



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 10, 2020, 10:00 a.m.

WebEx Meeting:

<https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=mcdf29797047a5fc8200cf30c04194a13>

Meeting Access Code: 126 120 5640

Meeting Password: 5hU3NHm9N3h (54836469 from phones and video systems)

1. **Call to Order** – Board Chair, Commissioner Trista MatasCastillo
2. **Approval of Agenda** – Commissioner MatasCastillo
3. **Approval of April 8, 2020 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendment to Carver County's ARMER Participation Plan **(page 11)**
 - B. Approval to Delete Metro Radio Standard 6.4.0 – Entry Costs for New Participants **(page 15)**
 - C. Approval of City of Edina's Waiver Request for EMS_COORD in Fire Radios **(page 17)**
 - D. Discussion – Metro Radio Standards **(page 21)**
5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Approval of M Health Fairview 9-1-1 Plan **(page 23)**
6. **EMS Items** – Ron Robinson, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of MESB 2021 Operational Budget **(page 33)**
 - B. Approval of MESB 2021-2025 Capital Budget **(page 45)**
 - C. Discussion – Per Diem Payments for Virtual Meetings
 - D. Discussion – How to Hold Remaining 2020 Meetings
8. **Old Business** – None
9. **New Business** – None
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

June 10, 2020, 10:00 a.m.

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<https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=mcdf29797047a5fc8200cf30c04194a13>

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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Tom Egan* (2020 Vice Chair)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Irene Fernando* (2020 Secretary)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson* (2020 Treasurer)

Ramsey County

Commissioner Trista MatasCastillo* (2020 Chair)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Felix Schmiesing*

Washington County

Commissioner Wayne Johnson
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

April 8, 2020

Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Jim Ische, Carver County
Andrew Johnson, City of Minneapolis

Trista MatasCastillo, Ramsey County
George McMahon, Chisago County
Fran Miron, Washington County-**absent**
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Pete Eggimann; Tracey Fredrick; Jill Rohret; and Martha Ziese.

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

1. Call to Order:

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

2. Approval of April 8, 2020 Agenda

Motion made by Commissioner Ische, seconded by Commissioner McMahon to approve the MESB April 8, 2020 Executive Committee Agenda. Motion carried.

Roll Call Vote:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 7

No: 0

3. Approval of February 12, 2020 Executive Committee Minutes

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the February 12, 2020 Executive Committee minutes. Motion carried.

Roll Call Vote:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		

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Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 7

No: 0

4. Radio Items

A. Approval of Appointment to SECB STR Workgroup

Tracey Fredrick said Ron Jansen from Dakota County was appointed as primary member to the SECB STR Workgroup for 2020. Mr. Jansen has requested a new appointment to the STR Workgroup be made, as there may be other entities with more experience with STR technologies. Fredrick said Curt Meyer from Hennepin County volunteered to act as the primary member to this workgroup and the Radio TOC approved this action on March 25, 2020.

Motion made by Commissioner Wolf, seconded by Commissioner Ische to approve the appointment to the SECB STR Workgroup. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

B. Approval of Draft Metro Radio Standard 3.48.0 – COMU and Deletion of Metro Radio Standards 3.17.5, 3.17.6, and 3.17.7

Fredrick said Metro Radio Standards 3.17.5, 3.17.6 and 3.17.7 were created for three COMU positions prior to those positions receiving state recognition. During the review of the metro standards, it was realized that the state has recognized these positions and so the associated metro standards could be deleted and a new COMU standard could be developed to cover all COMU positions. The Radio TOC concurred with this position at its February 2020 meeting and recommends approval of draft Metro Radio Standard 3.48.0.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve draft Metro Radio Standard 3.48.0 – COMU and delete Metro Radio Standards 3.17.5, 3.17.6, and 3.17.7. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

C. Approval of Amendment to Hennepin County's ARMER Participation Plan

Fredrick said this amendment will allow administrators to track and manage various radio assets in Hennepin County. The Radio TOC recommends approval.

Motion made by Commissioner Wolf, seconded by Commissioner Ische to approve the amendment to Hennepin County's ARMER participation plan. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

5. 9-1-1 Items

A. Approval of Pandemic Metro PSAP Consolidation Plan

Pete Eggimann said the 9-1-1 TOC held a special meeting to consider a Pandemic Metro PSAP Consolidation Plan for maintaining service if any of the metro PSAP(s) found themselves unable to support minimum staffing requirements due to the pandemic. PSAPs are not designed for social distancing or to support staff working remotely from home.

METROPOLITAN EMERGENCY SERVICES BOARD

Eggimann said the plan calls for some preparation to take place at the Ramsey and Hennepin County PSAPs, which would be where the consolidation would occur because they are the largest PSAPs.

Eggimann said it would be relatively easy to program the radio system at the Hennepin and Ramsey PSAPs to support the other metro PSAP operations and 9-1-1 calls can be re-routed quickly, but the difficulty lies in providing CAD capabilities for multiple PSAPs at the alternate locations. Three CAD vendors, Motorola, CentralSquared and RapidDeploy, were contacted to see if their products could support a regional approach to CAD operations and be able to be deployed quickly. Only RapidDeploy appears able to meet the region's needs and has proposed a six-month contract for \$10,000.00, which is a 96% discount. The MESB could fund this out of the Hennepin County Investment Fund. The 9-1-1 TOC recommends the Board approve the Pandemic Metro PSAP Consolidation Plan, including the regional backup CAD solution with RapidDeploy. Eggimann suggested that there may be additional costs as the implementation plan is completed but believes the costs will be minimal.

Commissioner McMahon asked how this would affect Chisago County which has law enforcement officers that could be called in to staff their PSAP.

Eggimann said participating in the plan is voluntary and Chisago County may choose not to participate if they have adequate resources locally. He said the telecommunicator job is complicated and temporary replacements, like law enforcement officers, will struggle with the technology used to track and dispatch emergency responders without some extensive training.

Jill Rohret said at this point, it is thought the funding would come from the Hennepin County Investment Fund. Rohret and Eggimann did have a conversation with ECN about funding a state-wide project. It is her recommendation that the MESB expend the funds for this immediate project, and then re-evaluate once the contract term ends, if necessary.

Commissioner MatasCastillo asked if these costs could be reimbursed by FEMA. She has spoken with Nancie Pass that said this plan is really about how to consolidate as a region.

Rohret said the President did call for an emergency declaration, but details of what all is included is not known at this time. RapidDeploy has discounted this service by over 90%, and it is her recommendation to the Board to accept the 9-1-1 TOC plan and enable the deployment work to begin.

Motion made by Commissioner McMahon, seconded by Commissioner Fernando to approve Pandemic Metro PSAP Consolidation Plan and approve the RapidDeploy solution in the amount of \$10,000.00 for a six-month contract.

Commissioner Gamache asked if Hennepin and Ramsey Counties were ready to go. Eggimann said they are the two largest PSAPs, and have the largest number of workstations, including several training workstations that can be put into regular service if needed.

Jay Arneson asked Rohret to confirm that the action to be taken by the MESB Executive Committee is to approve the above motion and will be ratified at the May Board meeting. Rohret responded yes, that is the intention.

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Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Total Votes

Yes: 10

No: 0

Motion carried.

6. EMS Items – None

7. Administrative Items

A. Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services

Rohret said there was a discussion at the March Board meeting on the Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services.

