



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

February 10, 2021, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Meeting Access Code: 126 018 3662

Meeting Password: exGKRFrw378 (39457379 from phones and video systems)

1. **Call to Order** – Board Chair, Commissioner Joe Atkins
2. **Approval of Agenda** – Commissioner Atkins
3. **Oath of Office** (if needed) – Commissioner Atkins
4. **Approval of December 9, 2020 Executive Committee Minutes (page 3)**
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of North Memorial ARMER Participation Plan Amendment (**page 7**)
 - B. Approval of Metro. Airports Comm. ARMER Participation Plan Amendment (**page 9**)
 - C. Approval of Amendments to Metro ARMER Standards Appendix C (**page 11**)
6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. (Tentative) Approval of Award of RFP for Telecommunicator Resiliency Training (**page 17**)
7. **EMS Items** – Ron Robinson, EMS Coordinator – None
8. **Administrative Items** – Jill Rohret, Executive Director
 - A. Discussion: Legislation re: Mental Health Crisis Program (**page 23**)
 - B. Discussion: Regional Strategic Planning Commissioner Session (**page 25**)
9. **Old Business** – None
10. **New Business**
11. **Adjourn**



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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler*
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Joe Atkins* (2021 Chair)
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando* (2021 Vice Chair)
Commissioner Chris LaTondresse

Isanti County

Commissioner Greg Anderson* (2021 Secretary)

Ramsey County

Commissioner Trista MatasCastillo* (2021 Treasurer)
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

December 9, 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
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Marcia Broman; Pete Eggimann; Tracey Fredrick; Ron Robinson; Jill Rohret; and Martha Ziese.

Guests Present: Jay Arneson, *Board Counsel*; MaryLiz Holberg, *Dakota County Commissioner/MESB member*; Kevion Ellis, *Goff Public*; Elizabeth Emerson, *Goff Public*; Andrew Hasek, *Goff Public*; Pierre Willett, *Goff Public*; Matthew Bergeron, *Larkin Hoffman*; Grady Harn, *Larkin Hoffman*; Logan O'Grady, *Larkin Hoffman*; and Margaret Vesel, *Larkin Hoffman*.

1. Call to Order:

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

2. Approval of December 9, 2020 Agenda

Commissioner Matascastillo asked for Agenda Item 6B. Approval of 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement to be added to the December 9, 2020 agenda.

Motion made by Commissioner Egan, seconded by Commissioner Ische, to approve the amended MESB December 9, 2020 Executive Committee agenda, as amended. Motion carried.

Roll call for Approval of Agenda

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		
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

3. Approval of Minutes

Motion made by Commissioner Wolf, seconded by Commissioner Schmiesing, to approve the MESB Executive Committee October 14, 2020 minutes. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

Roll call for Approval of Minutes

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		
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

4. Radio Items – None.

5. 9-1-1 Items

A. Approval of Amendment 1 to Five-Agency Consortium Vesta Maintenance and Support Agreement

Jill Rohret said staff seeks approval for an amendment to the Five-Agency Consortium Vesta contract. In 2014, five PSAPs joined together to purchase a shared call handling system, for which the MESB is the contract manager. The approved amendment would extend the maintenance and support contract through December 31, 2021. Over the course of 2021, the System Owners Group of that consortium will determine what action they will take regarding system maintenance after the December 2021 expiration date. Board Counsel has reviewed the contract.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf, to approve Amendment 1 to Five-Agency Consortium Vesta Maintenance and Support Agreement. Motion carried.

Roll call for Agenda Item 5A.

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	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 10 Nay: 0 Motion passes

METROPOLITAN EMERGENCY SERVICES BOARD

6. EMS Items

A. Approval of Amendment to Agreement for MCI Bus Maintenance

Ron Robinson said Amendment 1 to the Agreement for Contract Services with Ron Bombeck to provide monthly MCI bus checks and device maintenance MCI bus extends the contract through April 30, 2021. In 2017, the MESB entered into a contract with Ron Bombeck to perform monthly vehicle and medical device maintenance checks to assure the MCI bus would be ready for deployment for an emergent event, bus orientation and training.

Commissioner Miron asked if the date of April 30, 2021 should be extended. Robinson said the date of the contract's termination was missed and that it was advised that a new one-year contract be drawn up when the April 30, 2021 contract is up for expiration.

