARMER Participation Plan (**page 11**)
5. **9-1-1 Items** – Jill Rohret, Executive Director – None
6. **EMS Items** – Greg Hayes, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of MESB 2026 Operating Budget (**page 19**)
 - B. Approval of MESB 2026-2030 Capital Budget (**page 31**)
 - C. Approval of Amendments to MESB Policies: (**page 35**)
 - i. 009 – Acceptable Use of MESB Technology
 - ii. 035 – Data Inventory
8. **Old Business**
 - A. Update on School Mapping Grant – Rohret
9. **New Business**
 - A. Introduction of New MESB Counsel – Brittany McCormick
 - B. Open Meeting Law Changes - Rohret
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 11, 2025, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner John P. Fahey* (2025 Chair)

Chisago County

Commissioner Rick Greene*

City of Minneapolis

Council Member Elliott Payne* (2025 Vice Chair)

Dakota County

Commissioner Joe Atkins*
Commissioner Bill Droste

Hennepin County

Commissioner Kevin Anderson
Commissioner Irene Fernando*

Isanti County

Commissioner Todd Christensen*

Ramsey County

Commissioner Garrison McMurtrey
Commissioner Kelly Miller* (2025 Treasurer)

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf* (2025 Secretary)

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Michelle Clasen
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

June 12, 2024

Commissioners:

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

Rick Greene, Chisago County
 Elliott Payne, City of Minneapolis - **absent**
 Trista Martinson, Ramsey County
 Fran Miron, Washington County
 Mike Warring, Isanti County
 Tom Wolf, Scott County

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

Guests Present: Brittany McCormick, *Board Counsel*; Megan Knight, *Larkin Hoffman*; and Margaret Vessel, *Larkin Hoffman*.

1. Call to Order

The meeting was called to order at 10:00 a.m. by 2024 MESB Chair, Commissioner Trista Martinson.

2. Approval of the June 12, 2024 Agenda

Motion made by Commissioner Gayle Degler, seconded by Commissioner Mike Gamache to approve the June 12, 2024 Executive Committee meeting agenda. Motion carried.

3. Approval of the December 13, 2023 Minutes

Motion made by Commissioner Fran Miron, seconded by Commissioner Rick Greene to approve the December 13, 2023 Executive Committee meeting minutes. Motion carried.

4. Radio Items

A. Approval of Revised MOU with DPS-HSEM Regarding Minnesota Telecommunicator Emergency Response Taskforce

Tracey Fredrick said staff recommends approval of a revised memorandum of understanding (MOU) between the MESB and the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (DPS-HSEM) which defines the MESB's Communication Response Task Force (CRTF) as the Minnesota Telecommunicator Emergency Response Taskforce (TERT). The revised MOU places responsibility and supervision of the TERT team on the MESB.

Motion made by Commissioner Degler, seconded by Commissioner Mike Warring to approve the revised MOU between the MESB and DPS-HSEM. Motion carried.

5. 9-1-1 Items

A. Approval of Sole Source Justification for Telecommunicator Resiliency Training

Jake Jacobson said staff recommends the approval of the sole source justification to procure telecommunicator resiliency training from Blue Ethos. Past efforts for resiliency training have proved to be unsuccessful in acquiring a contract through RFP or have been viewed negatively post-training due to displeasure with the training. Members of the 9-1-1 Technical Operations Committee (TOC) have advocated for this specific training and have found it to be promising. The SECB grant awarded for this training totals \$75,000.

Jill Rohret stated the MESB has issued three separate requests for proposals and have either received no response or PSAPs voiced their displeasure with the training. Staff researched

METROPOLITAN EMERGENCY SERVICES BOARD

whether there were any active, competitively bid contracts for Blue Ethos training with any agency in the metro region or at the state from which the MESB could purchase services; none were found, thus necessitating the need for sole source procurement.

Motion made by Commissioner Miron, seconded by Commissioner Gregg Felber to approve the sole source justification with Blue Ethos for telecommunicator resiliency training. Motion carried.

6. EMS Items – None

7. Administrative Items

A. Approval of Amendments to Technical Operations Committees' Bylaws

Rohret stated she recommends the Executive Committee recommend the Board approve the amendment language to be added to each of the TOCs' bylaws. A new section would be added to the bylaws titled 'Section 9 – Amendments'. This language is derived from the Amendment section in the Board's bylaws.

Motion made by Commissioner Tom Wolf, seconded by Commissioner Bill Droste to approve the amendments to the Technical Operations Committees' bylaws. Motion carried.

B. Approval of 2025 MESB Operations Budget

Rohret stated she recommends the Executive Committee recommend approval of the 2025 MESB Operations Budget. The draft budget includes an increase in salary and benefits per the 2024 Dakota County Merit Compensation Plan. Rent increases 5% from 2023-2024 due to an anticipated rent increase in the 2025-2026 lease. Other budget increases reflect standard economic price increases. Overall, the 2025 budget reflects a 5% increase in the operational budget.

Commissioner Miron stated he appreciates the details, comments, and presentation of the budget and is pleased with the efforts Rohret and Kelli Jackson continually put into the budget.

Commissioner Martinson stated that reducing the office space footprint could possibly help lessen the impact of rising rent prices, especially because staff are often teleworking.

Rohret responded that she will investigate whether our leased office space could be reduced.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the 2025 MESB Operational Budget. Motion carried.

C. Approval of 2025-2029 MESB Capital Budget

Rohret stated she recommends the Executive Committee recommend approval of the 2025-2029 Capital budget. All the 9-1-1 related items are the same as from the 2024-2028 capital budget. The 2025-2029 capital budget plans to use less funds from the Hennepin County Investment fund than previous years.

Motion made by Commissioner Mike Gamache, seconded by Commissioner Wolf to approve the 2025-2029 MESB Capital Budget. Motion carried.

8. Old Business

A. Discussion: SECB Governance & Membership

Rohret stated that during SECB governance discussions the subject of SECB membership came up and whether the current membership should change. One question is whether the 1/3 state, 1/3 local metro, and 1/3 local Greater Minnesota membership divide is still needed. The second

METROPOLITAN EMERGENCY SERVICES BOARD

question is whether all seven regions should have a seat on the SECB; currently the MESB has a seat, and the Greater Minnesota seat rotates among the other six regions. She said she thinks some radio system managers may be concerned if all regions have a seat on the board because most of the other regions do not have as large of an investment in ARMER infrastructure as the metro region. The third question was whether the SECB should have a seat for a member of the public.

Commissioner Gamache said he was unsure if having a spot for the public would be beneficial for the SECB.

Commissioner Droste stated that it could be useful to have representation from every region.

Commissioner Martinson stated that efforts should be made to strike a balance for regional representation on the SECB and would support all regions having a seat.

B. Legislative Report

Margaret Vessel of Larkin Hoffman gave a brief update on 2024 legislative session relative to the MESB. \$7 million was granted for GIS school mapping throughout the state. The telecommunicator training and certification did not pass. No bonding bill was passed. The EMSRB will be restructured into the Office of Emergency Medical Services, with more information on this to become available as the year progresses.