Rohret said It is Dakota County's intent to amend the joint powers agreement and begin charging the MESB for the services provided by Dakota County Employee Relations. Dakota County provides services for several outside organizations and is taking steps to perform services consistently. The MESB is the last entity to be requested to comply with this change.

Rohret said there would be a charge of \$94.00 per hour which would begin upon execution of the amendment to the joint powers agreement. The charge would apply to larger projects, such as position evaluations, but not quick telephone call questions.

Rohret spoke with Andy Benish, Director of Dakota County Employee Relations to get answers to the questions raised during the March meeting. Regarding whether the charges could begin in 2021, Benish said Dakota County is not inflexible, but the MESB is the last entity to agree to this change and they would desire the charges to begin sooner. Rohret noted that Dakota County only spent 4.5 hours on services for the MESB from September through mid-February. Rohret said she would project no more than 20 hours annually.

Rohret said, per Commissioner Gamache's inquiry at the March meeting as to how the fee was calculated, that the Dakota County Finance Department created a formula which takes into account employee salaries and benefits to develop the charge. Benish said the formula was established in 2019 and would be adjusted periodically. The MESB can build in an escalator in its operational budget for any annual increases as it does for merit compensation plans. Commissioner Egan said he also spoke with Benish that said Dakota County provides services for at least seven entities and the MESB by far uses the most of Dakota County services.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve the Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Total Votes

Yes: 10

No: 0

B. Discussion – MESB 2021 Budget

i. Amount of Increase for Merit Salary Increases

Rohret said the MESB staff are preparing the 2021 operational budget. Staff are seeking input from the Executive Committee regarding the amount which should be included for staff salary merit performance increases, as well as whether any overall budget increases should be kept under a certain amount due to the pandemic situation.

Rohret said the 2020 Dakota County Merit Compensation Policy & Plan includes base increase ranges of 4.5-6.5% for the lower quartiles, and 3.5-4.5% base increases for the higher two quartiles. Last year staff received guidance from the board to include a 4% merit increase for staff. For 2021, 4% is projected to be \$31,199.79, and for 4.5% the amount would be \$35,099.77. Rohret asked if the board would like to insert a “no more than 3%”, considering the unknown economic situation.

Council Member Johnson said the City of Minneapolis is implementing a freeze on all discretionary spending until the economic impact becomes clearer. Minneapolis is projecting a \$1-2,000,000 loss for the year, which most likely will result in work force reductions and cut-backs in other budgeted items. This might be a better direction for the MESB to go until more is known about the impact.

Commissioner MatasCastillo agreed and asked if the decision could wait until it is known what the counties and cities are doing.

Rohret said the JPA requires counties to be notified what their assessment amounts will be by August 1st. A draft budget is presented to the Executive Committee at the June meeting, with full board approval in July. The July amount is the maximum amount budgeted which can be lowered when there is final approval by the board in November.

Commissioner Ische said he recommends using the higher amount. There are numerous opportunities to trim back the budgets such as the preliminary and final levy once the economic effects of the pandemic are known.

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Commissioner McMahon and Egan agreed.

Rohret suggested using the more conservative 4% initially.

8. Old Business – None

9. New Business – None

10. Adjournment

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

Adjourn 10:47 a.m.

DRAFT



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 10, 2020

Agenda Item:

**4A. Approval of Amendment to
Carver County Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the amendment to the Carver County ARMER participation plan.

BACKGROUND

Carver County has been an ARMER participant since 1998. It currently utilizes a full ARMER participation plan, approved by the Metropolitan Radio Board, which has been amended several times with approval from the Statewide Emergency Communication Board.

ISSUES & CONCERNS

Carver County is requesting an amendment to its ARMER participation plan to change the connection to the ARMER system from microwave radio links to a fiber optic network.

Carver County installed a fiber optic ring with a redundant network path in 2013. Three of the current county radio sites are also connected via this fiber optic network; the sites are the Chaska Government Center, Chanhassen and Hollywood.

In the future, Carver County will decommission the microwave connections from Chanhassen to the Scott County's Jackson tower and from the Sheriff's PSAP location in Chaska to Scott County's Jackson tower. The microwave connections from Hollywood, Norwood Young America and Minnetrista will also be decommissioned, in lieu of the fiber optic path.

FINANCIAL IMPACT

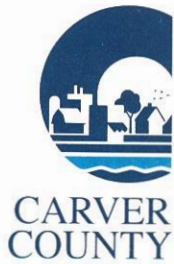
None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



Office of County Sheriff
Carver County Government Center
Justice Center
606 East Fourth Street
Chaska, Minnesota 55318-2102

Sheriff Jason Kamerud
Emergency: 911
Sheriff Admin: (952) 361-1212
Admin. Fax: (952) 361-1229
Dispatch: (952) 361-1231
(Non-Emergency)

April 10, 2020

Metropolitan Emergency Services Board
Radio Technical Operating Committee
Tracey Fredrick
Radio Services Coordinator
2099 University Avenue West
St. Paul, MN 55104

Dear Coordinator Fredrick,

Carver County would like to modify its current ARMER Participation Plan to connect its ARMER radio system resources to the ARMER Public Safety radio system using Carver County's redundant diverse fiber optic network instead of using microwave radio links.

Background

Carver County was one of the original participants in the design/build plan of the MN ARMER Radio System and the first Public Safety agency on the system. In the original build, Carver County inserted its Hollywood radio site between MNDOT's planned Norwood Young America and Minnetrista radio sites. Hollywood was connected to the Norwood Young America and Minnetrista radio sites using 11GHz microwave for connectivity.

Carver then connected its County Sheriff's PSAP at the Government Center in Chaska to the Jackson ARMER radio site using 10 GHz microwave for connectivity.

Carver County also installed its ARMER radio site in Chanhassen using 10 GHz microwave for connectivity to the Jackson ARMER radio site in Shakopee.

Current Situation

Carver County installed a dark fiber optic network ring for connecting ARMER resources in the County with a diverse redundant path in 2013.

Carver County has previously connected the County Sheriff's PSAP at the Government Center in Chaska to the ARMER radio site in Norwood Young America using the County's fiber optic network for one path.

The County's Chanhassen radio site has also been connected to the ARMER radio site in Norwood Young America via Carver County's dark fiber optic network.

Carver County has also connected its Hollywood ARMER radio site to the Norwood Young America ARMER radio site via a closed loop on the County's fiber optic network.

Future Plans

With the County's Chanhassen ARMER radio site connected to the ARMER prime site controller in Norwood Young America via diverse redundant dark fiber, Carver County plans to decommission the 10 GHz microwave connection from its Chanhassen ARMER radio site to the ARMER radio site at Shakopee's Jackson tower.

Carver County also plans to utilize the County's redundant diverse dark fiber optic network for connectivity between the County Sheriff's PSAP and the ARMER radio system and decommission the 10 GHz microwave connection between the Sheriff's County PSAP in Chaska and the Jackson ARMER radio site in Shakopee.

Carver County also plans to utilize the County's redundant diverse dark fiber optic network for connecting the County's Hollywood ARMER radio site to the ARMER radio system through a connection to the Norwood Young America ARMER radio site and decommission the 11 GHz microwave radio connection between the Hollywood ARMER radio site and the Norwood Young America and the Minnetrista ARMER radio sites. This work will be coordinated with MNDOT who will then plan to connect their Norwood Young America radio site to its Minnetrista ARMER radio site with 11 GHz microwave radio.