Motion made by Commissioner Miron, seconded by Commissioner Egan to approve Amendment 1 to Agreement for MCI Bus Maintenance with Ron Bombeck. Motion carried.

B. Approval of 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement

Ron Robinson said staff recommends the MESB Executive Committee approve and accept the opiate antagonists subgrant agreement with West Central EMS Corporation (WCEMS).

WCEMS entered into the MN Department of Health Grant Agreement for naloxone reimbursement and is contracted to serve as acting fiscal agent for the purchase, distribution, and reimbursement process. The MESB has been participating in naloxone reimbursement grants since 2017. Over 5,000 doses have been distributed to date. MDH has entered into a new naloxone reimbursement grant agreement to provide funds for the purchase and distribution of naloxone to MN first responders throughout the eight MN EMS Regions.

Motion made by Commissioner Wolf, seconded by Commissioner Fernando to approve the 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement. Motion carried.

Roll call for Agenda Items 6A. and 6B

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	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 11 Nay: 0 Motion passes

7. Administrative Items – None.

8. Old Business – None.

METROPOLITAN EMERGENCY SERVICES BOARD

9. New Business

A. Interviews of Respondents to Lobbying Services RFP

The Executive Committee heard presentations from and asked questions of the two respondents to the MESB's RFP for lobbying services, Goff Public and Larkin Hoffman. Once the presentations and questions were concluded, the respondents left the meeting and the Committee discussed preferences for awarding the RFP.

Motion made by Commissioner McMahon, seconded by Commissioner Miron, to recommend approval to award the RFP for lobbying services to one of the two respondents. Motion carried.

Roll call for Agenda Item 9A.

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	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 11 Nay: 0 Motion passes

10. Adjournment

The meeting adjourned at 11:07 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 10, 2021

Agenda Item:

**5A. Approval of Amendment to
North Memorial Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

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

BACKGROUND

North Memorial has been an ARMER participant since 2000. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

North Memorial requests approval of an amendment to its ARMER participation plan to add eight Motorola MCC 7500e consoles.

North Memorial is planning a new construction project for a Contingency Center, which will be used primarily for training and continuity of operations. North Memorial already has eight consoles, so the additional consoles would bring its total to 16. The Contingency Center is being built at its hospital location in Robbinsdale.

The plan also includes using the network link at the hospital, with plans to update to a diverse network path for redundancy. North Memorial has discussed the plan change with MnDOT, which saw no issues with the plan.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Bob Shogren
Chair, Radio Technical Operations Committee
Metropolitan Emergency Services Board

Dear Mr. Shogren,

North Memorial Health Ambulance beginning a project to build out a Contingency Center for our 911 Communications and Dispatch Center. The Contingency Center will be used for training and continuity of operations planning. We would like to update our ARMER participation plan to include eight additional MCC7500e dispatch consoles.

We have a project proposal from Motorola for this new location, which includes the appropriate hardware for the consoles, switches, and gateways. The consoles will not be used for remote connection into the ARMER network. The consoles are being ordered with the full suite of encryption protocols. We are anxiously awaiting Motorola's testing and ARMER standards regarding encryption on the MCC7500e. The consoles will connect to our existing console site through private connections until diverse connections can be made to other sites.

There are some details that need to be finalized but would like to bring this plan change to the committee for approval.

Sincerely,

Michael Melby

Communications System Administrator

North Memorial Health



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 5B. Approval of Amendment to Metropolitan
Airports Commission Participation Plan
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the amendment to the Metropolitan Airports Commission ARMER participation plan.

BACKGROUND

Metropolitan Airports Commission (MAC) has been an ARMER participant since 2004. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

MAC requests approval of an amendment to its ARMER participation plan to add one Motorola MCC 7500e console and the associated system configuration changes to add this console.

The new MCC 7500e console will be used for several remote opportunities, such as the Incident Command Post, Emergency Operations, and Situation Room. Training opportunities may also be available to be utilized with the new console.

The system changes include a firewall update and logging changes for the console. The new remote console will connect to the MAC network or via VPN. MnDOT has reviewed the changes and found no issues with them.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Metropolitan Airports Commission

6040 - 28th Avenue South, Minneapolis, MN 55450 • 612-726-8100 • metroairports.org

January 19, 2021

MESB Radio TOC
Attn: Bob Shogren, Chair
2099 University Ave W
St Paul, MN 55104

Mr Chair and Committee Members:

The Metropolitan Airports Commission (MAC) is writing this to formally request approval to add one portable MCC7500E console to our console site at the Airport PSAP, as well as system configuration changes to support this request. This portable console will be used to support public safety operation in our Incident Command Post, Situation Room, Emergency Operations Center and other various locations by our Tactical Dispatchers as required by the event.