9. New Business – None

10. Adjourn

The meeting adjourned at 10:32 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 11, 2025
Agenda Item: 4A. Approval of Amendment 1 to
 Great River Energy ARMER Lease
Presenter: Fredrick

RECOMMENDATION

Staff recommend the Executive Committee recommend approval of Amendment 1 to Great River Energy lease for the Jordan ARMER site to continue through March 31, 2030.

BACKGROUND

The Metropolitan Radio Board entered into a lease agreement with Great River Energy for an ARMER tower site in Jordan in March 2000 with a 25-year lease term. The original lease rent was \$12,000.00 per year, with an annual escalator clause of four percent.

ISSUES & CONCERNS

MESB staff worked with Great River Energy on the terms of the lease amendment. The proposed amendment is for an additional five years with yearly rent increases of four percent. Rent is currently \$35,798.41 for April 2025-March 2026.

At present, MESB, MnDOT, and local ARMER administrator staff do not believe it to be cost effective to find an alternative site in Jordan for the lease and will continue use of this site into the future.

FINANCIAL IMPACT

Rent fees will go up four percent per year each year of the five-year amendment, which will be borne by MnDOT and other ARMER equipment owners at that site.

MOTION BY:
 SECONDED BY:
 MOTION:

PASS/FAIL

TOWER SPACE LEASE AMENDMENT

THIS AGREEMENT is made by and between Great River Energy, 12300 Elm Creek Boulevard, Maple Grove, Minnesota 55369, A Minnesota cooperative corporation ("LESSOR"), and the Metropolitan Emergency Services Board, successor to the Metropolitan Radio Board, 2099 University Avenue West, St. Paul, Minnesota 55104, a political subdivision of the state of Minnesota ("LESSEE").

WHEREAS, the LESSOR and LESSEE previously entered into a Tower Space Lease Agreement dated March 10, 2000 and commencing April 1, 2000 ("Agreement"); and

WHEREAS, the parties agreed to Amendment 1 of the Agreement dated June 30, 2008; and

WHEREAS, the Agreement, as amended, expired April 1, 2025; and

WHEREAS, it is the desire of both the LESSOR and the LESSEE to continue the terms of the Agreement, as amended, for an additional five (5) years, including during the period from April 1, 2025 to the execution of this new agreement.

NOW THEREFORE, in consideration of the mutual undertakings hereinafter set forth, the parties agree as follows:

1. All provisions of the Tower Space Lease Agreement as amended and attached hereto (marked "Attachment I") and by this reference made a part hereof, shall be in full force and effect for the term of this Agreement except as modified herein.
2. Article 2 of the Agreement shall be modified to read:
"Hereafter, this Agreement shall automatically renew an additional five (5) year term."
3. Article 20 of the Agreement shall be modified to replace the contact information in that section with the following:

LESSOR

Kathy Shaft
Manager Telecommunications Engineering
Great River Energy
12300 Elm Creek Blvd.
Maple Grove, MN 55369
kshaft@greenergy.com

With a copy to:

Dan Leshner
Manager Permitting and Land Rights
Great River Energy
12300 Elm Creek Blvd.
Maple Grove, MN 55369
dlesher@greenergy.com

LESSEE

Metropolitan Emergency Services Board
Attn: Radio Services Coordinator
2099 University Avenue West
St. Paul, MN 55104

Except as herein above modified, the terms, conditions and provisions of said Agreement shall remain in full force and effect, retroactive to April 1, 2025 and continuing thereafter in accordance with these terms.

**METROPOLITAN EMERGENCY SERVICES
BOARD**

By: _____
Board Chair

Dated: _____

Approved as to Form:

By: _____
MESB Counsel

Dated: _____

GREAT RIVER ENERGY

By: _____

Dated: _____

By: _____

Dated: _____

Approved as to Form:

By: _____
Counsel

Dated: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 11, 2025
Agenda Item: 4B. Approval of Amendments to
 Scott County's ARMER Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of the amendments to Scott County's ARMER participation plan.

BACKGROUND

Scott County joined the ARMER system in 2005, utilizing a full ARMER participation plan, approved by MESB and the then Statewide Radio Board, and has a fully executed cooperative agreement with the MESB and MnDOT.

ISSUES & CONCERNS

Scott County requests approval of amendments to its ARMER participation plan to add a 16-channel simulcast subsite at Shakopee Public Utilities and will connect to the Norwood Young America prime site. Once all approvals are received, the County will apply for the appropriate licensing. It expects the site to be operations by the fourth quarter of 2025.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
 SECONDED BY:
 MOTION:

PASS/FAIL



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Bloomington, MN 55425-2562

E-Mail: jeff.nelson@psc Alliance.com

Voice 612.216.1502

Technical Plan Amendment

for ARMER

Radio System Participation

by

Scott County MN

Submitted to:
Metropolitan Emergency Services Board

May, 2025



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of Scott County. Questions concerning content of the plan may be directed to the address shown above.

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SUMMARY & REQUESTED SCOTT COUNTY PLAN AMENDMENT

In 2006 Scott County (the "County") submitted its plan for full participation on the ARMER network to the Metropolitan Emergency Services Board (MESB). Prior to that the County had requested and received permission for ARMER compatible radio consoles in its 9-1-1 Public Safety Answering Point (PSAP). At the time of 2006 plan submission there were two (2) ARMER sites established in Scott County. The approved full participation plan added five (5) additional sites to enhance coverage and capacity. Add-on fixed radio sites were located and built in:

- New Market
- Prior Lake
- Savage
- Jordan
- New Prague

The City of Shakopee has seen considerable commercial and industrial development since 2006 in the area bounded approximately by Hwy 101 on the North, Highway 169 on the South, Centerbury Drive on the West and the Hwy 169 River Bridge on the East. This development prompted the County to explore the need to add a coverage/capacity ARMER enhancement site in Shakopee.

Multiple locations were evaluated for an ARMER enhancement site in the area that would boost RF coverage in the area. Ultimately the County was able to negotiate a suitable co-location lease to establish a new ARMER site at the location of a water tank owned by the Shakopee Public Utilities. The address of the site is 801 Canterbury Road, Shakopee.