Respectfully,

Jason Kamerud
Carver County Sheriff

A handwritten signature in blue ink, appearing to read "Jason Kamerud", is written over the typed name and title. The signature is fluid and cursive.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 10, 2020
Agenda Item: 4B. Deletion of Metro Standard 6.4.0 -
Entry Costs for New Full Participants
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend the deletion of Metro Radio Standard 6.4.0 – Entry Costs for New Full Participants.

BACKGROUND

In 2005, the Metropolitan Emergency Services Board adopted all of the existing radio standards approved by the Metropolitan Radio Board. In so doing, all references to the Metropolitan Radio Board were replaced with Metropolitan Emergency Services Board.

Over the course of 2019, all radio standards were reviewed for accuracy and were, if necessary, amended by the MESB. One standard was reviewed and found to be a practice that has never been used. That standard is Metro Standard 6.4.0 – Entry Costs for New Full Participants, which has not been revised since it was established in 2001.

ISSUES & CONCERNS

Metro Standard 6.4.0 – Entry Costs for New Full Participants was approved by the Metropolitan Radio Board (MRB) to govern how it would charge for full participation on the metropolitan region of the ARMER system. Statute stated that the MRB could determine how capital, operating, and administrative costs of the first phase system (backbone) would be spread across users of the system. At the time, fees could be charged for projected costs to the MESB for technical consultation, design, construction of infrastructure and equipment required to accommodate the needs of the new user and on projected costs to upgrade system capacity or alter system design due to impacts placed on the system by the new user. To date, this fee has not been charged to any past or present ARMER system user or owner.

FINANCIAL IMPACT

None to MESB since the standard was never put into practice.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METRO REGION

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

Document Section:	6 – Financial Policies & Procedures	Radio TOC Approval – Signature:
Sub-Section:	METRO 6.4.0	
Procedure Title:	Entry Costs for New Full Participants	
Date Established:	08/27/01	
Replaces Document Dated:		MESB Approval - Signature:
Date Revised:		09/07/01

This standard will be deleted per Board action on xx/xx, 2020.

1. Purpose or Objective

~~The purpose of this standard is to set a procedure for determining the costs to be charged to eligible entities that apply for full participation in the metropolitan region of the ARMER system.~~

2. Technical Background:

• Capabilities

~~The eligible entity (local unit of government, eligible emergency medical service provider, special purpose government agency) must have existing VHF, UHF or conventional 800 MHz equipment capable of communicating on assigned and licensed public safety land mobile channels.~~

• Constraints

~~The eligible entity must comply with the interoperability training requirements established by the Statewide Radio Board (See ARMER Standard 1.11.5e).~~

3. Operational Context:

~~Minnesota Statutes 473.894 Subdivision 8 provides as follows: **Cost apportionment.** The board shall determine how capital, operating, and administrative costs of the first phase system will be spread across users of the region wide public safety radio communication system, **including costs for additional participants.**~~

~~On June 1, 2001 the former Metropolitan Radio Board adopted by resolution the following policy: **Whereas**, it is the policy of the Metropolitan Radio Board to strongly encourage all eligible user entities...to participate fully in the region wide 800 MHz trunked system, **therefore**, it shall be the policy of the Board to charge no fixed fee for admittance to the region wide network. Fees charged to new users shall be negotiated on a case by case basis and shall be based on the projected costs to the MESB for technical consultation, design, construction of infrastructure and equipment required to accommodate the needs of the new user and on projected costs to upgrade system capacity or alter system design due to impacts placed on the system by the new user.~~

4. Recommended Protocol/ Standard:

~~The Metropolitan Emergency Services Board (MESB) shall determine the amount of an entry fee, if any, to be charged to those entities applying for full participation at the time of the negotiation of the cooperative agreement. Any amount required by the Board shall be based on the design document and shall be stated in the cooperative agreement.~~

5. Recommended Procedure:

~~During the application process for full participation in the system (see Standard 1.9a2) an eligible entity must submit a technical design plan to the Board and enter into a cooperative agreement with the Board. During the review of the technical design plan by the Radio Technical Operations Committee, the committee shall prepare a report to the Board concerning any design impacts to be placed on the system by the new user that will require new capital spending by the Board. That report shall provide the basis for determining one time costs to be charged to the new entity for becoming a full participant. Such costs must be approved by the full MESB.~~

6. Management

~~This procedure will be managed by MESB staff.~~



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 10, 2020
Agenda Item: 4C. Approval of Edina FD Waiver
To SECB Standard IOP-13
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval of a waiver to SECB Standard IOP-13 (formerly known as State ARMER Standard 3.29.0) "EMS_COORD Talkgroup" for Edina Fire Department radios to affiliate to the EMS talkgroup.

BACKGROUND

SECB Standard IOP-13 restricts the EMS_COORD talkgroup to EMS use only. Any requests for use other than EMS must be done by obtaining a waiver.

ISSUES & CONCERNS

Edina Fire Department radios affiliated to the ARMER system have a 'Fire' designation, rather than an 'EMS' designation. The Edina Fire Department is a fully licensed ambulance service and provides EMS mutual aid to surrounding communities. Having the ability to utilize the EMS_COORD talkgroup would greatly assist the Edina Fire Department during incidents.

This request will go before the State Emergency Communications Board (SECB) Land Mobile Radio Committee (LMR) on June 9, 2020, and, if approved conditionally, to the full SECB at its June 2020 meeting, pending approval by the MESB.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



May 14, 2020

Metropolitan Emergency Services Board
Radio Technical Operations Committee
2099 University Avenue
Saint Paul, MN 55104

Re: EMS_COORD Talkgroup Request for the Edina Fire Department

Radio TOC Chair Bob Shogren:

The Edina Fire Department is seeking a waiver to add the **EMS_COORD** talkgroup (State Standard 3.29.0) to all Edina Fire Department radios. As a fully licensed advanced life support ambulance service, the Edina Fire Department serves a 16 square-mile primary service area (PSA). Additionally, the department serves as an EMS mutual aid partner to neighboring ambulance services.

The purpose of this request is due to the fact that the Edina Fire Department radios affiliate to the ARMER system as 'fire' radios and subsequently would not normally be eligible for the EMS_COORD talkgroup per the state standard. To be in full compliance with ARMER system standards, we are seeking a waiver granting permission for this EMS talkgroup in 'fire' radios.

Having the EMS_COORD talkgroup would benefit the Edina Fire Department by facilitating critical EMS communications between EMS command personnel, the Metro Region EMS Multi Agency Coordination Center (EMSMACC), and the State Ambulance Strike Teams/Taskforces (AST) during large-scale events and incidents.

Thank you in advance for your consideration of this item.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew LaVenture".

Andrew LaVenture
Firefighter/EMT
Communications Unit Leader (COML)
alaventure@EdinaMN.gov

CITY OF EDINA FIRE-RESCUE & BUILDING INSPECTIONS

Edina Fire Department o Station No. 1 o 6250 Tracy Avenue o Edina, MN 55436 o 952-826-0330

Building Inspections o 4801 West 50th Street o Edina, MN 55424 o 952-826-0372

EdinaMN.gov o Fax 952-826-0390



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 10, 2020

Agenda Item:

**4D. Discussion: Updates to Metro
Radio Standards**

Presenter:

Fredrick

RECOMMENDATION

No recommendation. This is a discussion item only regarding changes to metro radio standards.