The MAC will be purchasing the console package, as well as implementation services directly from Motorola and will include the following items:

- Zbook 15 G6 laptop
- CRYPTR module for encryption
- PRX 7000 Proxy Application
- HP Z2 G4 workstation for proxy server
- Juniper Firewall Appliance
- Full package of peripherals to support the console (speakers, microphone jacks, foot switch etc)
- Installation and support

The MAC currently runs a Fortinet firewall appliance that is used for logging between the ARMER system and the MAC's internal network. This appliance is not supported for use by the MCC7500E and will be replaced with the Juniper appliance and will serve as the firewall connection between ARMER and the MAC for both logging and the remote console. The console will connect to ARMER via the MAC's network, either internal or via VPN provided by the MAC.

Thank you for your consideration of this matter.

Kind Regards,

Jeff Bjorklund, Sr Telecommunications Analyst



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 5C. Approval of Amendments to
Metro Radio Standards Appendix C
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval of amendments to Metro Radio Standards Appendix C.

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 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.

Appendix C was amended so it reads similarly to its equivalent state standard. The sections for clear talkgroups and encrypted talkgroups have been separated. The encryption section also has added language for patching resources. Its formatting has also been made ADA-compliant.

The Radio TOC has reviewed the standard and has approved the changes outlined.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region ARMER Standards

Section Appendices – Appendix C Talkgroup Permission Letter Template

Date Established

5-12-01

Date Revised/Reviewed

1-27-21

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Procedure for use of this letter is found in SECB Standard LMR-13 *Use of Shared Talk Groups*. (See next page)

AUTHORIZATION TO USE TALKGROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request ☐ Add Talkgroup(s) to Radios
 ☐ Add Talkgroup(s) to Dispatch Console
 ☐ Scan/Monitor Talkgroup(s)
 ☐ Other _____

I. Request permission to ADD the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Request permission to SCAN/MONITOR the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Encrypted Talkgroup Requests

A. If you are given permission for a talkgroup that is encrypted, neither the talk group nor the encryption key will be shared without written permission from the grantor entity.

B. The encrypted talkgroup will be granted and programmed via:

☐ In-person encryption key transfer
☐ Keyloader to Keyloader transfer
☐ Loaded by granting agency Keyloader only
☐ Other: please specify _____

C. Request permission to ADD the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Patching Capability (Gateway, Dispatch, LTE)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Request permission to SCAN/MONITOR the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Special Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IV. Other Request/Requirements (Explain)

V. Reason for Request

Note: If given permission for talkgroups on a temporary or event basis, the permission will be rescinded on dd/mm/yyyy.

(Attach supporting documentation)

Name of individual completing application _____

Address _____

Phone _____ Email _____

This Page for Authorizing Agency Only

**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Request Approved _____ Approved with Conditions _____ Denied _____

Conditions:

Authorized Signature _____

Name of Authorizing Individual _____

Address _____

Phone _____ Email _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 6A. Approval of Award of RFP for
Telecommunicator Resiliency Training
Presenter: Eggimann

RECOMMENDATION

Staff recommend the Executive Committee approve and authorize the Chair to execute an agreement awarding the RFP for Telecommunicator Resiliency Training to the sole respondent.

BACKGROUND

In late 2017, the Board approved a list of regional funding priorities for 2018 which included resiliency training for telecommunicators, which was identified by the 9-1-1 TOC as a high priority project. In spring 2018, an RFP for this training was issued; no responses were received and the grant funds were allocated to a different project. At industry conferences that year, staff discussed this project with a couple of training vendors.

ISSUES & CONCERNS

Staff once again listed this project as a high priority for the current Statewide Emergency Communications Board (SECB) grant funds. An RFP was issued in December 2020, with a due date of January 22, 2021. One response was received by one of the vendors with which staff discussed the project in the summer of 2018.

Staff and a group of PSAP managers in the region have reviewed the response. As of this writing, the group has some questions for the vendor, with whom a virtual meeting is scheduled for February 3, 2021; the group seeks additional information regarding customization of training according to individual PSAP needs. The recommendation regarding acceptance of the proposal will be ready by Friday, February 5, 2021.

