



**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA**

April 13, 2022, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Access Code: 2551 847 9218

Password: ubUQrXA9E43 (82877929 from phones & video systems)

1. **Call to Order** – Board Chair, Commissioner Irene Fernando
2. **Approval of Agenda** – Commissioner Fernando
3. **Approval of February 9, 2022 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of City of Edina Waiver for State Standard LMR-53 (**page 7**)
 - B. Approval of Amendments to Metro Standard 3.30.0 – METCOM (**page 9**)
 - C. Approval of New Representatives to SECB LMR Committee and STR Workgroup (**page 13**)
5. **9-1-1 Items** – Mike Mihelich, 9-1-1 Manager
 - A. Approval of Metro Region Participation in ECN RapidDeploy RadiusPlus Pilot Project (**page 15**)
 - B. Approval of Metro Region PSAP Representative to ECN NG9-1-1 RFP Evaluation Team (**page 19**)
6. **EMS Items** – Jill Rohret, Executive Director
 - A. Approval of Amendment 1 to EMSRB Volunteer Training Reimbursement (VTR) Grant (**page 21**)
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Executive Director Travel Request (**page 27**)
8. **Old Business**
 - A. Discussion – MESB Meeting Format (**page 29**)
9. **New Business** – None
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

April 13, 2022, 10:00 a.m.

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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2022 Treasurer)
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando* (2022 Chair)
Commissioner Chris LaTondresse

Isanti County

Commissioner Greg Anderson* (2022 Vice Chair)

Ramsey County

Commissioner Trista Matascastillo* (2022 Secretary)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Barbara Burandt*

Washington County

Commissioner Stan Karwoski
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

February 9, 2022

Meeting held via WebEx

Commissioners Present:

Greg Anderson, Isanti County
 Joe Atkins, Dakota County
 Barbara Burandt, Sherburne County
 Gayle Degler, Carver County - **absent**
 Irene Fernando, Hennepin County
 Mike Gamache, Anoka County

Rick Greene, Chisago County
 Andrew Johnson, City of Minneapolis
 Trista Matascastillo, Ramsey County
 Fran Miron, Washington County
 Tom Wolf, Scott County

Staff Present: Tracey Fredrick, Mike Mihelich, Jill Rohret, and Martha Ziese.

Guests Present: Jay Arneson, *Board Counsel*; Matthew Bergeron, *Larkin Hoffman*; Jake Thompson, *Chisago County*; and Margaret Vesel, *Larkin Hoffman*.

1. Call to Order:

The meeting was called to order at 10:00 a.m. by MESB Chair Commissioner Irene Fernando.

2. Approval of the February 9, 2022 Agenda

Motion made by Commissioner Wolf, seconded by Commissioner Gamache, to approve the MESB February 9, 2022, Executive Committee agenda. Motion carried.

Roll call for approval of agenda item 2

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne		
Degler, G.	Carver		
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R.	Chisago	X	
Johnson, A.	Minneapolis	X	
Matascastillo, T.	Ramsey	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 8 Nay: 0 Motion passes

3. Oath of Office

Commissioner Fernando administered the Oath of Office to Commissioner Barbara Burandt, Sherburne County.

4. Approval of Minutes

Motion made by Commissioner Miron, seconded by Commissioner Greene to approve the MESB Executive Committee December 8, 2021, minutes. Motion carried.

Roll call for approval of agenda item 4

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	

METROPOLITAN EMERGENCY SERVICES BOARD

Degler, G.	Carver		
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R.	Chisago	X	
Johnson, A.	Minneapolis	X	
Matascastillo, T.	Ramsey	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes

5. Radio Items

A. Approval of Amendment to Scott County's ARMER Participation Plan

Tracey Fredrick said Scott County requests approval of an amendment to its ARMER participation Plan which allows the relocation of its network backhaul from the current Shakopee site to the Norwood site. This move will connect to its dispatch site and enable redundancy for backup of its network. The Radio TOC recommends approval of the plan amendment.

Motion made by Commissioner Wolf, seconded by Commissioner Matascastillo to approve the amendment to the Scott County ARMER Participation Plan. Motion carried.

Roll call for approval of agenda item 5

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver		
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R.	Chisago	X	
Johnson, A.	Minneapolis	X	
Matascastillo, T.	Ramsey	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes

6. 9-1-1 Items – None

7. EMS Items – None

8. Administrative Items

A. Discussion: Legislative Initiative for ARMER Encryption

Jill Rohret said because there is a budget surplus and a large infusion federal money into the state, bills will likely be introduced in this legislative session requesting funding for public safety and communications. ARMER system administrators have been discussing whether or not more encryption should be added to the system. Some counties have already implemented encryption for their law enforcement talkgroups, and other counties are in process of implementing encryption. There are different levels of encryption, and they are not necessarily compatible with one another and implementing encryption can be costly.