BACKGROUND

The MESB currently has 34 ARMER-related standards and four appendices to standard. Throughout 2019, all of the Metro Radio Standards were reviewed for content and accuracy. Several had content and grammatical changes that were brought forward to the Board for resolution. In the future, these standards will be reviewed, and changes made as updates occur. Several of the already reviewed standards do have references to similar State SECB standards as well.

ISSUES & CONCERNS

Upon review and revision of metro radio standards in 2019, there were several that only needed minor, non-substantive changes, including but not limited to grammatical changes, inclusion of new entities, and references to other standards or statute, which did not affect the content or purpose of the standard. Going forward, if any such changes need to be made to metro radio standards, staff would like the ability to make these types of changes without needing them to be approved by the Board. Substantive changes to standards would remain as action for the Board.

This is a timely discussion as many metro radio standards refer to state radio standards. The SECB is changing how its standards are numbered; this will require changes to any references to SECB standards in the metro radio standards.

FINANCIAL IMPACT

None to MESB since the standard was never put into practice.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 10, 2020

Agenda Item:

5A. Approval of M Health Fairview

9-1-1 Plan

Presenter:

Eggimann

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends approval of the M Health Fairview 9-1-1 plan to become a secondary PSAP on the 9-1-1 system.

BACKGROUND

The MESB maintains a consolidated regional 9-1-1 plan for PSAPs in the metro region. Secondary PSAPs have been included in the plan since the mid-2010s. The process for approval of plans has changed recently; the process now requires approval at the regional level as well as approval by the SECB and its NG9-1-1 committee. This is the first 9-1-1 plan from an entity residing in the metro region to go through the new process.

ISSUES & CONCERNS

No technical issues have been identified with the plan as presented.

M Health Fairview (MHF), formerly HealthEast Transportation, operates a communications center to receive emergency calls and dispatch emergency EMS resources. The MHF service area is expanding in both greater MN and in the metro area. MHF has developed a plan to connect to the 9-1-1 system utilizing a Motorola Hosted VESTA solution which supports several PSAPs across the state. The Motorola system will support call transfers utilizing the 9-1-1 system between the metro area primary PSAPs and the MHF communications center with 9-1-1 caller location data for calls for service and for emergency medical dispatch instructions. The planned configuration utilizes physically diverse and redundant network connections between workstations at the MHF communications center and the Motorola host site datacenters.

*Please note: MHF will need to present an amendment to its ARMER plan in the near future.

FINANCIAL IMPACT

None to the MESB. MHF will be responsible for all costs associated with this implementation.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

M Health Fairview EMS Communication Center



9-1-1 Secondary PSAP Integration Plan

Executive Summary – HealthEast Medical Transportation now M Health Fairview (MHF) EMS has been serving the community for over 130 years. Currently, handling more than 45,000 transports annually combining emergent and non-emergent needs, M Health Fairview EMS is a proven comprehensive agency, providing both emergent and non-emergent transports of patients throughout the state of Minnesota. M Health Fairview EMS also provides medical services for multiple events in the area, including for the Minnesota United Football Club and the Minnesota Vikings Training camp. MHF Communication Center, located at 799 Reaney Avenue, St. Paul, MN is making the move towards accreditation for our dispatching services. All staff have recently been certified as Emergency Medical Dispatchers. ProQA software has been enacted and CAD-to-CAD integrations are moving forward with the primary dispatch center partners. Furthermore, PSC Alliance Inc. consulting company has been hired to amend M Health Fairview EMS current ARMER participation plan from partial to full status with MCC7500 consoles replacing existing radio system controls. The ARMER plan will be finalized and submitted by mid-June 2020 to the various ARMER System committees having jurisdiction over M Health Fairview’s service area. MHF has been licensed and approved to deliver (BLS/ALS) EMS services within areas identified on pages x-x of this document.

NG9-1-1 Integration Plan- M Health Fairview EMS, submits this document as our implementation plan to integrate the MHF Communications Center into the Metro and Statewide 9-1-1 systems as a secondary PSAP. M Health Fairview EMS has contracted with Motorola Solutions to connect to their hosted (Software as a Service) NG9-1-1 answering solution which is currently being implemented with several greater MN PSAPs. Based on our current capabilities, without 9-1-1, we are faced with limitations during the initial intake verification process. We are heavily relaying on the Primary PSAP’s to provide basic demographic information prior to speaking with the caller. Once we do get connected to the caller, our staff must verify the address and phone number information. Valuable minutes are wasted during this process. Being connected to the 9-1-1 system as a secondary PSAP will enhance our ability to accurately and quickly provide a physical address and location to EMS providers facilitating timely response and suitable patient intervention.

M Health Fairview has contracted with Motorola who will provide the technical element of the PSAP as a VESTA hosted solution. The Motorola solution will utilize the existing ESInet (provided by CenturyLink), CenturyLink MPLS, and MNIT MPLS. The geo-diverse solution is hosted in redundant data centers and built as a multi-tenant platform to support Minnesota’s PSAPs. Each component of the Motorola SaaS solution is designed and built for high availability. This includes redundant hardware components and connections to both PSAPs and to the ESInet. It also includes redundant carriers and physically diverse circuit paths. The first circuit that will be provided by Centurylink will be installed by the 4th week of May, 2020. Testing and Training will be conducted once this circuit is place and following suitable turn up authorizations from MN governing bodies. Due to COVID 19, MNIT has suspended all “non-emergency” work throughout the state. While M Health Fairview EMS continues with work with CenturyLink and MNIT on a diverse MNIT Circuit high availability solution, we have taken the steps to increase the availability of our VESTA CommandPost disaster recovery plan by leveraging both Verizon and FirstNet. The Motorola VESTA CommandPost service is designed to provide a mobile call taking position and extend HE Transportation’s ability to process calls in the event our primary dispatch center becomes unavailable.



A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

All features of the traditional VESTA 9-1-1 position are preserved. M Health Fairview EMS has contracted with Verizon and FirstNet to provide multiple connectivity options to each of our VESTA CommandPost positions.



Solution Overview

Host A – IronGate DC1

Host B – DC2 Kandiyohi County SO

Century Link Network

Minnesota PSAPS

Primary Path Century Link MPLS

Backup Path Minit MPLS

Century Link Network

MINIT Network

Router

Switch

Network

Legend:

- Customer Provided
- Denotes MSI Demarcation Point

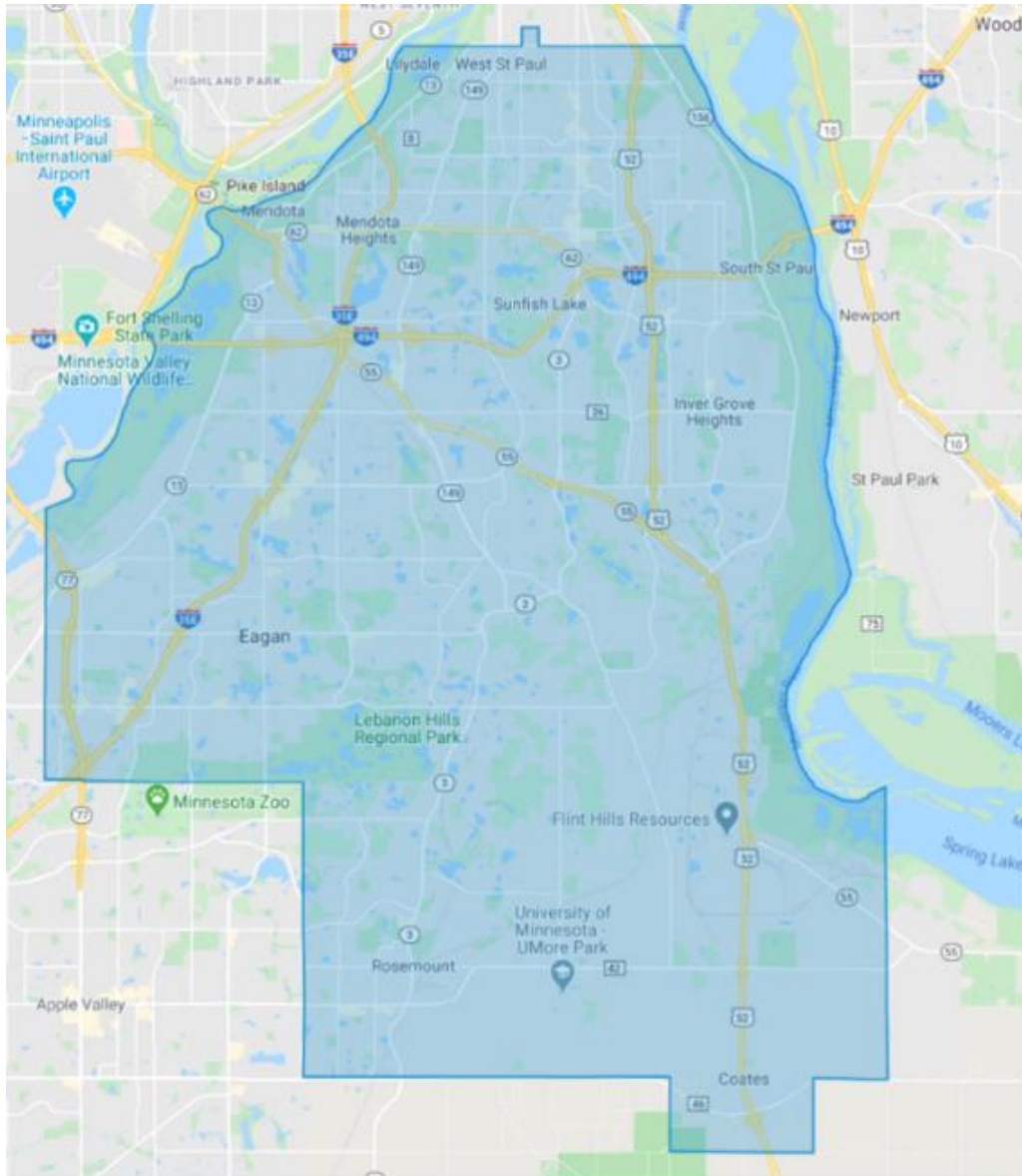
Project: Minnesota Hosted VESTA® 9-1-1 System

Page 2 of 18

Technical Details- Service Areas – Currently, HEMT services a total of 5 counties within the Metro and SE regions. Our plan is to expand within the Metro region which will add 3 more counties in the future.

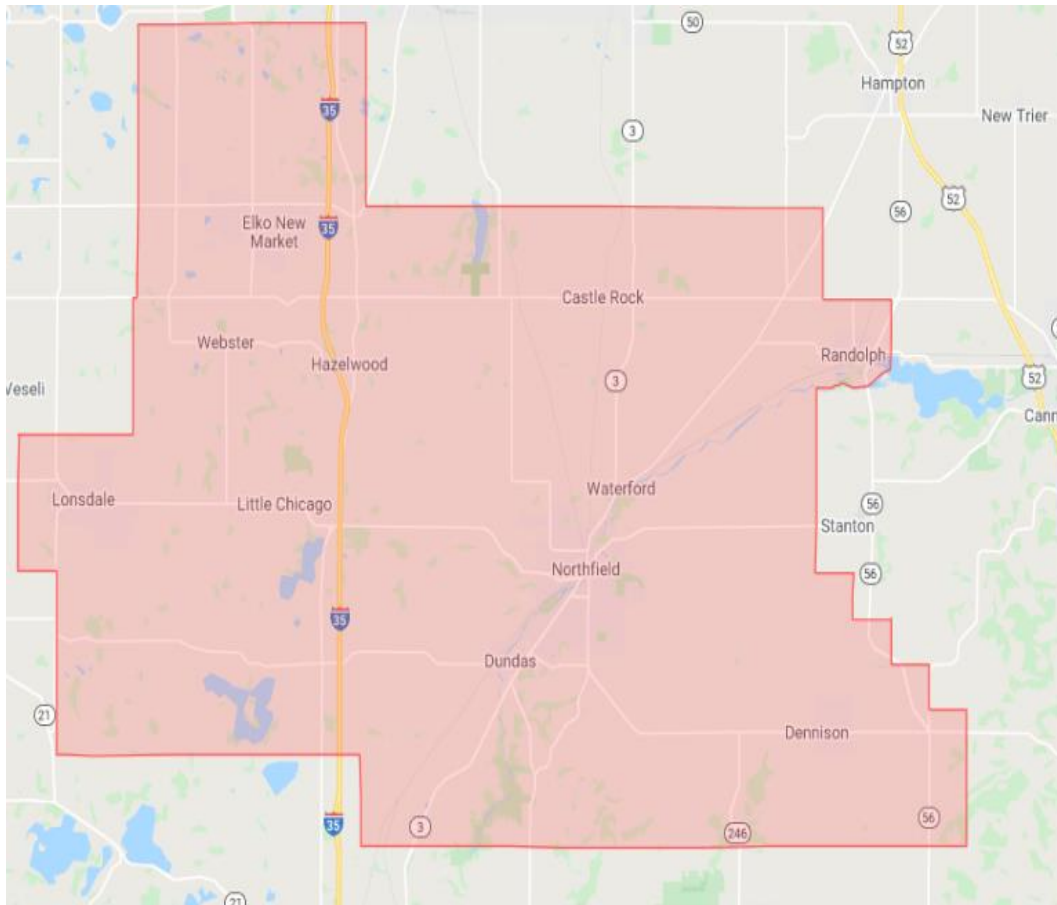
Current Service Area (M HEALTH FAIRVIEW EMS)