Staff wish to have this item authorized by the Executive Committee, per Article III, Section 1 of the MESB bylaws, which states:

The Executive Committee shall have the authority to authorize the Chair to sign any contracts which require approval prior to the holding of a Board meeting; provided that said approval is subject to ratification by the Board, and provided that the full membership of the Board is notified prior to any meeting at which the Executive Committee authorizes the Chair to sign a contract.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 6A. Approval of Award of RFP for
Telecommunicator Resiliency Training
Presenter: Eggimann

The SECB grant terminates on June 30, 2021, which currently only allows for four and a half months to complete the training; waiting until the March Board meeting for approval to enter a contract puts further time restrictions on an already small window to complete this project.

Staff will provide an updated action sheet for this item prior to the Executive Committee meeting.

FINANCIAL IMPACT

All costs for this project would be reimbursed by the grant, absent the charge to advertise the RFP in the State Register and staff time to administer the grant. However, the timeline to accomplish this project is quite fast due to grant deadlines.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR PROPOSALS (RFP)

**Comprehensive Stress Management Program Development
to Increase 9-1-1 Telecommunicator Mental and Emotional
Resiliency**

DUE DATE:
January 22, 2021

ISSUED BY:
METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board (MESB) is soliciting proposals from qualified independent contractors to research and develop a Comprehensive Stress Management Program (CSMP) that can be implemented by 9-1-1 emergency communications centers (ECC) within the 10-county Minneapolis/St. Paul metropolitan region to reduce the impact of acute, traumatic, and chronic stress on the 9-1-1 telecommunicators. Implementation of the CSMP developed under this RFP may become the basis for additional request for proposals in future years, contingent on grant fund availability and 9-1-1 ECC participation.

Additional information about the MESB and the metro region 9-1-1 system may be found at www.mn-mesb.org

Scope of work:

Proposals should include the resources necessary to prepare the following deliverables, and may include additional deliverables you feel are necessary to the success of the project:

1. A white paper explaining the project methodology and benefits of an intentional and comprehensive approach to dealing with the impact of stress in the 9-1-1 ECC work environment. The intended audience for this paper is elected officials, policy makers, and 9-1-1 ECC managers.
2. Conducting a train-the-trainer course¹ for 9-1-1 ECC training staff that includes, but is not limited to:
 - a. The nature of stress, stress disorders (acute, traumatic, and chronic), and the mental and physical health impacts of unmanaged stress
 - b. Exposure to the above stress types specifically within the 9-1-1 ECC work environment
 - c. Examples of the negative impacts of traditional military denial of traumatic stress on personal health and work performance and the importance of supporting and personally embracing proactive stress management
 - d. Education on coping skills and strategies including therapeutic lifestyle changes
 - e. Utilization of the specific skills activating the relaxation response including progressive muscle relaxation, diaphragmatic and coherence breathing, and imagery/ visualization
 - f. Principles and skills for management of emotion and thinking under duress
 - g. Principles and skills for effective communication and conflict resolution within the 9-1-1 ECC work environment
3. Identification of or development of on-site 9-1-1 ECC educational materials and resources about stress related risks, information about available local and online resources to manage stress including traumatic stress disorders, chronic stress, and related health problems. Information on role of nutrition, exercise, and sleep in prevention of stress disorders and stress-related diseases.
4. Development of sample 9-1-1 ECC policies establishing procedures assuring participation of 9-1-1 ECC personnel in Critical Incident Stress Management (CISM) activities including debriefing sessions when involved in traumatic call events.

¹ National Emergency Number Association (NENA) Standard on 9-1-1 Acute/Traumatic and Chronic Stress Management, NENA-STA-002.1-2013

5. Identify local therapists specializing in treatment of stress and traumatic stress disorders who utilize evidence-based therapies recognized by the Department of Defense and the Veterans Administration to be effective in the treatment of PTSD.
6. Provide guidance on how to establish local or regional 9-1-1 ECC peer support programs utilizing ECC staff who are trained to provide confidential emotional support upon request of a telecommunicator without administering advice or solutions. The MESB recognizes that peer support is not a substitute for professional counseling but serves to defuse stress and staff conflicts while encouraging people to move toward responsible solutions and professional therapy assistance as needed.
7. Implementation timeline and identifiable milestones for the proposed CSMP development and training.
 - a. A breakdown of development costs per CSMP component sufficient to allow the MESB to prioritize component development dependent on available grant funding.
 - b. Identify your expectations for the MESB and the metro 9-1-1 ECC staff in the preparation and completion of the proposed CSMP and resource material.
8. Include optional pricing for ongoing support or coaching for the staff responsible for the CSMP at each ECC and ECC training material development for a period not to exceed five years from the date of contract.
9. Include training options that would address the possible limitation of face-to-face, in person training dependent on the pandemic health safety guidelines in place at the time of the desired training.