METROPOLITAN EMERGENCY SERVICES BOARD

Rohret noted that the after-action reports from the 2020 civil unrest, and again during the 2021 civil unrest related to the Daunte Wright shooting stated there were incidents where some individuals tracked communications occurring on non-encrypted channels.

Rohret said last fall the Bureau of Criminal Apprehension (BCA) sent out some new FBI rules regarding how criminal justice information may be communicated over the air. These new rules require the use of Advanced Encryption Standard (AES) encrypted resources to transmit this information. AES is the highest level of encryption and is not widely used in Minnesota. Law enforcement and PSAPs would be affected as they would both be using an encrypted talkgroup to transmit that information. Additionally, there are times where fire and EMS personnel, and sometimes public works personnel, may need to communicate with law enforcement in an encrypted manner.

Rohret said the release of the rules caused concern so few Minnesota law enforcement agencies could comply. ECN held a state-wide meeting in January at which representatives from the BCA said they had not been aware that this would be difficult to implement, particularly state-wide, and they would not audit law enforcement agencies at this time.

Rohret said since there is a surplus of federal dollars there is a push to take some action and have the legislature introduce some bills to receive some of the funding to help enable the encryption across the state. This effort is led by Micah Myers, the Chair of the SECB Finance Committee; the committee meets tomorrow, and it is hoped it will determine an estimated dollar figure for this effort. There is not a good estimate now because it is not known if the mobiles and portables will need to be replaced or just updated with software to achieve this encryption. It is also possible there would be some network infrastructure costs.

Rohret asked members if they would broadly support this effort. It is thought that the funding would be in a grant format, perhaps with matching costs.

Commissioner Fernando asked if the committee was being asked to support both the concept and the manner of funding.

Rohret said yes, it is important that the MESB had a voice to take back to the SECB Finance Committee and the MESB lobbyists.

Commissioner Miron said obviously these are FBI rules and wondered if there might be federal funding. These unfunded federal mandates are certainly frustrating.

Rohret said at this time there has not been a notification for any federal funding related to this requirement. Federal grant dollars have been in decline over the years.

Commissioner Miron said maybe the counties could unify to seek out by way of lobbyists to make the cost known.

Commissioner Gamache asked if this has been presented to or approved by the Governor and if there is a ballpark cost estimate.

Rohret said that it has not gone through the Governor's approval process yet. Because of that the Department of Public Safety cannot actively lobby for this effort, which will leave lobbying efforts primarily to the Minnesota Sheriffs' Association or the Association of Minnesota Counties. She said it is hoped that the SECB Finance Committee will have an estimate tomorrow. There was a bill introduced for \$250 million for radios and another may be introduced which would provide

METROPOLITAN EMERGENCY SERVICES BOARD

\$400 million for firefighter communications, but it does not necessarily focus on the encryption piece.

Fredrick said the metro region included a grant request for 2022 grants of \$600,000.00 for this effort. She noted that that amount was likely a low amount. She stated the metro region's grant request was denied.

Commissioner Atkins said he spoke with Dakota County staff and was given a conservative estimate of \$500,000.00 for Dakota County. There would also be additional JPA costs to Dakota County for their member cities. Atkins said he felt the lobbyists should now be actively involved.

Commissioner Fernando said everyone agrees these unfunded mandates are very tiresome. She asked the committee if it agreed that it is preferred the MESB take a position.

Rohret said she will draft a letter for the MESB March board meeting to get to our federal lobbyists. If we wait for every law enforcement agency and counties to get this in their capital budget, it is probably not an exaggeration to say it could take 10 years. The Hewitt bill would provide \$250 million with a 5% match. There could be a \$400 million bill for radios for volunteer firefighters.

Margaret Vesel said there is a need to perhaps right size the cost and the legislature could come up with a formula and will know more after February 28 budget forecast is announced. There is a forecasted \$9 billion surplus.

Commissioner Matascastillo asked what Vesel has heard about what will be moved forward, spent and appropriated.

Vesel said the approximately \$8 billion surplus does not include the \$1.5 billion which was set aside from the ARPA funds. There is talk of a House bonding bill. It will be difficult to pass because a majority 81 votes is needed from the House and 41 votes from the Senate. Vesel thinks they will try and pass a large cash bill perhaps in the ballpark of \$2 billion dollars.