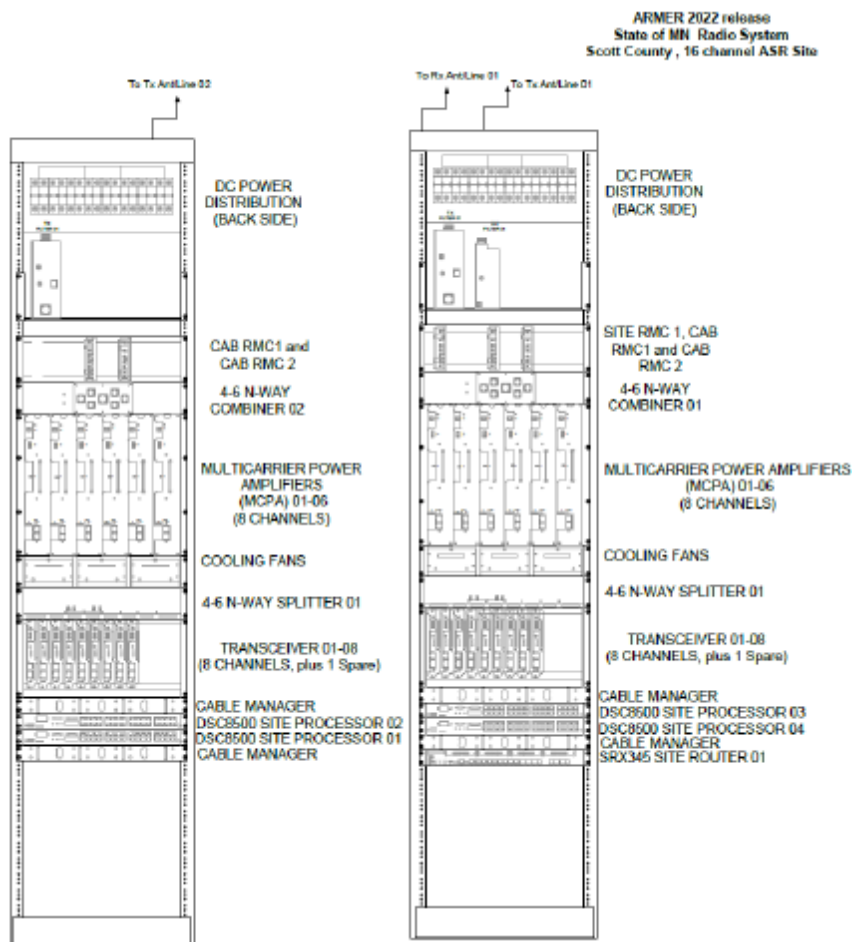
The County has contracted with Motorola Solutions to provide a 16 channel simulcast RF subsite at this location using the "D" series base radio equipment. The new subsite will be connected to the Norwood/Young America prime site (Zone 1, Site 1) via redundant fiber optic connections. The County already has private fiber optic facilities near the tank site and an established fiber optic presence at Site1, Subsite 4. The same ARMER RF channel set already deployed in the NYA subnet will be deployed at the proposed new Canterbury tank site. Scott County will apply for FCC licensing for the subsite addition following MESB and Statewide Radio Board review of this plan.

Pending appropriate approvals and FCC licensing, the "Canterbury" site is expected to be operational sometime in the 4th quarter of 2025. Approval of this simulcast subsite addition will result in six (6) ARMER local enhancement sites added to the network from the original Belle Plaine and Shakopee (Jackson Township) sites constructed by MnDOT in the early phases of the ARMER project.

Scott County is responsible for funding the project including via ARPA grant monies.

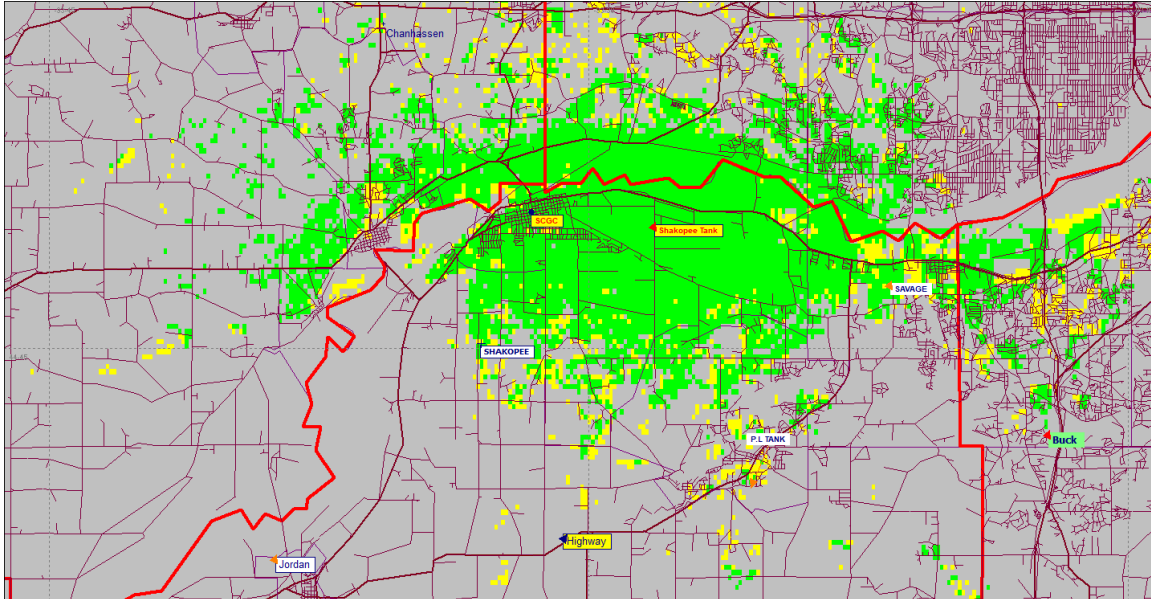
PROPOSED EQUIPMENT - MOTOROLA RACK DRAWING

A rack drawing for the simulcast subsite is shown below:



PREDICTIVE COVERAGE ENHANCEMENT MAP

A map showing a predicted coverage forecast from the proposed Canterbury site is shown below. A total of five (5) other sites were evaluated before selecting the Canterbury tank site.



OTHER PLAN ELEMENTS

No other aspects of Scott County's previously approved participation plan elements are proposed for change via this requested plan amendment.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 11, 2025
Agenda Item: 7A. Approval of the 2026 Operational Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the 2026 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 approved 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 2026 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 2026 Budget Notes.

MOTION BY:
 SECONDED BY:
 MOTION:

PASS/FAIL

Metropolitan Emergency Services Board 2026 Operational Budget Considerations

Budget

- 2026 budget reflects a 2.56% increase (\$46,336) in the operational budget (not including pass-through radio system expenses) from 2025.
- Staff have 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 7.25% merit increase (\$76,567.00) for staff is included in the 2026 budget. Note: the 2025 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 2025 Social Security Cost of Living Adjustment was 2.5%. 2026 salaries were calculated with a 7.25% increase.
- At the time of this writing, MESB has two open positions. This draft budget includes salaries and benefits at the same rate as if the previous incumbents were in the roles. It is possible one position may be filled before the July Board meeting. Overall, the salaries line increases by 5.61% (\$54,138.00).
- The benefits line reflects a 2.62% (\$8,543.00) increase; Dakota County recommends a 10% increase in health insurance benefits for budget purposes; in the recent past, the budgets included the 10% increase, but the increase was not actualized. Due to that, for 2026 a 5% increase in healthcare benefits was included. Additionally, benefits reflects actual 2025 benefit selections. Note: 2026 includes the new Sick and Safe Leave contributions, which make up the majority of the increase.
- Travel for Conferences includes minor adjustments, including one conference being zeroed out, resulting in a 5% decrease.
- Professional/Contract Services line is a 1% increase from 2025 (\$2,500.00), which is primarily related to new software related to

MESB assuming more HR related activities for hiring, policies, employee management, etc.

- Rent decreased 21% or \$4,965 in the 2025-2026 lease because the MESB gave up some office and garage storage space.
- Communications line increased 12% (\$3,500.00), due to changes in IT policy relating to working from home and requiring the use of firewalls to protect MESB equipment from smart devices used on home networks.
- Equipment decreased 42% (\$5,700.00) due to being an off year for equipment purchase cycles.
- Insurance decreased 14% (\$9,500.00) primarily due to lower Technology Errors & Omissions premium rates.