Submission Requirements:

1. Submissions will be accepted by email only. Submissions must be sent to Jill Rohret, Executive Director at jrohret@mn-mesb.org.
2. Experience of you or your organization in relation to other acute, traumatic, and/or chronic stress management programs in a workplace environment.
3. Identity and qualifications of the person, or persons, your organization would assign to the project.
4. A project timeline from the contract award to the presentation to the MESB of your draft CSMP, as well as an estimate on conducting the 9-1-1 ECC train-the-trainer in the use of the CSMP. The project must be complete and invoiced by May 31, 2021.
5. A list of three references from similar projects.
6. Known potential conflicts, if any.
7. Submissions shall not exceed ten pages.
8. Project pricing
 - a. Pricing options for portions of the project in case the total project cost proposed exceeds the amount of grant money available.
 - b. Pricing information should be submitted in a separate file from the proposal.

Selection Process:

The final decision of the selection of the person or organization to prepare the specified CSMP deliverables will be made by the Metropolitan Emergency Services Board, with recommendations from the MESB 9-1-1 Technical Operations Committee. The final agreement will be in the form of a written contract between the person or successful organization and the MESB. The MESB reserves the right to reject any, or all, proposals, and to request additional information from all proposers.

All questions and correspondence should be directed to Jill Rohret, Executive Director, in writing at jrohret@mn-mesb.org or via telephone at (651) 643-8394. Contact with MESB personnel other than Jill Rohret regarding this RFP may be grounds for elimination from the selection process.

Proposals are due by 4:00 p.m. on Friday, January 22, 2021, delivered via email to:
jrohret@mn-mesb.org.

PUBLIC DATA

Proposals submitted become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq.

Public Record: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private and nonpublic until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public except for trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 8A. Discussion: NAMI Legislation
Regarding Mental Health Crisis Program
Presenter: Rohret

RECOMMENDATION

No recommendation: this is a discussion-only item.

BACKGROUND

None.

ISSUES & CONCERNS

The National Alliance on Mental Illness (NAMI) will likely introduce legislation regarding mental health crisis programs within each PSAP in the state.

The proposed language would require PSAPs to work with county mental health crisis teams, where available.

The Executive Director and MESB lobbyists met with a NAMI representative on February 2 to discuss the proposed language. It was stated that the language which the Executive Director received will be revised, though the requirement to work with mental health crisis programs will remain. At this time, it is unknown if requirements will be placed on the PSAPs as a result of this bill.

It is possible that mental health advocates could be included in the workgroup, if passed by the legislature, discussing certification of telecommunicators. This could result in consistent training of telecommunicators on mental health crisis issues across the state.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 10, 2021
Agenda Item: 8B. Discussion of Regional Strategic Planning – Commissioner Session?
Presenter: Rohret

RECOMMENDATION

No recommendation; this is a discussion item.

BACKGROUND

Starting in 2016, the Statewide Emergency Communications Board (SECB) began to develop three-year strategic plans. Currently, the SECB is in the third year of its second three-year strategic plan. The plans cover all of DPS Emergency Communication Networks (ECN) subject areas of 9-1-1, ARMER, Interoperability, Integrated Public Alert and Warning Systems (IPAWS), and wireless broadband.

The SECB plans have been the result of two-day planning sessions, with the plan being created and edited under the guise of the SECB Steering Committee.

ISSUES & CONCERNS

The regional strategic planning sessions will be virtual and have been scheduled on the following days/times:

- Monday, February 22, 1:00 – 3:00 p.m.
- Monday, March 8, 1:00 – 3:00 p.m.
- Monday, March 15, 1:00 – 3:00 p.m.