9. Old Business – None

10. New Business – None

11. Adjournment

The meeting adjourned at 10:39 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 4A. Approval of Edina Waiver to State
Standard LMR-53
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the waiver request to SECB Standard LMR-53 – Foreign Radio Systems and Non-ARMER Radio Connections for the City of Edina.

BACKGROUND

The City of Edina is an ARMER participant. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

The City of Edina requests approval of a waiver to SECB Standard LMR-53, Foreign Radio System and non-ARMER Radio Connections.

Edina will establish six interfaces for LMR talkgroups to Long-Term Evolution (LTE) devices. The LTE devices used will be compliant with the State of Minnesota's approved device list. Hennepin County has agreed to do any system administration of these devices.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



09 MAR 2022

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

Coordinator Fredrick:

The City of Edina is requesting a modification to our ARMER Participation Plan to permit operations in accordance with SECB Standard LMR-53: Foreign Radio System and Non-ARMER Radio Connections.

The City of Edina requests the ability to establish up to six (6) “permanent or enduring radio frequency (RF) interface[s]” between Edina owned talkgroups and LTE devices by utilizing donor radios and radio gateways. This LMR-53 request will apply to all City of Edina ARMER users/departments as covered by our participation plan (Police, Fire, PSAP, Public Works, and other authorized users).

In accordance with LMR-53, donor radios will be on the ARMER approved radio list and comply with the LMR-53 programming requirements. Hennepin County Sheriff’s Office provides radio programming services for the City of Edina and will assist in meeting LMR-53 donor radio programming specifications. Donor radios will affiliate with the Hennepin East/West subsystems and no significant additional ARMER system loading is anticipated with this request. Radio Gateways utilized will be provided by JPS Interoperability Solutions. Radio gateways will have the ability to be locally or remotely disabled by approved Edina gateway administrators.

Edina City departments may choose PTT applications (apps) that meet their operational requirements so long as they integrate with JPS Interoperability Solutions gateway devices. PTT application system administrators for the City of Edina will have the ability to enable/disable individual users as well as each user’s ability to access radio gateway channels/talkgroups via the PTT application.

Should there be any questions or concerns, please don’t hesitate to reach out.

Respectfully,

Andrew LaVenture
Communications Unit Leader
Edina Fire Department
952-826-0343
alaventure@EdinaMN.gov



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 4B. Approval of Amendments to Metro
Radio Standard 3.30.0 – METCOM
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval of changes to Metro Radio Standard 3.30.0 – METCOM.

BACKGROUND

The Metropolitan Emergency Services Board established 43 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB, but many have not had language or content changes for over 10 years.

ISSUES & CONCERNS

One Metro Radio Standard has been reviewed for content and language changes.

Updates to Metro Standard 3.30.0 were made to clarify how and when the METCOM talkgroup should be used and who should have access to it. There is also clarification on how to request waivers and variances to the standard. Language was also updated to reflect current terminology for PSAPs and telecommunicators.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region ARMER Standards

Section 3 – Metro 3.30.0 METCOM

Date Established

5-02-07

Date Revised/Reviewed

2-16-222-14-20

1. Purpose or Objective

To establish guidelines and procedures for the use of the 800 MHz **METCOM** talkgroup.

2. Technical Background

• Capabilities

The **METCOM** talk-group is a metro region-wide talk-group intended to facilitate communications between metro region Public Safety Answering Points (PSAPs)~~dispatch centers~~.

• Constraints

This Standard strives for consistency among all metro region agency ~~dispatch centers~~PSAPs and also serves to minimize usage conflicts when multiple incidents may be occurring simultaneously within the metro region area.

3. Operational Context

The **METCOM** talkgroup is to be used for day-to-day interagency urgent or emergency mutual aid situations. It is also a means for hailing another ~~dispatch center~~PSAP, to re-direct non-emergency communications to an alternative talkgroup of their choice.

4. Recommended Protocol/Standard

Emergency Communications shall be defined, for these purposes, as those communications necessary to reduce the time factor when intervening in a life-threatening situation or a large-scale property damage situation.

Emergency communications shall have priority over all other types of communications. Those emergency communications shall include, but not necessarily be limited to:

- Any situation where human life may be in danger of great bodily harm or death.
- Situations where property damage occurs, or very possibly could occur, on a large scale and immediate action is necessary to restore order or prevent further damage or harm.
- Any emergent situation when a dispatcher must provide essential information to multiple agencies at once.