Assessments

- As seen in the following materials, though there is a 4% budget increase, there is a 0% increase in the total amount assessed to MESB members. There are minor fluctuations in the amounts assessed to individual counties and Minneapolis due to population changes.
- Staff increased the amount of interest revenue to apply to assessments, as well as the amount of funds from reserves. The reserves will likely come from unexpended funds from Washington County, rather than the Hennepin County invested funds.
- Note, the GIS position added in 2019 is now fully incorporated into the MESB's operational budget.

**Metropolitan Emergency Services Board
2026 DRAFT Budget Summary
(Excludes Radio System Expenses)**

2026 BUDGET SUMMARY - DRAFT					
ACCOUNT	2025 Budget	2026 Administration	2026 Radio Administration	2026 Dollar/Percentage Change	
SALARIES					
MESB STAFF SALARIES	899,094	943,094	106,567	44,000	4.9%
MESB STAFF BENEFITS	325,592	334,135	29,523	8,543	2.6%
***** TOTAL SALARIES, BENEFITS	1,291,115	1,353,796	136,090	62,681	4.9%
TRNG/PROF'L DEVEL/TECH SEMINARS	10,025	10,025	1,375	-	0.0%
LOCAL TRAVEL	4,800	4,800	1,200	-	0.0%
***** TOTAL PERSONNEL COSTS	1,305,940	1,368,621	138,665	62,681	4.8%
Travel for Conferences	27,700	26,200	3,900	(1,500)	-5.4%
Dues & Subscriptions	3,150	3,150	400	-	0.0%
Professional & Contractual Services	216,750	219,250	72,650	2,500	1.2%
Rent	23,817	18,852	3,770	(4,965)	-20.8%
Communications	29,425	32,925	3,050	3,500	11.9%
Office Supplies	8,000	7,500	550	(500)	-6.3%
Printing & copying	1,500	1,500	250	-	0.0%
Postage	500	500	100	-	0.0%
Equipment	13,650	7,950	750	(5,700)	-41.8%
Equipment Maintenance	12,600	12,420	0	(180)	-1.4%
Advertising and public information	1,650	1,650	250	-	0.0%
Insurance	68,500	59,000	45,000	(9,500)	-13.9%
Other Operating Costs	3,000	3,000	1,000	-	0.0%
***** TOTAL OPERATING COSTS	410,242	393,897	131,670	(16,345)	-4.0%
Audit	22,000	22,000	10,000	-	0.0%
Meeting Expenses	6,750	6,750	1,875	-	0.0%
Contingency	16,000	16,000	10,000	-	0.0%
***** TOTAL OTHER EXPENSES	44,750	44,750	21,875	-	0.0%
***** BUDGET (excluding Radio System Expenses)	1,760,932	1,807,268	292,210	46,336	2.6%
2026 Oper. Admin. Total	1,515,058				
2026 Radio Admin. Total	292,210				

Source of Funds	2026	2025
Interest revenue	55,000	35,000
Reserve Funds	87,336	60,000
Insurance Dividend	2,000	3,000
EMS rent, admin, office supplies, etc.	30,000	30,000
MMCD Shared	2,000	2,000
GIS Position funding from Investment Acct	0	0
Total from other sources	176,336	130,000
Funded from Assessments	1,630,932	1,630,932
Total all sources	1,807,268	1,760,932

ASSESSMENT SCHEDULE			
	DRAFT		
	2026 Assessment	2025 Assessment	Percentage Change Between 2026/2025
MEMBERS			
ANOKA	176,609	176,588	0.0%
CARVER	52,991	52,809	0.3%
CHISAGO	28,244	28,316	-0.3%
DAKOTA	213,474	213,367	0.0%
HENNEPIN	586,897	585,015	0.3%
ISANTI	20,530	20,526	0.0%
RAMSEY	264,154	264,294	-0.1%
SCOTT	74,107	74,031	0.1%
SHERBURNE	48,978	49,040	-0.1%
WASHINGTON	131,953	131,663	0.2%
CITY OF MINNEAPOLIS	32,995	35,282	-6.9%
TOTALS:	1,630,932	1,630,932	0.00%

2026 Budget Detail - DRAFT

	Administration	911	Radio	2026 detail	2026 Budget	2025 budget detail	2025 Budget	% Change	\$ Change
Salaries									
2026 Proposed MESB merit increases	37,801	30,797	7,969	76,567					
Executive Director	168,687			168,687	76,567	66,429	965,523		
Regional Radio Communications Coordinator			96,598	96,598		88,484			
911 Data Coordinator		104,900		104,900		104,900			
911 Manager		128,598		128,598		126,761			
Senior Administrative Assistant	67,137			67,137		64,274			
Financial Services Specialist	109,763			109,763		105,290			
GIS Specialist		75,299		75,299		69,523			
GIS Specialist		64,500		64,500		65,000			
EMS Coordinator	112,612			112,612		104,030			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	943,094	15,000			
TOTAL SALARIES	504,000	409,094	106,567		1,019,661			5.61%	54,138
Benefits									
Executive Director	40,345			40,345		36,253	325,592		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			28,523	28,523		25,284			
911 Data Coordinator		42,205		42,205		40,670			
Eggimann Benefits (OPEB sgl coverage)		4,000		4,000		4,000			
911 Manager		33,771		33,771		32,425			
Senior Administrative Assistant	23,691			23,691		22,249			
MESB Financial Services Specialist	43,178			43,178		47,019			
GIS Specialist		34,707		34,707		32,625			
GIS Specialist		23,433		23,433		31,753			
EMS Coordinator	50,282			50,282		46,814			
Contingency eg. (HR administrative fees & Safe-Sick contribution)	3,000	2,000	1,000	6,000		2,500			
TOTAL BENEFITS	164,496	140,116	29,523		334,135			2.62%	8,543
Training/Professional Development/Tech Seminars									
Executive Director	1,100			1,100		1,100	10,025		
Regional Radio Communications Coordinator			1,375	1,375		1,375			
GIS Specialist		1,000		1,000		1,000			
GIS Specialist		1,400		1,400		1,400			
911 Data Coordinator		1,650		1,650		1,650			
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			0%	0

	Administration	911	Radio	2026 detail	2026 Budget	2025 budget detail	2025 Budget	% Change	\$ Change
Local Travel							4,800		
Exec Director	750			750		750			
911 Manager		1,500		1,500		1,500			
Regional Radio Communications Coordinator			1,200	1,200		1,200			
GIS Specialist		200		200		200			
GIS Specialist		400		400		400			
911 Data Coordinator		600		600		600			
Senior Administrative Assistant local travel & expenses	100			100		100			
MESB Financial Services Specialist	50			50		50			
TOTAL	900	2,700	1,200		4,800			0%	0
Travel for Conferences							27,700		
MN MSA/NENA/APCO 911 Conf - 911 Manager		400		400		400			
Conference, NENA Best Practices, Exec Dir	1,400			1,400		1,400			
Conference, NENA Best Practices, 911 Manager		1,400		1,400		1,400			
Conference, NENA Best Practices, 911 Data Coordinator		1,400		1,400		1,400			
Conference, APCO, Exec Dir	2,100			2,100		2,100			
Conference, APCO, Regional Radio Coord.			1,800	1,800		1,800			
Conference, APCO, 911 Manager				0		1,500			
Conference, NENA, Natl, Exec Dir	1,700			1,700		1,700			
Conference, NENA, Natl, 911 Manager		1,900		1,900		1,900			
Conference, NENA, Natl, 911 Data Coordinator		1,900		1,900		1,900			
Conference, NENA, Natl, GIS Specialist		1,900		1,900		1,900			
Conference, NENA, Joint Comm, 911 Manager		1,300		1,300		1,300			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,300		1,300		1,300			
Conference, IWCE, Regional Radio Coord.			1,850	1,850		1,850			
Conference, GFOA, Annual Conf - Finance	1,900			1,900		1,900			
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		1,300			
TOTAL	7,100	15,200	3,900		26,200			-5%	-1,500