In most other regions, County Commissioners are participating in the three meetings. MESB staff is hesitant to request that much time from MESB Board Members due to the volume of other boards/committees to which commissioners must devote time (staff has been advised that the preference is participants attend all three sessions). Additionally, the metro region is the only region for which there is dedicated staff to work on these issues, including strategic planning for 9-1-1 and ARMER. Should these meetings ultimately result in a strategic plan document, it will be brought before the Board for acceptance and discussion.

Staff has discussed with ECN staff the possibility of having one additional session simply dedicated for MESB Board Member participation, should there be interest in doing so. Board members would certainly be welcome to attend the three currently scheduled sessions, but if there is interest in participating in one two-hour session, staff would work to schedule it.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Alcohol
And Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
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Emergency
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State Fire
Marshal

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TO: Regional ESB/ECB Chairs
FROM: Dana Wahlberg, Director
DATE: Oct. 30, 2020
SUBJECT: Invitation to Participate in the Regional/Statewide Strategic Planning Process

Dana Wahlberg

On behalf of Bruce West, Chair of the Statewide Emergency Communications Board (SECB), and Irene Fernando, Chair of the SECB Steering Committee, I am happy to announce that efforts to create the 2022-2024 SECB Strategic Plan are now underway! This plan will help chart the course for board- and committee-led initiatives designed to build and/or sustain Minnesota's emergency communication capabilities across all four of our programs (9-1-1, ARMER, IPAWS, and Wireless Broadband).

To facilitate the development of the 2022-2024 plan, the Minnesota Department of Public Safety division of Emergency Communication Networks (DPS-ECN) has secured the services of Judy Plante. Judy was instrumental in leading the discussion to generate content for the current strategic plan. She will serve in the same role as we work to assemble the 2022-2024 plan.

A key element of the upcoming plan will include guidance received from each of the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions. The SECB will obtain each region's identified needs and priorities through a series of regional workshops, which Judy will facilitate in in fourth quarter of 2020 and the first quarter of 2021. While there is no obligation for each region to participate in this initiative, I strongly encourage you and your members to take advantage of this opportunity and ensure your region's voice is heard.

Next steps:

- Confirm your region's desire to opt in to or out of the planning process by contacting me **no later than Friday, Nov. 13.**
 - NOTE: There is no cost to participate.
 - NOTE: Regions that opt out of participating will have an opportunity to offer input on the content of the plan.
- If your region chooses to participate, you should:
 - Schedule three planning sessions with your Regional Interoperability Coordinator (Marcus Bruning or Steve Tait). These virtual sessions will last approximately 2.5 hours.
 - Identify key stakeholders to participate. Ideally, your planning team will include representatives from multiple disciplines (law enforcement, fire, emergency medical services, emergency management, etc.) and backgrounds (leadership, technical, operational, etc.).

Please feel free to contact me at dana.wahlberg@state.mn.us if you have questions or concerns regarding this request.

RECRUITMENT MESSAGE TEXT:

You are invited to participate in a series of three regional planning meetings. The meetings are being offered in preparation for the statewide Emergency Communications Network Board strategic planning scheduled to occur this coming Spring. The regional meetings will provide an opportunity to assess where your region and the state are with regard to emergency communications, where you would like to be, and your best thoughts on what should be done to get there.

Here's what to expect for the meetings:

- **Meeting one** will include:
 - Assessing progress on the current strategic plan
 - Assessing the accomplishments, setbacks, strengths, weaknesses, opportunities and threats (regional and statewide)
 - Identifying the desired state – where you'd like to be – at the regional and statewide levels
- **Meeting two** will include:
 - Developing possible statewide goals and objectives
 - Developing possible regional goals and objectives
- **Meeting three** will include:
 - Wrapping up discussion of what you will recommend for statewide goals and objectives
 - Fleshing out the regional goals and objectives
 - Discussing roles, responsibilities, timeline and a possible format for follow up regional planning, (optional)

When all regional meetings are completed, the key themes and recommended goals and objectives will be incorporated as part of the statewide planning process.

We're hoping that participants will include those closest to the work and that they represent a variety of viewpoints. Hopefully participants will talk with their colleagues and bring their perspectives to the table as well. Ideally this planning process provides a good opportunity for dynamic communication that will support the entire emergency communications effort into the future, and assure that the resulting strategic plan is based on the needs, goals and priorities expressed by the regional planning participants.

Please consider joining in this great opportunity to look at and shape the work that matters so much to you and to the citizens of this state.