Non-emergency communications shall be defined as any communications where the probability of a life-threatening or large-scale property damage situation does not exist but no other reasonable means of communication between users is available.

Non-emergency communications include, but are not limited to:

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.
- ~~Use during emergent need only; no daily monitoring on subscriber radios~~ and/or consolettes.
- Can be used for communications when a console dispatch site loses network connectivity until restored.

TG Requirements

Mandatory
network connected deployable consoles
Highly Recommended
Optional
Not Allowed
stations (waiver only)

For Whom?

All Region ~~Dispatch Centers~~ PSAPs and all
EOCs, Incident Command Centers None
None
Any mobile, and Portable Radios and control

Cross Patch Standard

YES/NO

To Talkgroup(s)

Soft Patch
Hard Patch

NO
NO

NA
NA

No personnel in any dispatch center shall soft patch the 800 MHz METCOM talkgroups to an 800 MHz trunked talkgroup, RF control station or conventional resource (See Metro Standard 3.24.0). PSAPs with a waiver must not use for daily monitoring on subscriber radios and/or consolettes.

5. Recommended Procedure

Any user transmitting information to another shall:

- Identify by department name and department(s) being called.
- Identify talk-group being used "METCOM"
- Identify the type of incident or emergency
- Example: "Minneapolis to Golden Valley and State Patrol on METCOM, pursuit".

6. Management

~~Dispatch center~~ PSAP-managers for agencies on the metropolitan region of the ARMER system shall ensure that there is a procedure for the use of the METCOM talkgroup in the ~~dispatch center~~ PSAP for which they are responsible.

~~Dispatch center~~ PSAP operators telecommunicators shall receive initial and continuing training on the use of this procedure.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly Radio Technical Operations Committee meeting for resolution.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 4C. Approval of Radio Representative to
SECB Land Mobile Radio Committee and
Strategic Technology Reserve Workgroup
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Executive Committee recommend approval for new appointments to the Statewide Emergency Communications Board (SECB) Land Mobile Radio (LMR) committee and Strategic Technology Reserve (STR) Workgroup for the remainder of calendar year 2022.

BACKGROUND

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the primary and alternate members to the SECB LMR committee and the STR Workgroup.

ISSUES & CONCERNS

The Radio TOC voted to appoint Nate Timm from Washington County and Nick Schatz from Scott County as respective primary and alternate members to the SECB LMR Committee for 2022. The Radio TOC also voted to appoint Mr. Schatz and Mike Parker from Hennepin County as respective primary and alternate members to the SECB STR Workgroup.

The Radio TOC requests these new appointments to be effective immediately, upon approval, as Mr. Meyer is not attending any currently scheduled LMR Committee or STR Workgroup meetings.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 5A. Approval of Metro Region Participation
in ECN RapidDeploy RadiusPlus Pilot Project
Presenter: Mihelich

RECOMMENDATION

The 9-1-1 TOC recommends the Executive Committee recommend approval of regional participation in ECN's RapidDeploy RadiusPlus pilot project.

BACKGROUND

ECN has contracted with RapidDeploy to provide its RadiusPlus automatic location identification (ALI) mapping product to all participating PSAPs throughout the State of Minnesota.

ISSUES & CONCERNS

Participating PSAPs will be provided Emergency Data Gateway (EDG) devices to connect to their call processing equipment (CPE) ALI spills and feed that information to RapidDeploy to be displayed in each PSAP's dedicated web-based environment.

This product will provide PSAPs a web-based automatic number identification (ANI)/ALI mapping solution that can be used to supplement standard operations or as a backup to computer-aided dispatch (CAD)/CPE-based ALI mapping during scheduled or unscheduled downtime. This web-based application can be accessed from any location with Internet access. Along with ANI/ALI data collected directly from the PSAPs provided to RapidDeploy from the EDG device, RadiusPlus map will also provide device-based location data directly from both Apple and Google that can assist PSAPs during a 9-1-1 network outage and provide supplemental location and additional caller information such as emergency contact information, pre-existing medical conditions, and the caller's primary language provided by the phone's user.

Data feeds from both Apple and Google have been used in past 9-1-1 and wireless providers network outages to display (location and phone number) users that attempt to dial 9-1-1 but are unable to successfully reach 9-1-1 within their jurisdictional boundaries. Public safety telecommunicators then call back the phone numbers that attempted the calls to see if they have an actual emergency.