- Dakota County (CAD to CAD Interface)-No Pre-arrival EMD Instructions



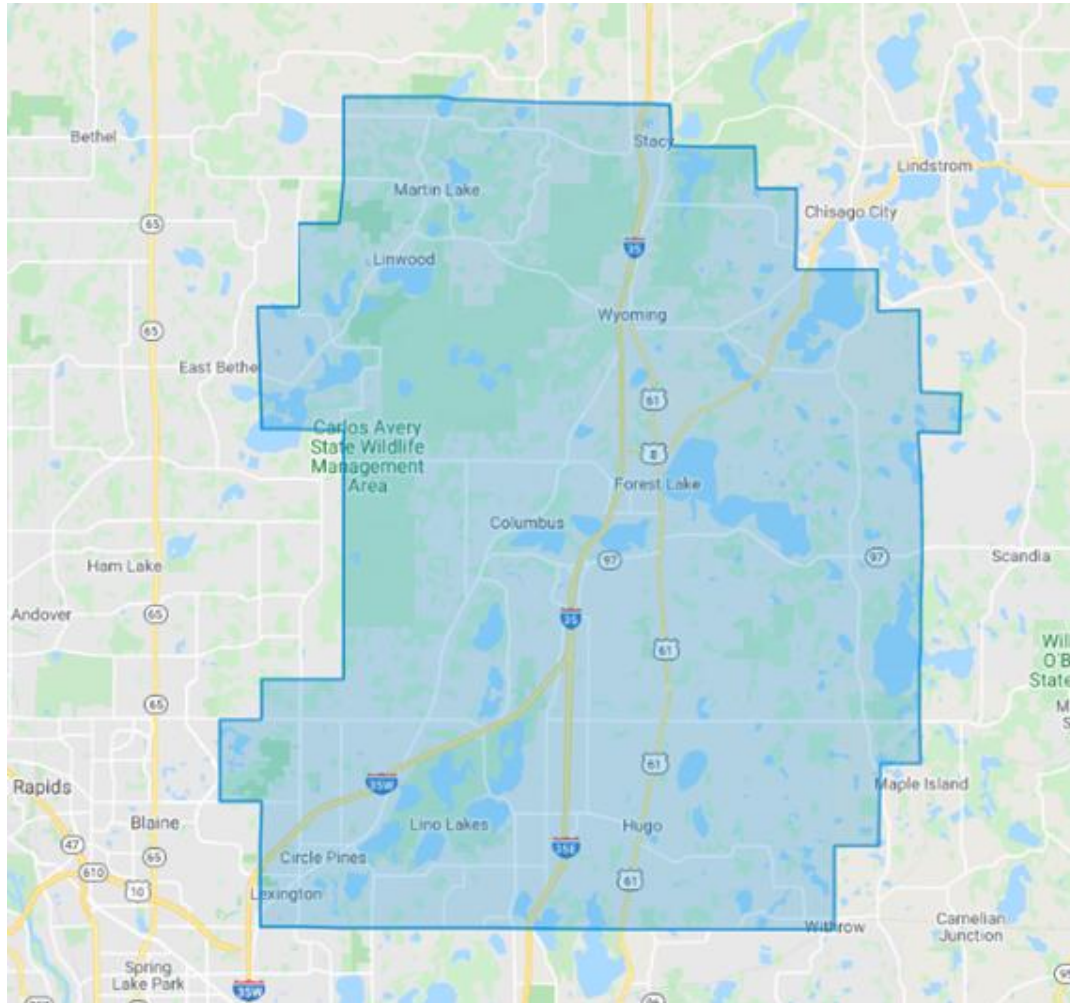
Current Service Areas (Northfield EMS)-MHF Dispatch Services Started on January 28th, 2020.

- Rice/Steele Counties (CAD to CAD Pending)-Pre-arrival EMD Instructions
- Goodhue County (No CAD to CAD)-Pre-arrival EMD Instructions
- Scott County (No CAD to CAD)-Pre-Arrival EMD Instructions



Future Service Area-Go Live Date: June 1st, 2020.

- Washington County (future CAD to CAD)-No Pre-arrival EMD Instruction.
- Anoka County (future CAD to CAD)-Pre-Arrival EMD Instruction.
- Chisago County (No Cad to CAD)-Pre-Arrival EMD Instruction.





A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

Timeline/Summary:

- (TBD) Installation of VESTA CPE at MHF campus
- (TBD) Testing of CPE
- (TBD) Setup of necessary 9-1-1 voice sessions via Intrado/West and Century Link
- (TBD) Testing of 9-1-1 voice sessions
- (TBD) Testing of TXT sessions
- On June 1, 2020, based on contractual EMS commitments, MHF will start responding to EMS events in part of Washington, Anoka, and Chisago counties. These areas currently serviced by North Memorial EMS.
- Hiring-M Health Fairview EMS has started the hiring process, current we have filled 23 of 26 full time staff positions.
- Additional units- M Health Fairview EMS is adding up to 5 ALS/BLS units to the area which will be an additional 10-12% of our current deployment.

Project Costs: M Health Fairview will be responsible for all costs associated with the procuring and installation of the of this project.





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 10, 2020
Agenda Item: 7A. Approval of the 2020 Operational Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the 2021 MESB Operational Budget.

BACKGROUND

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

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

ISSUES & CONCERNS

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

For the 2021 operational budget, staff worked to maintain the overall assessment level to have a no increase from the 2020 operational budget. There will be minor shifts in allocations to the MESB members due to population shifts.

FINANCIAL IMPACT

See Issues and Concerns and attached 2021 Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2021 Operational Budget Considerations

- 2020 budget reflects a 3% increase in the operational budget (not including pass-through radio system expenses). The primary reason for this is the additional 20% of salary expenses for the GIS Specialist position added in 2019.
- A 3% merit increase (\$31,057.00) for staff is included in the 2021 budget. Note: the 2010 Dakota County Merit Compensation Plan has a 4.5% increase for Meets Standards Performance Reviews; 2010 Cost of Living Adjustment was 1.6%. Overall, the salaries line increases 5.22% as primarily due to the additional expenses for the GIS Specialist position.
- The benefits line reflects a 4.26% increase; Dakota County recommended a 7% increase in benefits for 2021 budget purposes.
- Professional/Contract Services increased by 5% (\$5,050.00). One reason is due to new expense for HR services. Additionally, there was a slight increase in accounting services.
- The office supplies line was decreased by 30% (\$4,250.00) which reflects the lack of need to
- Equipment decreased 28% (\$1,900.00) as the staff computer replacement cycle is complete for the time being. Equipment maintenance line was reduced by 7% (\$1,000.00) as on-going maintenance is no longer available for one software program used.
- The board meeting expenses line was reduced by 8% (\$700.00. Staff generally plans for a cancellation of one Executive Committee meeting and one Board meeting; this budget includes the cancellation (or virtual meeting) of two Executive Committee meetings, which reduces expenses.
- The interest revenue contribution to reduce assessments included in the 2020 budget was removed from the 2021 budget, due to concerns over the interest rates related to the coronavirus.

- The budget includes using anticipated insurance dividends to reduce assessments, totaling \$6,000.00 for 2020.
- Per January 2019 Board action, the 2020 budget includes a contribution from the Hennepin County Investment Fund to cover 3/5 of the salary and benefits for the new GIS Specialist position added in 2019.
- Finally, the 2021 budget includes using forecasted unspent funds from the 2020 budget, due to changes in travel, conferences, meetings, etc. due to the coronavirus, as a way to keep assessment changes low.
- The 2020 Operational Budget results in a 0.00% increase in assessments in 2021. The effect on assessment amounts varies by county/city due to population shifts; the overall total amount of assessments did not change, but actual individual amounts vary due to population shifts.