	Administration	911	Radio	2026 detail	2026 Budget	2025 budget detail	2025 Budget	% Change	\$ Change
Dues & Subscriptions							3,150		
Executive Director	700			700		700			
911 Manager		450		450		450			
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		450			
MESB Financial Services Specialist	250			250		250			
TOTAL	1,400	1,350	400		3,150			0%	0
Professional/Contract Services							216,750		
Computer/Technical Support and Consulting Services	12,300	12,300	6,150	30,750		30,750			
Legal Services/Advocacy/Regulatory Affairs		16,500	16,500	33,000		33,000			
Web Site Maintenance/Other	7,750	7,750	5,000	20,500		19,500			
Accounting Services	6,000			6,000		6,000			
NeoGov Payroll/HR Services	4,000			4,000		2,500			
Radio Training			40,000	40,000		40,000			
MESB Project Support(NG 911 Network, System Design, Radio & GIS)		80,000	5,000	85,000		85,000			
TOTAL	30,050	116,550	72,650		219,250			1%	2,500
Rent							23,817		
Metro Counties Government Center	8,484	6,598	3,770	18,852		23,817			
TOTAL	8,484	6,598	3,770		18,852			-21%	-4,965
Communications							29,425		
Office communication service (phones, fax)	2,500	2,500	1,000	6,000		6,000			
Cellular service	1,620	2,280	500	4,400		4,300			
Outlook/Office365/Drop Box/Adobe/Teams	3,700	2,100	1,050	6,850		6,850			
Software(Anti-Malware,Network scanning,1password, Sonicwall firewall license)	5,500	-	-	5,500		2,100			
Dedicated web server annual cost	3,600	-	-	3,600		3,600			
Misc communications fees (Conference Bridge Svc, Broadcast fax, Comcast, w	5,325	750	500	6,575		6,575			
TOTAL	22,245	7,630	3,050		32,925			12%	3,500
Office Supplies							8,000		
Cellular & Telephone Supplies	-	-	-	-		0			
Copy Paper	1,200	-	-	1,200		1,200			
Printer Paper	500	500	300	1,300		1,300			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	2,250	500	250	3,000		3,000			
Plotter supplies				0		500			
TOTAL	5,950	1,000	550		7,500			-6%	-500

	Administration	911	Radio	2026 detail	2026 Budget	2025 budget detail	2025 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							13,650		
Misc Small Office Equipment (incl hard drives,battery backups...)	1,500	500	500	2,500		6,500			
Computer Upgrades	3,200	-	-	3,200		4,900			
Printers, Scanners, PDA	1,000	-	-	1,000		1,000			
Contingency	500	500	250	1,250		1,250			
TOTAL	6,200	1,000	750		7,950			-42%	-5,700
Equipment Maintenance							12,600		
Copier maintenance/lease	3,000			3,000		4,000			
Postage Meter Lease/Maintenance	1,100			1,100		1,100			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		7,320		7,320		6,500			
TOTAL	5,100	7,320	-		12,420			-1%	-180
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							68,500		
General Property & Liability	12,000			12,000		11,500			
Workers Compensation Insurance	2,000			2,000		2,000			
Radio GL & TE - O			45,000	45,000		55,000			
TOTAL	14,000	-	45,000		59,000			-14%	-9,500
Radio Site Expenses							1,936,852		
Rent			408,000	408,000		396,700			
Utilities			327,235	327,235		317,235			
Insurance			47,000	47,000		45,000			
Motorola Maintenance			1,237,917	1,237,917		1,177,917			
TOTAL			2,020,152		2,020,152			4%	83,300

	Administration	911	Radio	2026 detail	2026 Budget	2025 budget detail	2025 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							6,750		
Board Mileage & Per Diem	1,450	875	875	3,200		3,200			
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	2,850	2,025	1,875		6,750			0%	0
Contingency	5,000	1,000	10,000		16,000		16,000		
TOTAL	5,000	1,000	10,000	16,000		16,000		0%	0
Totals	789,425	725,633	2,312,362		3,827,420		3,697,784	4%	129,636

MESB BOARD ASSESSMENT SCHEDULE 2026 BUDGET - **DRAFT**

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2023	% of 2023	DRAFT 2026 DUES	2023	% of 2023	DRAFT 2026 DUES	DRAFT		<i>Difference from 2025 assessment</i>
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2026 ASSESSMENT TOTAL	2025 ASSESSMENT TOTAL	
Anoka	371,269	10.84%	\$28,250	368,280	10.83%	\$148,360	\$176,609	\$176,588	\$21
Carver	113,332	3.31%	\$8,623	110,136	3.24%	\$44,368	\$52,991	\$52,809	\$182
Chisago	58,536	1.71%	\$4,454	59,055	1.74%	\$23,790	\$28,244	\$28,316	(\$73)
Dakota	449,658	13.12%	\$34,214	444,985	13.08%	\$179,260	\$213,474	\$213,367	\$107
Hennepin	864,214	25.22%	\$65,757	1,293,651	38.03%	\$521,140	\$586,897	\$585,015	\$1,883
Isanti	43,182	1.26%	\$3,286	42,807	1.26%	\$17,245	\$20,530	\$20,526	\$5
Ramsey	553,409	16.15%	\$42,108	551,195	16.21%	\$222,046	\$264,154	\$264,294	(\$140)
Scott	156,529	4.57%	\$11,910	154,395	4.54%	\$62,197	\$74,107	\$74,031	\$76
Sherburne	102,206	2.98%	\$7,777	102,275	3.01%	\$41,201	\$48,978	\$49,040	(\$62)
Washington	280,411	8.18%	\$21,336	274,589	8.07%	\$110,617	\$131,953	\$131,663	\$289
Minneapolis	433,633	12.66%	\$32,995	-	0.00%	\$0	\$32,995	\$35,282	(\$2,287)
TOTAL	3,426,379	100.00%	\$260,710	3,401,368	100.00%	\$1,370,222	\$1,630,932	\$1,630,932	

\$0

increase/decrease in assessments from 2025

0.00%

ttl radio admin \$292,210.00
 interest revenue **-\$20,000.00**
 State rebate \$0.00
Reserves **-\$26,500.00**
 Radio allocation \$15,000.00
 \$260,710.00

ttl admin&911 \$1,515,058.00
 ems reimb -\$30,000.00
 MMCD shared -\$2,000.00
 interest revenue **-\$35,000.00**
 MCIT dividend -\$2,000.00
 GIS position \$0.00
Reserves **-\$60,836.00**
 Radio portion -\$15,000.00
 \$1,370,222.00