RadiusPlus tactical 9-1-1 mapping solution provides PSAPs with the following:

- Advanced Caller Location Features
 - Side-by-side display of ANI/ALI and supplemental locations
 - Intelligent emergency signal correlation received directly from Apple and Google

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 5A. Approval of Metro Region Participation
in ECN RapidDeploy RadiusPlus Pilot Project
Presenter: Mihelich

- Track a caller in motion
- Dynamic Interaction with Callers
 - Ability to communicate with callers using two-way SMS with real-time translation in 60+ languages.
- Leverage Third-Party Data Sources
 - View supplemental location, medial, and language data when available
 - Real-time traffic and incident data from TomTom and Waze
 - Z-Axis vertical location provides floor level estimation

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



RapidDeploy RadiusPlus Project Update

March 18, 2022

What's New?

The RapidDeploy RadiusPlus project is shifting into high gear! EDG devices are being shipped to PSAPs, hardware installations are being coordinated, on-line training modules are being vetted, and the User Group has been created in Microsoft Teams. With all of this activity occurring, a number of questions have been raised regarding the roles and responsibilities of the various stakeholders involved in executing the following components of this project.

EDG Devices

As part of this project, a small 'EDG' hardware device will need to be installed at each participating PSAP. The EDG device ingests data from the PSAPs call-handling platform and supplies it to the cloud based RadiusPlus software application. The installation will require an Ethernet connection from the EDG device to the PSAPs call handling platform. The installation will also require internet connectivity to the cloud based RadiusPlus software application. This connectivity can be achieved via an Ethernet connection from the EDG device to the PSAPs LAN or via an Ethernet connection from the EDG device to an DPS-ECN supplied FirstNet High Power User Equipment (HPUE) device. The following roles and responsibilities related to the EDG devices have been identified:

- DPS-ECN Responsibilities:
 - Purchase EDG devices for all participating PSAPs.
 - Fund the appropriate number of software licenses for all participating PSAPs.
 - Coordinate EDG device installations at participating PSAPs.
 - Provide on-site technical support (as necessary) via selected vendors to facilitate EDG device installation at participating PSAPs. This service will be provided at no cost to participating PSAPs
 - Fund the maintenance and/or replacement of EDG devices installed in participating PSAPs.
 - Fund the appropriate number of software license renewals for all participating PSAPs.
- RapidDeploy Responsibilities:
 - Configure EDG devices for all participating PSAPs.
 - Provide remote technical support for EDG device installations at participating PSAPs.
 - Ship EDG devices and installation 'kits' to all participating PSAPs.
- Participating PSAP Responsibilities:
 - Select an appropriate installation location for the EDG device.
 - If necessary, coordinate with DPS-ECN to obtain on-site technical support (no cost) for the EDG device installation.
 - Identify the desired method for EDG device connectivity to the internet (LAN or FirstNet HPUE).
 - Ensure that each PSAP workstation has access to the cloud based RadiusPlus software application via a Chrome or Edge (Chromium based) browser.
 - Provide the Ethernet connectivity from the EDG device to the PSAPs call handling platform and the internet. Note: 911 funds may be used to support this activity.

FirstNet High Power User Equipment (HPUE)

As noted on page one, the EDG device can access the cloud based RadiusPlus software application via an Ethernet connection to a DPS-ECN supplied FirstNet High Power User Equipment (HPUE) device. Due to the ease of installation and other benefits, connectivity via a FirstNet HPUE device is preferred. The following roles and responsibilities related to the FirstNet HPUE devices have been identified:

- **DPS-ECN Responsibilities:**
 - Purchase and ship FirstNet HPUE devices and installation 'kits' to participating PSAPs.
 - Fund the maintenance and/or replacement of FirstNet HPUE devices installed in participating PSAPs. This includes the installation of firmware and software updates as needed.
 - Fund the recurring monthly data fees associated with the operation of the FirstNet HPUE devices installed in participating PSAPs.
 - If necessary, coordinate with DPS-ECN to obtain on-site technical support (no cost) for the HPUE device installation.
- **ATT FirstNet Responsibilities:**
 - Provide DPS-ECN with a preliminary assessment of FirstNet coverage at participating PSAPs.
 - As necessary, provide on-site consulting and technical support to assess FirstNet coverage at participating PSAPs. As necessary, provide on-site consulting and technical support to participating PSAPs regarding the location and installation of FirstNet HPUE devices.
- **Participating PSAP Responsibilities:**
 - Install the FirstNet HPUE device and antenna in a location that provides adequate signal strength and access to an 110v power receptacle.
 - Provide the Ethernet connectivity from the EDG device to the FirstNet HPUE device. Note: 911 funds may be used to support this activity.