**Metropolitan Emergency Services Board
2021 Draft Budget Summary
(Excludes Radio System Expenses)**

2021 BUDGET - DRAFT 5.18.20					
ACCOUNT	2020 Budget	2021 Administration	2021 Radio Administration	2021 Dollar/Percentage Change	
SALARIES					
Proposed merit increase	29,751	31,057	2,896	1,306	4%
MESB STAFF SALARIES	758,765	798,636	75,093	39,871	5%
MESB STAFF BENEFITS	270,182	281,686	21,661	11,504	4%
***** TOTAL SALARIES, BENEFITS	1,058,698	1,111,379	99,650	52,681	5%
TRNG/PROF'L DEVEL/TECH SEMINARS	9,225	9,225	1,375	-	0%
LOCAL TRAVEL	3,700	3,700	1,200	-	0%
***** TOTAL PERSONNEL COSTS	1,071,623	1,124,304	102,225	52,681	5%
Travel for Conferences	25,900	25,900	3,800	-	0%
Dues & Subscriptions	2,550	2,550	400	-	0%
Professional & Contractual Services	110,830	115,880	30,320	5,050	5%
Rent	21,800	21,800	4,360	-	0%
Communications	26,110	26,250	4,750	140	1%
Office Supplies	13,950	9,700	550	(4,250)	-30%
Printing & copying	1,500	1,500	250	-	0%
Postage	500	500	100	-	0%
Equipment	6,850	4,950	750	(1,900)	-28%
Equipment Maintenance	15,000	14,000	0	(1,000)	-7%
Advertising and public information	1,650	1,650	250	-	0%
Insurance	52,499	52,149	41,149	(350)	-1%
Other Operating Costs	3,000	3,000	1,000	-	0%
***** TOTAL OPERATING COSTS	282,139	279,829	87,679	(2,310)	-1%
Audit	22,000	22,000	10,000	-	0%
Meeting Expenses	8,550	7,850	2,200	(700)	-8%
Contingency	12,000	12,000	10,000	-	0%
***** TOTAL OTHER EXPENSES	42,550	41,850	22,200	(700)	-2%
***** BUDGET (excluding Radio System Expenses)	1,396,312	1,445,983	212,104	49,671	4%
2021 Oper. Admin. Total	1,233,879				
2021 Radio Admin. Total	212,104				

Source of Funds	2021	2020
Interest revenue	0	21,500
Unspent previous year's earnings	67,200	0
Insurance Dividend	6,000	6,000
EMS rent, admin, office supplies, etc.	15,000	15,000
MMCD Shared	2,000	2,000
GIS Position funding from Investment Acct	72,000	68,000
Total from other sources	162,200	112,500
Funded from Assessments	1,283,783	1,283,812
Total all sources	1,445,983	1,396,312

ASSESSMENT SCHEDULE			Percentage Change Between 2020/2021
	DRAFT		
	2021 Assessment	2020 Assessment	
MEMBERS			
ANOKA	138,984	138,665	0.2%
CARVER	41,157	40,442	1.7%
CHISAGO	21,732	21,751	-0.1%
DAKOTA	166,446	166,151	0.2%
HENNEPIN	462,040	462,228	0.0%
ISANTI	15,509	15,552	-0.3%
RAMSEY	214,479	214,802	-0.2%
SCOTT	56,747	56,900	-0.3%
Sherburne	37,366	37,253	0.3%
WASHINGTON	101,568	101,010	0.5%
CITY OF MINNEAPOLIS	27,754	29,058	-4.7%
TOTALS:	1,283,782	1,283,812	0.00%

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
Salaries									
2021 Proposed MESB merit increases	15,172	12,989	2,896	31,057	31,057	29,751	788,516		
Executive Director	132,202			132,202		122,894			
Regional Radio Communications Coordinator			73,093	73,093		67,740			
911 Data Coordinator		88,404		88,404		82,498			
Director of 911 Services		120,410		120,410		118,055			
Senior Administrative Assistant	64,012			64,012		61,610			
MESB Financial Services Specialist	91,233			91,233		87,810			
GIS Specialist		59,145		59,145		55,565			
GIS Specialist		59,592		59,592		56,160			
EMS Coordinator	95,545			95,545		91,433			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	798,636	15,000			
TOTAL SALARIES	406,164	345,540	77,989		829,693			5.22%	41,177
Benefits									
Executive Director	30,384			30,384		28,119	270,182		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			21,161	21,161		28,663			
911 Data Coordinator		38,038		38,038		35,303			
Director of 911 Services		37,712		37,712		35,441			
Senior Administrative Assistant	19,744			19,744		18,463			
MESB Financial Services Specialist	38,248			38,248		35,164			
GIS Specialist		28,152		28,152		25,595			
GIS Specialist		28,095		28,095		25,688			
EMS Coordinator	33,652			33,652		31,246			
Contingency eg. (HR administrative fees)	1,000	1,000	500	2,500		2,500			
TOTAL BENEFITS	127,028	132,997	21,661		281,686			4.26%	11,504
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		1,000		1,000		1,000			
911 Data Coordinator		1,250		1,250		1,250			
Director of 911 Services		1,500		1,500		1,500			
Senior Administrative Assistant	1,000			1,000		1,000			
MESB Financial Services Specialist	1,000			1,000		1,000			
Total Training/Professional Development/Tech Seminars	3,100	4,750	1,375		9,225			0%	0

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
Local Travel							3,700		
Exec Director local travel & expenses	450			450		450			
Dir 911 Svcs local travel & expenses		800		800		800			
Regional Radio Communications Coordinator			1,200	1,200		1,200			
GIS Specialist		200		200		200			
GIS Specialist		200		200		200			
911 Data Coordinator		700		700		700			
Senior Administrative Assistant local travel & expenses	100			100		100			
MESB Financial Services Specialist	50			50		50			
TOTAL	600	1,900	1,200		3,700			0%	0
Travel for Conferences							25,900		
MN MSA/NENA/APCO 911 Conf - 911 Data Coordinator		0		0		0			
MN MSA/NENA/APCO 911 Conf - Dir 911 Svc		400		400		400			
Conference, Republic, Exec Dir	1,200			1,200		1,200			
Conference, NENA Best Practices, Exec Dir	1,200			1,200		1,200			
Conference, NENA Best Practices, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA Best Practices, 911 Data Coordinator		1,200		1,200		1,200			
Conference, APCO, Exec Dir	1,900			1,900		1,900			
Conference, APCO, Regional Radio Coord.			1,900	1,900		1,900			
Conference, APCO, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA, Natl, Exec Dir	1,500			1,500		1,500			
Conference, NENA, Natl, Dir 911 Svc		1,500		1,500		1,500			
Conference, NENA, Natl, 911 Data Coordinator		1,500		1,500		1,500			
Conference, NENA, Natl, GIS Specialist		1,500		1,500		1,500			
Conference, NENA, Joint Comm, Dir 911 Svc		1,100		1,100		1,100			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,100		1,100		1,100			
Conference, IWCE, Regional Radio Coord.			1,650	1,650		1,650			
Conference, GFOA, Annual Conf - Finance	1,500			1,500		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		1,100		1,100		1,100			
TOTAL	7,300	14,800	3,800		25,900			0%	0

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
Dues & Subscriptions							2,550		
Executive Director	700			700		700			
Director of 911 Services		300		300		300			
Regional Radio Communications Coordinator			400	400		400			
GIS Specialist		300		300		300			
GIS Specialist		300		300		300			
911 Data Coordinator		300		300		300			
MESB Financial Services Specialist	250			250		250			
TOTAL	950	1,200	400		2,550			0%	0
Professional/Contract Services							110,830		
Engineering consulting services		0		0		0			
Computer/Technical Support and Consulting Services	11,230	11,230	5,620	28,080		28,080			
Legal Services/Advocacy/Regulatory Affairs		15,000	15,000	30,000		30,000			
Web Site Maintenance/Other	7,300	7,300	4,700	19,300		15,200			
Accounting Services	6,000			6,000		5,550			
Dakota County Payroll/HR Services	2,500			2,500		0			
MESB Project Support(NG 911 Network, System Design, Radio & GIS)		25,000	5,000	30,000		32,000			
TOTAL	27,030	58,530	30,320		115,880			5%	5,050
Rent							21,800		
Metro Counties Government Center	9,440	8,000	4,360	21,800		21,800			
TOTAL	9,440	8,000	4,360		21,800			0%	0
Communications							26,110		
Office communication service (phones, fax)	6,000	6,000	3,000	15,000		15,000			
Cellular service	500	1,200	500	2,200		2,460			
Outlook/Office365/Drop Box/Adobe	3,500	2,000	1,000	6,500		7,650			
Misc communications fees (Conference Bridge Svc, Broadcast fax, Comc	1,800	500	250	2,550		1,000			
TOTAL	11,800	9,700	4,750		26,250			1%	140

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
Office Supplies							13,950		
Cellular & Telephone Supplies	200			200		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	0	0	1,500		7,000			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	2,250	500	250	3,000		1,750			
Plotter supplies	500			500		500			
TOTAL	8,150	1,000	550		9,700			-30%	-4,250
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							6,850		
Misc Small Office Equipment	1,500	1,000	500	3,000		1,500			
Computer Upgrades				0		3,400			
Printers, Scanners, PDA	700			700		700			
Contingency	500	500	250	1,250		1,250			
TOTAL	2,700	1,500	750		4,950			-28%	-1,900
Equipment Maintenance							15,000		
Copier maintenance/lease	4,000			4,000		4,000			
Postage Meter Lease/Maintenance	1,000			1,000		1,000			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		8,000		8,000		9,000			
TOTAL	6,000	8,000	0		14,000			-7%	-1,000

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
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							52,499		
General Property & Liability	9,000			9,000		8,000			
Workers Compensation Insurance	2,000			2,000		2,000			
Radio GL & TE - O			41,149	41,149		42,499			
TOTAL	11,000	0	41,149		52,149			-1%	-350
Radio Site Expenses							748,046		
Rent			360,371	360,371		355,374			
Utilities			274,100	274,100		281,133			
Insurance			24,790	24,790		19,762			
Motorola Maintenance			100,643	100,643		91,777			
TOTAL			759,904		759,904			2%	11,858
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

2021 Budget Detail - **DRAFT** 5.18.20

	Administration	911	Radio	2021 detail	2021 Budget	2020 budget detail	2020 Budget	% Change	\$ Change
Board Meeting Expenses							8,550		
Board Mileage & Per Diem	1,700	1,100	1,100	3,900		4,300			
Executive Committee Meeting Mileage & Per Diem	1,400	700	700	2,800		3,100			
911 & Radio TOC, GIS Advisory Committee		250	200	450		450			
Miscellaneous Meeting Expense	200	300	200	700		700			
TOTAL	3,300	2,350	2,200		7,850			-8%	-700
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	634,112	599,767	972,008		2,205,887		2,144,358	3%	61,529

MESB BOARD ASSESSMENT SCHEDULE 2021 BUDGET - **DRAFT** 5.18.20

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2018	% of 2018	DRAFT 2021 DUES	2018	% of 2018	DRAFT 2021 DUES			Difference from 2020 assessment
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2021 ASSESSMENT TOTAL	2020 ASSESSMENT TOTAL	
Anoka	357,851	10.83%	\$23,179	357,851	10.83%	\$115,805	\$138,984	\$138,665	\$319
Carver	105,970	3.21%	\$6,864	105,970	3.21%	\$34,293	\$41,157	\$40,442	\$715
Chisago	55,955	1.69%	\$3,624	55,955	1.69%	\$18,108	\$21,732	\$21,751	(\$19)
Dakota	428,558	12.97%	\$27,759	428,558	12.97%	\$138,687	\$166,446	\$166,151	\$295
Hennepin	832,621	25.19%	\$53,932	1,261,104	38.15%	\$408,109	\$462,040	\$462,228	(\$187)
Isanti	39,932	1.21%	\$2,587	39,932	1.21%	\$12,922	\$15,509	\$15,552	(\$43)
Ramsey	552,232	16.71%	\$35,770	552,232	16.71%	\$178,709	\$214,479	\$214,802	(\$323)
Scott	146,111	4.42%	\$9,464	146,111	4.42%	\$47,283	\$56,747	\$56,900	(\$153)
Sherburne	96,208	2.91%	\$6,232	96,208	2.91%	\$31,134	\$37,366	\$37,253	\$113
Washington	261,512	7.91%	\$16,939	261,512	7.91%	\$84,629	\$101,568	\$101,010	\$557
Minneapolis	428,483	12.96%	\$27,754	-	0.00%	\$0	\$27,754	\$29,058	(\$1,304)
TOTAL	3,305,433	100.00%	\$214,104	3,305,433	100.00%	\$1,069,679	\$1,283,783	\$1,283,812	



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

June 10, 2020

Agenda Item:

**7B. Approval of the 2021-2025
Capital Budget**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of 2021 – 2025 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 and Concerns and attached 2021 Capital Budget Notes.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

2021 – 2025 Capital Budget

- The five-year capital budget is broken up into Administrative projects, NG9-1-1 projects, and Radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.
- The biggest change in the 2021 – 2025 Capital Budget is that there are no administrative projects. The change to Windows 10 occurred in 2020, as will AV equipment changes.
- NG9-1-1 includes six line-items. The timing of each project is an estimate as projects could slip in coordination with the State of Minnesota. The lines are the same as were seen in previous years' capital budgets, though one line was removed.
- Regarding the GIS-based MSAG transition and maintenance, the MESB proposed a trial project as a use of national 9-1-1 grant funds being sought by the State of Minnesota. It is expected that the MESB will have resulting action items from the grant, once it is completed, which is why there are funds included in 2021 for the transition.
- The ESInet SD-WAN project was delayed due to the forthcoming State of Minnesota RFP for a portion of the NG9-1-1 network. As such, expenses were shifted by one year.

**Metropolitan Emergency Services Board
Capital Budget Forecast
Five Year 2021 - 2025**

Project	Project Rank	Current Year (2020) Budget	2021	2022	2023	2024	2025	Total Est. Cost
<i>Administrative</i>								
IT Upgrades (Network)	1	10,000						0
AV Equipment	2	35,000						0
Total		45,000	0	0	0	0	0	0
<i>NG 9-1-1</i>								
Network Design/Transition Plan	1	10,000	10,000					10,000
Integrated GIS/MSAG Maintenance/Transition*	2		50,000					50,000
Quality Assurance Tool for 9-1-1 Data***	3			15,000				
Independent System Integration (SD-WAN)	6	35,000	35,000	35,000	35,000	35,000	35,000	175,000
ESInet WAN Equipment for PSAPs**	4	308,600	308,600	20,000				328,600
Wireless Routing Database	5			25,000	5,000			
Total		353,600	403,600	95,000	40,000	35,000	35,000	608,600
<i>Radio</i>								
Cache Radio Replacement	1							0
Total		0	0	0	0	0	0	0
Total Cost of Capital Projects								
		398,600	403,600	95,000	40,000	35,000	35,000	608,600

Funding Source		Current Year Budget	2019	2020	2021	2022	2023	Total Est. Cost
Hennepin County Investment Fund		563,600	403,600	95,000	40,000	35,000	35,000	608,600

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

**This item was included in the 2020 budget year, however the expenditure of these funds for this purpose will be delayed a year.

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