**Metropolitan Emergency Services Board
Population Data Used For
MESB Budget Years 2018 Thru 2024**

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COUNTY	Updated population 2023 census update 2026 Budget	Updated population 2022 census update 2025 Budget	Updated population 2021 census update 2024 Budget	Population Used for 2023 Budget	Population Used for 2022 Budget	Population Used for 2021 Budget	Population Used for 2020 Budget
Anoka	371,269	368,280	366,888	362,648	362,648	357,851	352,674
Carver	113,332	110,136	108,891	107,179	107,179	105,970	102,858
Chisago	58,536	59,055	57,291	56,613	56,613	55,955	55,321
Dakota	449,658	444,985	443,692	433,302	433,302	428,558	422,580
Hennepin	1,297,847	1,293,651	1,289,645	1,279,981	1,279,981	1,261,104	1,249,512
Isanti	43,182	42,807	41,878	40,566	40,566	39,932	39,553
Ramsey	553,409	551,195	553,229	558,248	558,248	552,232	546,317
Scott	156,529	154,395	153,199	148,458	148,458	146,111	144,717
Sherburne	102,206	102,275	98,924	97,520	97,520	96,208	94,748
Washington	280,411	274,589	270,805	262,748	262,748	261,512	256,905
Minneapolis	433,633	436,934	434,346	435,885	435,885	428,483	423,990
TOTAL	3,860,012	3,838,302	3,818,788	3,783,148	3,783,148	3,733,916	3,689,175

Anoka	1%
Carver	3%
Chisago	-1%
Dakota	1%
Hennepin	0%
Isanti	1%
Ramsey	0%
Scott	1%
Sherburne	0%
Washington	2%
Minneapolis	-1%
<i>population % change from the 2025 budget</i>	



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 11, 2025

Agenda Item:

7B. Approval of the 2026-2030

Capital Budget

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of 2026 – 2030 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 approved 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 2026 - 2030 Capital Budget Notes.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2026 - 2030 Capital Budget Considerations

- No administrative needs are currently foreseen for 2026-2030.
- There are many changes to the 9-1-1 area, mostly related to additions to the recent 2025 Regional Needs Document.
- First, the Network Transition Plan Management was lowered to \$50,000 for 2025. This plan will not be conducted in 2025 because ECN did not award its NG9-1-1 RFP. Without a timeline for when ECN may issue a new RFP, this item was not included for funding in 2026-2030.
- For the Integrated GIS/MSAG Maintenance/Transition line, that figure will be fully incorporated into the MESB's operational budget in 2028, thus it is not needed to be in the capital budget beyond 2027.
- The County-Level Reporting for PSAPs remains in the budget until a statewide NG9-1-1 contract is executed or until staff gradually works it into the operational budget.
- New 9-1-1 items include some funding for studies listed in the 2025 Regional Needs Document. The full estimate for the PSAP Staffing and Operations Study was included in 2026. The NG9-1-1 Transition Plan Update and the Feasibility and Cost Effectiveness of Shared PSAP Technologies Studies were funded at reduced amounts due to the inability to replace funds in the Hennepin County Investment Fund account. Staff may need to seek grant funds for these studies; grant funds could not be used if the funds were fully budgeted.
- As currently drafted, this capital budget doubles the 2025-2029 budget approved by the board.

**Metropolitan Emergency Services Board
DRAFT Capital Budget Forecast
Five Year 2026 - 2030**

Project	Project Rank	Current Year (2025) Budget*	2026	2027	2028	2029	2030	Total Est. Cost
<i>Administrative</i>								
IT Upgrades (Network)		0						0
AV Equipment		0						0
Total		0	0	0	0	0	0	0
<i>NG 9-1-1</i>								
Network Transition Plan Management	funded	50,000	0	0	0	0	0	0
Integrated GIS/MSAG Maintenance/Transition	funded	20,982	11,431	9,902	0	0	0	21,333
County-Level Reporting for PSAPs (data review)	funded	17,850	18,743	19,680	20,664	21,697	21,697	102,481
Comprehensive PSAP Staffing & Operations Study	1		250,000					
PSAP NG9-1-1 Transition Plan Update	2			50,000				
PSAP Continuity of Operations Study	3			75,000				
Feasibility and Cost Effectiveness Study on Regional Purchase of PSAP Technology	4			75,000				
Cloud-based Mapping App./ESRI Features/Services***	5	33,000	33,000	33,000	33,000	33,000	33,000	165,000
Total		88,832	313,173	262,582	53,664	54,697	54,697	738,814
<i>Radio</i>								
Cache Radio Replacement		0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Total Cost of Capital Projects								
		88,832	313,173	262,582	53,664	54,697	54,697	738,814
Funding Source		Current Year Budget	2023	2024	2025	2026	2027	Total Est. Cost
Hennepin County Investment Fund		88,832	313,173	262,582	53,664	54,697	54,697	738,814

***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 11, 2025

Agenda Item:

**7C. Approval of Amendments to
MESB Policies 009 & 035**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of amendments to MESB policies 009 – Acceptable Use of MESB Technology and 035 – Not Public Data – Data Inventory.

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director recommends amending policy 009 – Acceptable Use of MESB Technology to require the use of firewalls by staff working from home using networks which may also have devices connected to the Internet of Things. Firewalls will provide additional protection to MESB devices which will later connect to the MESB network from anything which may be transported across a home network.

The amendments to MESB Policy 035 – Not Public Data, specifically the Data Inventory portion, are made to include data related to the school mapping project.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Acceptable Use of MESB Technology Resources Policy

Number: 009

Effective Date: 11-18-1998

Revision Date: ~~0307-1309-~~

20242025

POLICY STATEMENT

The purpose of this policy is to outline the acceptable use of Metropolitan Emergency Services Board (MESB) technology resources, which includes hardware, firmware and storage media, business applications and all software, electronic information, telecommunications, data networks, and other electronic information handling systems and associated equipment. MESB's technology resources are to be used for business purposes in serving the interests of the Twin Cities metropolitan area, and of its customers and citizens in the course of normal operations.

This policy is meant to protect MESB's employees, partners, customers, and the MESB from illegal or damaging actions by individuals, committed knowingly or unknowingly. Inappropriate use exposes MESB to risks including loss of confidentiality, virus attacks, compromise of network data and services, non-compliance with applicable regulations, fines, and litigation.

Effective security is a team effort involving the participation and support of every user of MESB's technology resources. This policy applies to every MESB employee, elected official, contractor, consultant, intern, volunteer, and business partner who uses, possesses, or has access to MESB technology resources. It is the responsibility of every user to comply with this policy, and to conduct their activities accordingly.

DEFINITIONS

IT: MESB Information Technology.

Technology Resource: Any MESB-owned or administered hardware, firmware or storage media, business application, software, electronic information, telecommunications equipment or software, data network, or other electronic information handling system or associated equipment.

SOURCE

Governing Laws

Minn. Stat. Ch. 13, the Minnesota Data Practices Act

Minn. Stat. Section 138.17

Minn. Stat. Section 375.18, subdivision 2

Health Care Security

The security requirements of federal Health Insurance Portability and Accountability Act (HIPAA) are governed by 45 CFR Part 164 and are designed to ensure the security and privacy of protected health information.

Other Authorities

Other requirements may be found in other state and federal statutes, relating to the various activities of the MESB.

Metropolitan Emergency Services Board

Subject: Acceptable Use of MESB Technology Resources Policy

Number: 009

Effective Date: 11-18-1998

Revision Date: ~~0307-1309-~~

20242025

GENERAL

Consent to the provisions of this policy is a prerequisite to accessing/using any MESB technology resource. All use of MESB's technology resources must conform to the following:

- A. All use must be for legal purposes and must be able to withstand public scrutiny without embarrassment to the organization, employees, or elected officials.
- B. The use must not create or increase security risks.
- C. The use must not create or increase the risk of financial or legal liability.
- D. The use must not adversely affect the professional performance of the user, or the professional performance of other users.
- E. All computer and electronic communication must be consistent with this policy.
- F. Users have a responsibility to report the theft, loss, or unauthorized disclosure of MESB's nonpublic, private and/or confidential information to the Executive Director within 24 hours.
- G. Users may access, use, or share MESB information only to the extent it is authorized and necessary to fulfill assigned job duties.
- H. Users are responsible for exercising good judgment regarding reasonableness of personal use.
- I. Exceptions to these guidelines may be granted provided that the exception has been determined to be appropriate and necessary by the Executive Director.

MESB Oversight

- A. By using MESB technology resources, users voluntarily consent to being monitored. All users should be aware that their use of MESB technology resources, including use of MESB email accounts for personal use, is not entitled to privacy.
- B. The Executive Director oversees the effective use of technology resources. The Executive Director has the right at any time to request inspection or access to an employee's electronic resources to verify suspected breaches of security, violation of MESB policies, or other violations of duty on the part of the employee.
- C. MESB employees are required to report suspected violations of this policy to the Executive Director if they discover indications of unacceptable use during the normal course of their work.

Privacy and Data Practices

Metropolitan Emergency Services Board

Subject: Acceptable Use of MESB Technology Resources Policy

Number: 009

Effective Date: 11-18-1998

Revision Date: ~~0307-1309-~~

~~2024~~2025

Any data collected, created, received, maintained, or disseminated in connection with MESB business is government data and subject to the Minnesota Government Data Practices Act and potentially other federal and state laws and MESB policies. Users must be aware of the privacy and security requirements that apply to their work. MESB policies and procedures are provided to all employees and are available on the MESB Dropbox Team Folder. Users can contact the Executive Director for more information or with specific questions.

Security

All user-level system access (e.g. user network login, e-mail, computers, mobile devices, and access to software applications), must occur through a password-protected account that conforms to the following guidelines:

A. Passwords

1. All user and system administration passwords must conform to the standards listed in Number 2 below.
2. Strong passwords are those which are not easily guessed. Passwords should be created without characteristics that make them vulnerable.
 - a. Strong passwords must include: a combination of upper- and lower-case letters, one number and at least one special character, such as a punctuation mark.
 - b. Strong passwords must: be at least eight (8) characters in length.
 - c. Strong passwords must not include: words found in the dictionary, even if slightly altered by replacing letters with a number; personal information such as birth date, names of self, family or pets, social security number, or anything else directly linked to an individual. Strong passwords must not include any information available on a social networking site.
3. Providing access to another individual, either deliberately or through failure to secure access, is prohibited; this includes family and other household members when employees engage in telework.
4. Users may be required to change passwords every 90 days.
5. Password standards will be enforced systematically, wherever feasible.
6. User account and password information must not be inserted into any form of electronic communication or storage, including e-mail, unless using encryption methods and tools approved by the Executive Director.
7. A standard, default user ID or password is not to be shared among groups of users.

Metropolitan Emergency Services Board

Subject: Acceptable Use of MESB Technology Resources Policy

Number: 009

Effective Date: 11-18-1998

Revision Date: ~~0307-1309-~~

20242025

B. Physical Safeguards

1. Employees must ensure that workstations are secured when unattended, either by logging out of the MESB network, or by using a password-secured screensaver or other locking mechanism.
2. Staff using computers located in an area with close proximity to the public must position monitors so the monitors are not visible to the public.
3. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. Users must always log off shared computing devices to ensure all users are accessing resources using personal credentials.
4. All staff working remotely from home which has devices connected to the Internet of Things, such as smart TVs, Roombas, smart appliances, etc., must use a firewall supplied by MESB to provide MESB equipment further protection from anything which may reside on home networks.

C. Mobile Devices and Portable Data Storage

1. Any portable MESB computing device (e.g. laptop, tablet, smart phone) that may be used to store nonpublic or private data must utilize encryption methods and tools approved by IT to protect the data from unauthorized access.
2. The use of portable media to store or transport nonpublic or private data (e.g. a DVD, flash device, memory stick, or external hard drive) is prohibited unless the device utilizes compliant encryption methods and tools approved by the Executive Director to protect the data from authorized access.
3. All mobile and computing devices that connect to the MESB network must comply with the MESB Policy 024 – Wireless Devices.

Access

- A. Access to any MESB technology resource is only permissible using methods and tools approved by the Executive Director. All other means of access are prohibited.
- B. Access to outside (non-MESB) systems or networks using MESB equipment is prohibited unless such access has been determined to be appropriate and necessary by Executive Director.
- C. Remote access to MESB systems from non-MESB equipment or networks must meet the following requirements:

Metropolitan Emergency Services Board

Subject: Acceptable Use of MESB Technology Resources Policy

Number: 009

Effective Date: 11-18-1998

Revision Date: ~~0307-1309-~~

20242025

1. Employees may access the MESB's web-based e-mail system via any standard Internet browser.
2. Any type of remote access (VPN, VDI) to the MESB network must be approved and coordinated by the Executive Director.
3. All systems accessing the MESB network must have adequate protection against viruses and other malicious technology as determined by the Executive Director and established standards.
4. Connection of any personal or non-MESB owned or supported equipment/systems to the MESB network is prohibited unless specifically authorized by the Executive Director. Any connecting device must be scanned for malicious software and contain active virus protection prior to being connected to the MESB network.

Acceptable Use

Although not all-inclusive, the following list provides some examples of acceptable use of technology resources:

- A. Corresponding or collaborating with employees, agencies, vendors, professionals, or the public on work-related matters.
- B. Accessing external databases and files via the Internet to obtain reference information or to conduct research.
- C. Disseminating approved newsletters, press releases, or other documents.
- D. Delivering services to the public as assigned.
- E. Utilizing communications, including information access and exchange, for professional development, or to maintain job knowledge or skills.
- F. Using MESB-owned computers and systems for limited personal use as allowed by the Executive Director.

Unacceptable Use

Users are prohibited from performing any activity that may knowingly cause the loss or corruption of data, the inappropriate use of systems, or degradation of systems or network performance.

Users may not engage in any activity that is illegal under local, state, or federal law while utilizing MESB's technology resources.

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities upon a written request approved by the Executive Director.

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- A. Violations of the rights of any person or entity protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by MESB.
- B. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which MESB or the end user does not have an active license is strictly prohibited.
- C. Accessing data, a server, an application, or an account for any purpose other than conducting MESB business, even with authorized access.
- D. Exporting software, technical information, encryption software or technology in violation of export control laws. The Executive Director should be consulted prior to export of any material that is in question.
- E. Intentional or unintentional introduction of malicious programs into the MESB network or onto a MESB storage device (e.g. malware, ransomware, worms, viruses, Trojan horses, e-mail bombs, etc.).
- F. Using an MESB IT computing asset to actively engage in procuring or transmitting material that is in violation of Minnesota sexual harassment or hostile workplace laws or MESB and/or Dakota County policies. Using MESB technology assets to view or access sexually explicit material.
- G. Making fraudulent offers of products, items, or services originating from any MESB account.
- H. Engaging in communication that may harm or tarnish the image, reputation and/or goodwill of MESB and/or any of its employees or elected officials. Employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments. Employees may also not attribute personal statement, opinions, or beliefs to MESB.
- I. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless part of assigned duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- J. Port scanning (searching a server for open ports) or security scanning without prior notification and approval of the Executive Director.

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- K. Executing any form of network monitoring which will intercept data not intended for the user's host unless part of the employee's approved duties.
- L. Circumventing user authentication or security of any host, network, or account.
- M. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Data Storage

Employees are prohibited from sharing access to data stored at the MESB offices or via the cloud, such as the MESB's Dropbox account, without written approval from the Executive Director.

Employees are prohibited from copying data from MESB data storage, on-site, via the cloud, or off-site storage to personal devices without written approval from the Executive Director.

Responsibility

Individual users:

- A. The ultimate responsibility of ensuring compliance to the Acceptable Use Policy lies exclusively with the individual user.

Executive Director:

- A. The Executive Director, who has vendor/contract oversight responsibilities, is designated as the "Responsible Manager" and must ensure that vendors/contractors who will use or have access to MESB technology resources and systems read and sign the "Vendor/Contractor Information Technology Acceptable Use Policy Acknowledgement Form" before being given access. The "Responsible Manager" must also inform the MESB IT contractor as soon as vendor/contractor access should be disabled.
- B. The Executive Director is responsible for managing requests as established by MESB procedures and this policy.
- C. The Executive Director has the authority to limit or deny any use that interferes with normal operations of the MESB's technology resources.

Policy Compliance

The Executive Director will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the Executive Director. Any exception to this policy must be approved by the Executive Director in advance. Failure to comply with this policy may, at the full discretion of MESB and/or the Executive Director, result in the suspension of any or all technology use and connectivity privileges, and/or be subject to disciplinary action, up to and including termination of employment.

Data on Individuals
Maintained by the Metropolitan Emergency Services Board
~~September 2021~~ July 2025

This document identifies the name, title, and address of the Responsible Authority for MESB and describes private or confidential data on individuals maintained by MESB (see Minnesota Statutes 13.05 & Minnesota Rules 1205.1200).

This document is also part of MESB's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonable requires access (see Minnesota Statutes 13.05, subd. 5). In addition to the employees listed, MESB's Responsible Authority and MESB Board Counsel will have access to all not public data on an as needed basis as part of a specific work assignment.

MESB's Responsible Authority and Data Practices Compliance Official ~~is~~:

Jill Rohret, Executive Director
 2099 University Avenue West
 St. Paul, MN 55104

Direct all questions about this document to:

Jill Rohret
 2099 University Avenue West
 St. Paul, MN 55104
 (651) 643-8394
jrohret@mn-mesb.org

Data Maintained by MESB

Name of Record, File, Process, Form, or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Security information	Data that would substantially jeopardize the security of information, possessions, individuals, or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public	Private	MS 13.37	Certain employees or contractors on an as needed basis as part of specific work assignments
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Confidential Public	MS 13.39	Certain employees on an as needed basis as part of specific work assignments and Board Counsel
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Certain employees on an as needed basis as part of specific work assignments
Personal data	Data about employees, applicants, volunteers, and independent contractors; labor relations information	Public Private Confidential	MS 13.43 179A.03, subd. 4	Certain employees on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees and contractors on an as needed basis as part of specific work assignments
Continuity of operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity	Private	MS 13.43, subd. 17	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form, or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Personal contact and online account information	Telephone number, email address, and usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Attorney data	Data related to attorney work product or data protected by attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments
Internal audit data	<ul style="list-style-type: none"> • Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; • Working papers gather or generated until the final report is published or audit becomes inactive 	Public Private Confidential	MS 13.392 MS 13.43 MS 13.37	<ul style="list-style-type: none"> • Executive Director • Financial Services Coordinator • Certain employees on an as needed basis as part of specific work assignments • Audit firm
Response to data requests	Data collected by MESB data practices compliance official in responding to requests for data maintained by MESB	Public Private	Various	<ul style="list-style-type: none"> • Responsible Authority • Data Practices Compliance Official
Employee expense reports	Expense reimbursement requests	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Travel expense/per diem reports for board members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Workers' compensation billings	Records of billings for employees who receive workers compensation benefits	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form, or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Responses to requests for proposal	Responses submitted are non-public until the Board awards the RFP. Once RFP is awarded, all responses become public	Private Public	MS 13.599	Certain employees involved in RFP process
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline, and related administrative personnel actions	Public Private	MS 13.43	Executive Director and Financial Services Coordinator (for payroll purposes); Dakota County Employee Relations
Applicant records	Completed assessments and results, related documentation, and application forms	Public Private	MS 13.43	Executive Director and certain employees on an as needed basis to assist in interviews
Unemployment compensation billings	Records of billings from Dakota County Employee Relations for employee unemployment compensation	Private	MS 13.43	Executive Director and Financial Services Coordinator (for payroll purposes); Dakota County Employee Relations
Workers' compensation information	Records of billings from MCIT for employees who receive workers compensation benefits	Private	MS 13.43	Executive Director and Financial Services Coordinator (for payroll purposes); Dakota County Employee Relations
Health records data	Medical data of employees disclosed for the purposes of administering claims	Private	MS 144.293 MS 179.135, Subd. 7	Executive Director; <u>Dakota County Employee Relations</u>
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	Executive Director <u>Certain Employees involved in RFP process</u>

Name of Record, File, Process, Form, or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids	Private	MS 13.37	Certain employees on an as needed basis as part of a specific work assignment
Data on individuals with disabilities	Data that identify an individual with a disability or a family member of an individual with a disability	Private	MS 13.64, Subd. 2	Executive Director, Financial Services Coordinator (for bill processing purposes)
9-1-1 Automatic Location Identification (ALI) records	Data that may identify an individual and their address and telephone number used to call 9-1-1	Private	MS 403.07, Subd. 4	Certain employees as part of specific work assignments
Accounts Payable/Receivable, including reimbursements to MESB staff	Invoices and payments made by or to the MESB, including mileage reimbursements for MESB staff (which includes private staff personal data)	Public Private	MS 13.43	Executive Director, Financial Services Coordinator (for bill processing purposes); Washington County
<u>Maps and mapping data created under 2024 Minn. Laws, Ch. 123, Art. 1, § 4, Subd. 5, and § 18</u>	<u>Digital school mapping data</u>	<u>Not public</u>	<u>MS 13.02, subd. 9</u>	<u>Executive Director, 9-1-1 Manager, IT Contractor (for purposes of setting up way to transfer large file sizes)</u>