Project Support

DPS-ECN recognizes that, to be successful, this project will require a high degree of communication, collaboration, and coordination between each of the stakeholders involved in the implementation process. DPS-ECN is committed to providing opportunities for participating PSAPs to ask questions, share information, and provide feedback that will help guide decisions regarding DPS-ECN funded investments in 911 technology. The following roles and responsibilities related to those activities have been identified:

- **DPS-ECN Responsibilities:**
 - Establish a Microsoft Teams 'User Group' for stakeholders to receive project updates, access training resources, and share information and best practices.
 - Schedule informal Microsoft Teams 'office hours' meetings to provide participating PSAPs with an opportunity to ask questions and share information with one another.
 - Solicit feedback from participating PSAPs regarding the RadiusPlus software application.
- **Participating PSAP Responsibilities:**
 - Participate in the Microsoft Teams 'User Group' meetings.
 - Provide DPS-ECN with candid feedback regarding the RadiusPlus software application.

Questions or Concerns?

DPS-ECN greatly appreciates the opportunity to collaborate with participating PSAPs to provide public safety telecommunicators with an important tool to help improve the delivery of emergency services to our state's residents and visitors. If you have any questions or concerns, please feel free to contact:

- **Wendy Chretien**, Project Manager
Mobile: 651-226-4505 E-Mail: wendy.chretien@state.mn.us
- **Steve Tait**, Regional Interoperability Coordinator (Central & Southern Minnesota)
Mobile: 612-221-6636 E-Mail: steven.tait@state.mn.us



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 5B. Approval of Metro Region PSAP
Representative to ECN NG9-1-1 RFP
Evaluation Team
Presenter: Mihelich

RECOMMENDATION

The 9-1-1 TOC recommends the Executive Committee recommend the appointment of Jonathan Rasch of Ramsey County Emergency Communications Center to ECN's NG9-1-1 RFP Evaluation Team.

BACKGROUND

The State of Minnesota will soon post a Request for Proposal (RFP) for a statewide transition from E9-1-1 to NG9-1-1 that is broken into multiple components: Next Generation Core Services (NGCS); ESInet egress network to the PSAPs; and a 9-1-1 Control Center. Respondents to the RFP can bid on one or more of the components, which could result in multiple vendors providing the overall NG9-1-1 system to the state; the NG9-1-1 ingress network was awarded to Inteliquent in 2020.

ISSUES & CONCERNS

Serving on the evaluation team requires a working knowledge of 9-1-1 systems/technology and PSAP operations and entails a significant time commitment from the selected representative. The evaluation team will be making decisions that will affect every PSAP in the state and will shape 9-1-1 technology and operations in Minnesota for the foreseeable future.

Given the aforementioned requirements, the 9-1-1 TOC recommends appointing Jonathan Rasch, Ramsey County Emergency Communications Center's Emergency Communication Manager, to the ECN NG9-1-1 RFP Evaluation Team.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

April 13, 2022

Agenda Item:

**6A. Approval of Amendment 1 to
FY 2022 EMSRB VTR Grant**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of Amendment 1 to the MESB-Emergency Medical Services Regulator Board (EMSRB) Volunteer Training Reimbursement (VTR) Grant Agreement.

BACKGROUND

The EMSRB allocates to each EMS region any unspent funds from the VTR fund from each biennial appropriation. In July 2021, the MESB approved acceptance of the FY2022 VTR Grant in the amount of \$56,403.12, which included monies from FYs 20, 21 and 22. The grant agreement was fully executed in October 2021, and the original grant termination date was June 30, 2022 for all funds.

ISSUES & CONCERNS

The EMSRB would like to execute Amendment 1 to the FY2022 VTR Grant to change the grant termination date to June 30, 2023 for \$25,000.00 of the original allocation which pertains to the FY22 funds. The EMSRB notes that because the original grant contains funds from three years of the VTR program there is sufficient reason to extend the grant deadline for an additional year for the FY22 portion.

The amendment will also amend the MESB's contact information in the grant.

FINANCIAL IMPACT

This amendment will allow the MESB to have an additional year to spend \$25,000.00. At the time of this writing (March 30, 2022), of the total \$56,405.12, the MESB has spent \$28,254.70. There are plans to spend additional funds prior to June 30, 2022.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

AMENDMENT COVER SHEET

(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

Instructions:

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval.
Please always include copies of the original certification form, solicitation document, single source justification, the original contract, and any previous amendments as these are used for reference.
3. Admin will retain this cover sheet for its files.

Agency: EMSRB Name of Contractor: Metropolitan Emergency Services Board

Current Contract Term: 7/1/21-6/30/23 Project Identification: 201624/28495/300-1075

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.

1. ☒ Amendment to the Expiration Date of the contract

- a. Proposed New Expiration Date: 6/30/2023
- b. Why is it necessary to amend the Expiration Date? *This grant is comprised of current FY22 and carry-forward funds from FY20 and 21. This means the Region received three years of funding in a one year period; it is reasonable that the Region needs an additional year to expend these funds. All of the FY22 funds must be spent in FY23.*

2. ☐ Amend Duties and Cost

☐ Amend Duties Only

- a. Describe the amendment:
- b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:

3. ☒ Amendment to change other terms and conditions of the contract:

- a. Describe the changes that are being made: 1) Updating the Auth. Rep. information; and 2) extending the due date of the last invoice to the State by an additional month. *(We will update Grant Management Rep information in an additional amendment once a person is hired by Grantee)*

Amendment # 1 for Grant Contract Agreement #201624
(“Metro VTR Grant §144E.35”)

Grant Contract Agreement Start Date:	<u>July 1, 2021</u>	Total Grant Contract Agreement Amount:	<u>\$56,403.12</u>
Original Grant Contract Agreement Expiration Date:	<u>June 30, 2022</u>	Original Grant Contract Agreement Amount:	<u>\$56,403.12</u>
Current Grant Contract Agreement Expiration Date:	<u>June 30, 2022</u>	Previous Amendment(s) Total:	<u>NA</u>
Requested Grant Contract Agreement Expiration Date:	<u>June 30, 2023</u>	This Amendment:	<u>\$0.00</u>

This amendment is by and between the State of Minnesota, through its Emergency Medical Services Regulatory Board, 335 Randolph Avenue, Suite 220, St. Paul, MN 55102 (“EMSRB” or “STATE”) and Metropolitan Emergency Services Board, 2099 University Avenue West, St. Paul, MN 55104 (“GRANTEE”).

Recitals

1. The State has a Grant Contract Agreement with the Grantee identified as Grant Contract Agreement SWIFT ID 201624, Metro Region VTR Grant (§144E.35) or (“Original Grant Contract”) to develop, maintain and improve Regional EMS Systems throughout Minnesota
2. The Original Grant Contract is being amended to extend the end date, update the State’s Authorized Representative information and extend the final invoice date.
3. The State and the Grantee are willing to amend the Original Grant Contract Agreement as stated below.

Grant Contract Agreement Amendment

REVISION 1. Clause 1.2 “**Expiration date**” is amended as follows:

June 30, 2022~~3~~, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 4.1C “**Total Obligation**” is amended as follows:

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed fifty-six thousand four hundred and three dollars and twelve cents (**\$56,403.12**) as detailed below:

- \$31,003.12 (FY20 & 21 carry-forward funds) must be expended by June 30, 2022. These funds are encumbered under the following funding string: (H7S3000)/H7S2520/1000)
- \$25,400.00 (FY22 funds) must be expended by June 30, 2023. These funds are encumbered under the following funding string: (H7S3000)/H7S2522/1000)

REVISION 3. Clause 6. “**Authorized Representative**” is amended as follows:

6.1 State’s Authorized Representatives:

- The State’s Authorized Representative for executing this contract and/or amendment is ~~JB Guiton, Board Chair~~ Dylan J. Ferguson, Executive Director, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012 (651) 201-28060, ~~jb.guiton@state.mn.us~~ dylan.ferguson@state.mn.us, or his successor, and has the responsibility for management of and to monitor the Grantee’s performance and the authority to accept or reject invoices for services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- The State’s Authorized Representative for fiscal responsibilities and general management of the Grant Contract is Jana Carr-Weerts, Grants and Financial Manager, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012 (651) 201-2852, jana.s.carr-weerts@state.mn.us, or her successor.

6.2 The Grantee's Authorized Representatives: The Grantee's Authorized Representative(s) for executing the contract is Joe Atkins, Dakota County Board Member, Metropolitan Emergency Services Board, Chair, Dakota County Administration Center, 1590 Highway 55, Hastings, MN 55033-2343. The grantee's representative for management of the grant is: Ron Robinson, EMS Regional Coordinator, MESH, 2099 University Avenue West, St. Paul, MN, 55104, rrobinson@emsmn.org, 651-683-8378, or his successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

REVISION 4. Clause 16.6 “**Deadline for Fund Expenditure**” is amended as follows:

All funds ~~must be spent by~~ are allocated for use through June 30 of each fiscal Year. Final invoices must be submitted on or before ~~August 1~~ September 30th of each fiscal year. If funds are not spent or invoiced, they will revert back to the State’s general fund.

REMAINDER OF PAGE INTENTIONALLY BLANK

1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been
encumbered as required by Minn. Stat.
16A.15*

Signed: NA

Date: : NA

SWIFT Contract/PO No(s). 204225/28699/300-1120

GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grant
State's Authorized Representative



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 7A. Approval of Exec. Director Travel Request
Presenter: Rohret

RECOMMENDATION

The Executive Director requests approval to travel for the 2022 APCO Conference and MTUG National Meeting.

BACKGROUND

Metropolitan Emergency Services Board Policy 007 – Travel requires Board approval of travel requests for the Executive Director.

ISSUES & CONCERNS

The Executive Director seeks approval for one travel request.

The travel request is for the 2022 APCO Conference and MTUG National Meeting in Anaheim, CA. Motorola Trunked Users Group (MTUG) Chapter President's Meeting in Austin, TX. The conference will be August 7-10, 2022 and the MTUG meeting will be August 11-12, 2022. Both events will be in Anaheim, CA. The APCO conference is geared towards public safety communications professional and will foster increased knowledge of 9-1-1 and land mobile radio. The MTUG meeting will focus on future technology for the ARMER system.

The travel request is for \$2,927.00. This amount includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates; at the time of this writing, event hotel rates have not been published.

FINANCIAL IMPACT

None. The costs associated with this travel request were included in the 2022 MESB operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2022 Annual Conference and MTUG National Meeting
Location: Anaheim, CA (GSA Per Diem: \$74; \$55.50 travel day)
Travel Dates: August 7 - 13, 2022

Travel Cost Estimate

Registration	\$440.00*
Air Fare	\$500.00
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	\$1,500.00**
WiFi Charges (at hotel only)	-
Meals	\$407.00
Other	-
Total Estimated Cost	\$2,927.00

Is travel cost included in current budget? Yes

Notes: There is no cost to attend the MTUG National Meeting other than hotel charges, which were included in the budgeted cost.

Meal costs are derived by using the GSA meal per diem rate. I expect actual costs to be less as some meals are provided by the MTUG National Meeting.

*Registration cost for APCO is full conference cost. It is possible after seeing the agenda I may decide to only attend one or two days of that conference, which would lower the registration cost

**Estimate made using non-conference hotel room rates. Actual costs could be less, particularly if I have a shorter stay due to attending only one or two days.

Submitted by: 

Date: February 16, 2022

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 8A. Discussion – Meeting Format for
Remainder of 2022
Presenter: Fernando

RECOMMENDATION

None – this is a discussion item only.

BACKGROUND

After the March 2022 MESB meeting, staff created a poll for MESB members to provide their preference for meeting format for the remainder of 2022. The options which were provided were: virtual, hybrid and in-person. The votes were evenly split between in-person and hybrid meetings.

In addition to the meeting format question, board members were asked if the change in meeting format occurred in May, is that enough notice for their schedules to accommodate travel time, etc. Most respondents said yes; one said changing the format in June would be better.

ISSUES & CONCERNS

Per MESB Counsel, the Minnesota Open Meeting Law, Minn. Stat. Sec. 13D.021, does not expressly authorize hybrid meetings. The statute provides, in part:

13D.021 MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or interactive technology so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.015 or 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: April 13, 2022
Agenda Item: 8A. Discussion – Meeting Format for
Remainder of 2022
Presenter: Fernando

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Under this section, a meeting can be held remotely only if “an in-person meeting or a meeting conducted under section [13D.015](#) or [13D.02](#) is not practical or prudent because of a health pandemic or an emergency declared under chapter 12.” The statute allows “at least one member of the body” to attend the meeting in-person. The statute does not state any limit on how many members can meet in-person while other members are meeting remotely. However, an advisory opinion issued by the Commissioner of Administration (<https://mn.gov/admin/data-practices/opinions/library/#/detail/appld/1/id/476951>) states that if a quorum of the public body meets in-person, then the condition that “an in-person meeting ...is not practical or prudent because of a health pandemic” cannot be met.

Another section of the Open Meeting Law, Minn. Stat. Sec. 13D.02, does permit hybrid meetings without the condition that “an in-person meeting ...is not practical or prudent because of a health pandemic.” However, that section requires that “each location at which a member of the body is present is open and accessible to the public.” The Board previously determined this to be impractical.

Given the aforementioned discussion, the Chair recommends returning to in-person meetings in June 2022.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL