METROPOLITAN EMERGENCY SERVICES BOARD
BOARD MEETING AGENDA
July 12, 2023, 10:00 a.m.

1. **Call to Order** – Commissioner Mike Warring, 2023 Board Chair

2. **Oath of Office (if needed)** – Commissioner Warring

3. **Approval of Agenda** – Commissioner Warring

4. **Consent Agenda** – Rohret (**page 5**)
    A. Approval: May 10, 2023 Meeting Minutes
    B. Approval: April 2023 Treasurer's Report
    C. Approval of Appointment of Alternate to SECB WBBA Committee
    D. Approval of Minnesota Task Force 1 Waiver to SECB Standard LMR-53
    E. Approval of Dakota County Waiver to SECB Standard LMR-53
    F. Approval of Burnsville Fire Waiver to SECB Standard IOP-11
    G. Approval of Amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicators
    H. Correspondence

5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
    A. Approval of Amendments to LifeLinkiii's ARMER Participation Plan (**page 37**)
    B. Approval of 2024 Regional Funding Priorities (**page 57**)

6. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager – None

7. **EMS Items** – Greg Hayes, EMS Coordinator
    A. Ratification of Approval of Funding for MnFire for EMS Provider Mental Health Initiative (**page 59**)
    B. Approval of Amendment 2 to EMS Relief Fund MOU (**page 61**)
    C. Acceptance of FY2024 EMSRB VTR Grant (**page 67**)
    D. Acceptance of FY2024 – 2028 EMSRB EMS Relief Grant (**page 69**)

8. **Administrative Items** – Jill Rohret, Executive Director
    A. Approval of Amendment 3 to 911 Authority Contract for Metro Region Funding Study (**page 71**)
    B. Approval of 2024 MESB Operational Budget (**page 77**)
    C. Approval of 2024 – 2028 MESB Capital Budget (**page 87**)

METROPOLITAN EMERGENCY SERVICES BOARD
BOARD MEETING AGENDA
July 12, 2023, 10:00 a.m.

9. **Reports**
   A. Legislative Report (includes update on MESB initiatives) – Margaret Vesel/Matthew Bergeron
   B. Statewide Emergency Communications Board (SECB) Reports:
   - 1) Finance – Rohret/Fredrick
   - 2) Legislative – Rohret/Atkins
   - 3) Steering – Fredrick/Rohret
   - 4) Other SECB Committees – Fredrick/Jacobson
   - 5) Board – Commissioner Matascastillo/Rohret

10. **Old Business** – None

11. **New Business** – None

12. **Adjourn**

METROPOLITAN EMERGENCY SERVICES BOARD
BOARD MEETING AGENDA
July 12, 2023, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County
     Commissioner Mike Gamache*
     Commissioner Mandy Meisner

Carver County
     Commissioner Gayle Degler* (2023 Secretary)
     Commissioner John Fahey

Chisago County
     Commissioner Rick Greene*

City of Minneapolis
     Council Member Andrew Johnson* (2023 Treasurer)

Dakota County
     Commissioner Joe Atkins*
     Commissioner Mary Hamann-Roland

Hennepin County
     Commissioner Irene Fernando*
     Commissioner Chris LaTondresse

Isanti County
     Commissioner Mike Warring* (2023 Chair)

Ramsey County
     Commissioner Trista Matascastillo* (2023 Vice Chair)
     Commissioner Mai Chong Xiong

Scott County
     Commissioner Dave Beer
     Commissioner Tom Wolf*

Sherburne County
     Commissioner Gregg Felber*

Washington County
     Commissioner Gary Kriesel
     Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4. Consent Agenda**
Presenter: **Rohret**

A. **Minutes** – The minutes of the May 10, 2023 meeting of the Board are attached for review and approval.

B. **April 2023 Treasurer's Report** – The Treasurer has reviewed the April 2023 financial statements and has given his approval of the report.

C. **Approval of Appointment of Alternate to SECB WBBA Committee** – The Radio Technical Operations Committee (TOC) recommends the Board approve a new appointment of an alternate representing the metro region at SECB Wireless Broadband and Applications Committee.

D. **Approval of Minnesota Task Force 1 Waiver to SECB Standard LMR-53** – The Radio TOC recommends the Board approve Minnesota Task Force 1's request for a waiver to SECB Standard LMR-53.

E. **Approval of Dakota County Waiver to SECB Standard LMR-53** – The Radio TOC recommends the Board approve Dakota County's request for a waiver to SECB Standard LMR-53.

F. **Approval of Burnsville Fire Waiver to SECB Standard IOP-11** – The Radio TOC recommends the Board approve Burnsville Fire's request for a waiver to SECB Standard IOP-11.

G. **Approval of Amendments to Metro 9-1-1 Standard 1.11.3, Public Safety Telecommunicators** – The 9-1-1 TOC and the Executive Committee recommend the Board approve amendments to Metro 9-1-1 Standard 1.11.3, Public Safety Telecommunicators.

H. **Correspondence** – Correspondence includes a letter to the Commissioner of Public Safety notifying him of new MESB appointments to SECB committees/workgroups and a letter to the City of St. Francis with notice that the MESB is terminating its lease with the City for MIR bus storage.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING MINUTES
May 10, 2023

Commissioners Present:

Joe Atkins, Dakota County
Dave Beer, Scott County
Gayle Degler, Carver County – **absent**
John Fahey, Carver County – **absent**
Gregg Felber, Sherburne County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Richard Greene, Chisago County
Mary Hamann-Roland, Dakota County

Andrew Johnson, City of Minneapolis – **absent**
Gary Kriesel, Washington County
Chris LaTondresse, Hennepin County
Trista Matascastillo, Ramsey County – **absent**
Mandy Meisner, Anoka County
Fran Miron, Washington County
Tom Wolf, Scott County
Mai Chong Xiong, Ramsey County

Staff Present: Tracey Fredrick; Greg Hayes; Kelli Jackson; and Jill Rohret.

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

1. Call to Order
The meeting was called to order at 10:02 a.m. by the 2023 MESB Chair, Commissioner Mike Warring.

2. Oath of Office
Commissioner Warring administered the oath of office to Commissioners Dave Beer.

3. Approval of the Agenda for May 10, 2023
Commissioner Warring noted that staff requests an amendment to the agenda to add agenda item 8B. Approval of Amendment 3 to EMS Fund Grant Agreement.

Motion by Commissioner Hamann-Roland, seconded by Commissioner Wolf, to approve the May 10, 2023 agenda as amended. Motion carried.

4. Approval of Consent Agenda
Motion by Commissioner Wolf, seconded by Commissioner Fernando, to approve the May 10, 2023 Consent Agenda. Motion carried.

5. Acceptance of 2022 MESB Financial Audit
Andy Hering of Redpath & Co. presented a summary of the MESB's 2022 financial audit. The audit was determined to be a clean audit with no findings.

Motion made by Commissioner Greene, seconded by Commissioner Hamann-Roland, to accept the 2022 MESB financial audit. Motion carried.

6. Radio Items
A. Approval of Amendments to Metro Radio Standard 6.3.0
Tracey Fredrick presented amendments to Metro Radio Standard 6.3.0 – Site Leases, Property Insurance, and Utility Costs. Fredrick staff offered amendments to this standard to clarify the process of making equipment changes at sites where the MESB is the lessee. The amendments are intended to ensure proper authorization for and documentation of changes at radio sites are received.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Fernando, seconded by Commissioner Meisner, to approve amendments to Metro Radio Standard 6.3.0. Motion carried.

7. 9-1-1 Items – None

8. EMS Items
A. Award of Lease & Services Agreement with Fairview Health Services
Greg Hayes presented the lease and services agreement with Fairview Health Services for the Major Incident Response (MIR) bus. The MIR bus has been housed in various locations since it was purchased in the late 2000s; maintenance of the bus has been provided by Ron Bombeck the entire life of the bus. In 2022, the MESB went out for RFP for drivers for the bus to complement Mr. Bombeck's services; no responses were received. The bus is currently housed in the City of St. Francis. Hayes detailed how the bus has been used in the past and how it will be used in 2023.

Hayes said staff wished to move the bus to a more central location; Fairview Health Services offered space at its EMS base in St. Paul. The lease amount remains the same as the current lease with the City of St. Francis. By moving the bus to Fairview Health Services' EMS base, the region will benefit from having additional drivers to deploy the bus, rather than just one.

Motion made by Commissioner Gamache, seconded by Commissioner Miron, to approve the lease and services agreement with Fairview Health Services. Motion carried.

B. Approval of Amendment 3 to EMSRB EMS Fund Grant Agreement
Hayes said amendment 3 is a technical change to the agreement for the EMS Fund Grant. Previously the MESB approved amendment 2, which contained an error regarding a date; amendment 3 fixes that error.

Motion made by Commissioner Wolf, seconded by Commissioner Beer, to amendment 3 to the EMS Fund Grant agreement. Motion carried.

8. Administrative Items
A. Approval of 2023 Regional Needs Document
Jill Rohret presented the 2023 Regional Needs Document. At the February 2023 SECB Finance Committee meeting, regions were requested to complete a Regional Needs Document and submit it by March 6, 2023. MESB staff put the document together and submitted it as a draft by the March 6 deadline. Both the 9-1-1 and Radio TOC reviewed the document. At the April Executive Committee meeting, approval was recommended; staff noted at that meeting that there would be amendments to the radio items included before it came to the Board. Rohret listed the items and amounts included in the document, noting which were amended since the Executive Committee's review.

Commissioner Fernando noted that staff should make the document clear that the funds for bi-directional amplifiers (BDAs) are for capital costs. Additionally, in the staff recruitment and retention, the document should differentiate between filling staff shortages and the need to fill new positions which may be needed once the 9-1-1 system migrates to Next Generation 9-1-1.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Fernando, seconded by Commissioner Meisner, to approve the 2023 Regional Needs Document. Motion carried.

9. Reports
A. Legislative Report
Margaret Vesel presented the legislative report, noting the Speaker would like to be finished with budget bills by May 17, 2023. The session must end by May 22, 2023. Currently, only the Higher Education and Housing bills have been completed; others are showing progress but there is still work to be done, especially on the tax bill. She noted that Senator Rest announced that the Senate has withdrawn its support for the Worldwide tax, which equates to $1.3 billion, and with no explanation of how to fund the difference.

Vesel said the Senate Judiciary Committee is meeting this morning. The omnibus bill includes $7 million from the 9-1-1 fund to be distributed to PSAPs and $4 million of general fund monies for ARMER; the House bill does not include the funding for ARMER. The policy language of the bill has not yet been released, so it is unknown if DPS' language amending the 9-1-1 technical language in statute has been removed or not.

Vesel said both the House and Senate Health and Human Services bills include ongoing, increased funding for EMS regions, allocating a total of $800,000.00 per year for the regions ($100,000 for each region). This bill has an overall problem dealing with nurse ratios.

Vesel noted the MESB's bill for funding for a Computer-Aided Dispatch (CAD)-to-CAD interoperability solution, funds for BDAs, and statewide school mapping received positive feedback from committee members, but the Department of Public Safety (DPS) balked at the bill having a hearing in this session. Vesel will work over the interim to educate committee members of the importance of this bill.

Commissioner Gamache asked with what DPS had an issue in the MESB bill.

Vesel responded that DPS objected to not being notified of the bill ahead of time, no SECB approval, and thought that the statewide school mapping would be more expensive that what was included in the bill.

Commissioner Fernando noted that the 9-1-1 statute needs to provide a clear, transparent governance process.

B. Statewide Emergency Communications Board (SECB)
     1. Finance
Rohret said at the SECB Finance Committee met in April and discussed amendments to some grant allocations, and a memorandum of understanding between the SECB and DPS-Emergency Communication Networks (ECN) for management of the SECB's annual $1 million allocation.

     2. Legislative
Fredrick said the Legislative Committee met last week. There were updates on legislation and the telecommunicator re-certification language negotiations. Additionally the Committee voted on a recommendation to the SECB for meetings focusing on amending the SECB's governance statute.

METROPOLITAN EMERGENCY SERVICES BOARD

3. Steering
Fredrick said the Steering Committee meets this afternoon and will discuss revisions to SECB Standard Gov-4; SECB Committee fact sheets; formation of an Education and Outreach Work Group; SECB governance language; and committee oversight of the 2024 public safety communications conference planning process.

4. Other SECB Committees
Fredrick said the Land Mobile Radio Committee met on May 9. The LMR Committee chose not to move forward with any additional comments or workgroups related to the BDA issue. Neither the Wireless Broadband and Applications Committee nor the Interoperability Committee discussed any items affecting the metro region.

5. SECB
Rohret said the SECB met in April; it was a difficult meeting. There was a lengthy discussion regarding the process of discussing how meetings related to the SECB governance language would occur. The discussion became personal and pointed. ECN continues to advocate for removing language relating to the SECB's radio authority and making the board an advisory board; local governments on the board do not agree.

10. Old Business – None

11. New Business – None

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

The meeting adjourned at 11:25 a.m.

TO: Metropolitan Emergency Services Board

FROM: City of Minneapolis Councilmember Andrew Johnson, MESB Treasurer

RE: Treasurer's Report – April 2023

DATE: June 2, 2023

As Treasurer for the Metropolitan Emergency Services Board, it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 9-1-1, Radio and EMS
- Explanation for significant variance from budget report for Administration, 9-1-1, Radio and EMS.

The review was conducted on June 2, 2023.

Sincerely,

Andrew Johnson
Councilmember, City of Minneapolis
Treasurer, Metropolitan Emergency Services Board

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4C. Approval of Representative to SECB WBBA Committee**
Presenter: **Fredrick**

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends approval for new representation to the Statewide Emergency Communications Board (SECB) Wireless Broadband and Applications (WBBA) Committee for the remainder of calendar year 2023.

BACKGROUND

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the primary and alternate members to the SECB WBBA Committee.

ISSUES & CONCERNS

The Radio TOC voted to appoint Rod Olson from City of Minneapolis and Jake Thompson from Chisago County as respective primary and alternate representative to the SECB WBBA Committee for 2023.

Mr. Thompson has left employment at Chisago County and a new alternate representative is needed.

At its June 2023 meeting, the Radio TOC recommended Cory DeMuth from Anoka County as the alternate appointment to the WBBA Committee.

The Radio TOC requests this new appointment to be effective immediately, upon approval.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4D. Approval of Minnesota Task Force 1**
Waiver to SECB Standard LMR-53
Presenter: **Fredrick**

RECOMMENDATION
The Radio Technical Operations Committee recommends approval of a waiver request to SECB Standard LMR-53 for Minnesota Task Force 1.

BACKGROUND
Minnesota Task Force 1 is an ARMER participant; it is a partner under Dakota County, which currently utilizes a full ARMER participation plan with the Minnesota Department of Public Safety (DPS)-Emergency Communication Networks (ECN).

ISSUES & CONCERNS
Minnesota Task Force 1 requests approval of a waiver to SECB Standard LMR-53 – Foreign Radio System and non-ARMER Radio Connections.

Minnesota Task Force 1 will establish six interfaces for LMR talkgroups to Long-Term Evolution (LTE) devices. A JPS radio gateway will serve as the interface for LTE to XTL2500 mobile radios, using the Zello application. The LTE devices used will be compliant with the State of Minnesota's approved device list. Dakota County agrees to provide system administration of these devices.

FINANCIAL IMPACT
None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

To: MESB Radio TOC members, Jake Thompson Chair
CC: Tracey Fredrick
Subject: Minnesota Task Force 1 – LMR to LTE Connectivity

Greetings,

Minnesota Task Force 1 (MNTF 1) would like to request permission to be able to install LMR to LTE interface equipment to the Dakota County sub-system. This equipment would be in accordance with LMR-53 standard and follow the same configuration as approved for the City of Edina.

MNTF 1 is requesting the ability to add up to six (6) permanent or enduring radio frequency (RF) interfaces between Dakota County owned talkgroups and LTE devices by utilizing donor radios and a JPS radio gateway. This LMR-53 request will be applied to all MNTF 1 Users. This configuration would typically be used more on VHF frequency and 8TAC resources, however this request is being made as the option would be there to employ an ARMER talkgroup.

In accordance with LMR-53 the donor radios will be on the ARMER approved radio list and comply with the standard for programming requirements. Dakota County Radio Services will provide the radio programming and administrative services for these radios and ID's. This equipment will be installed in a secured portable location included with MNTF 1 deployable equipment. Dakota County Radio Services staff also will have access to this equipment, if needed, 24/7/365.

MNTF 1 and associated Dakota County agencies may choose PTT applications (apps) that meet their operational requirements so long as they integrate appropriately with the JPS Interoperability Solutions gateway devices. PTT application system administrators for the South Metro Fire Department will have the ability to enable and disable individual users as well as each user's ability to access radio gateway talkgroups via the PTT application.

The initial setup of the equipment will utilize two (2) XTL 2500 series mobile radios set to low power. The initial application package being implemented will be Zello.

Again, this is following the same configurations approved for the City of Edina and Dakota County South Metro Fire.

If there are any questions on this request, please feel free to reach out to Dakota County Radio Services.

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: (952) 891-7886
E: ron.jansen@co.dakota.mn.us

Dakota County Radio Services

P 952-891-7886   **F** 651-438-4405   **W** www.dakotacounty.us
A Dakota Communication Center • 2680 160th Street West • Rosemount • MN 55068

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4E. Approval of Dakota County Waiver to SECB Standard LMR-53**
Presenter: **Fredrick**

RECOMMENDATION
The Radio Technical Operations Committee recommends approval of Dakota County's waiver request to SECB Standard LMR-53.

BACKGROUND
Dakota County is an ARMER participant; its radio operations staff are mainly housed with the Dakota 911 Center in Rosemount.

ISSUES & CONCERNS
Dakota County requests a waiver to SECB Standard LMR-53 – Foreign Radio System and non-ARMER Radio Connections.

Dakota County will establish six interfaces for LMR talkgroups to Long-Term Evolution (LTE) devices. A JPS radio gateway will be used as the interface for LTE to XTL2500 radios, using the Zello application. The LTE devices used will be compliant with the State of Minnesota's approved device list.

FINANCIAL IMPACT
None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

To: MESB Radio TOC members, Jake Thompson Chair
CC: Tracey Fredrick
Subject: Dakota County – LMR to LTE Connectivity

Greetings,

Dakota County would like to request permission to be able to install LMR to LTE interface equipment to the Dakota County sub-system. This equipment would be in accordance with LMR-53 standard and follow the same configuration as approved for the City of Edina.

Dakota County is requesting the ability to add up to six (6) permanent or enduring radio frequency (RF) interfaces between Dakota County owned talkgroups and LTE devices by utilizing donor radios and a JPS radio gateway. This LMR-53 request will be applied to all DAKOTA COUNTY Users.

In accordance with LMR-53 the donor radios will be on the ARMER approved radio list and comply with the standard for programming requirements. Dakota County Radio Services will provide the radio programming and administrative services for these radios and ID's. This equipment will be installed at the Dakota 911 PSAP location in a secured data room. Dakota County Radio Services staff will have access to this equipment, if needed, 24/7/365.

Dakota County and associated it's associated agencies may choose PTT applications (apps) that meet their operational requirements so long as they integrate appropriately with the JPS Interoperability Solutions gateway devices. PTT application system administrators for the South Metro Fire Department will have the ability to enable and disable individual users as well as each user's ability to access radio gateway talkgroups via the PTT application.

The initial setup of the equipment will utilize two (2) XTL 2500 series mobile radios set to low power. The initial application package being implemented will be Zello.

Again, this is following the same configurations approved for the City of Edina and Dakota County South Metro Fire.

If there are any questions on this request, please feel free to reach out to Dakota County Radio Services.

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: (952) 891-7886
E: ron.jansen@co.dakota.mn.us

Dakota County Radio Services

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4F. Approval of Burnsville Fire Waiver
to SECB Standard IOP-11**
Presenter: **Fredrick**

RECOMMENDATION
The Radio TOC recommends approval of Burnsville Fire Department's request for a waiver to SECB Standard IOP-11 – Use of ARMER Statewide Law Enforcement Interoperability Talkgroups for one additional radio used for SWAT operations.

BACKGROUND
SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Any requests for use other than law enforcement must be done by obtaining a waiver. The LTACs are encrypted resources widely used by SWAT teams to prevent scanners from hearing radio communications. Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

ISSUES & CONCERNS
Burnsville Fire Department has some firefighters who are members of the Burnsville SWAT Team. As members of the SWAT Team, they must have radios capable of hearing all radio communications made by the team, even if on law enforcement only resources.

As such, Burnsville Fire requests a waiver to SECB Standard IOP-11 to allow for one additional radio used by a Burnsville firefighter who participates in the Burnsville SWAT Team to use the LTAC talkgroups.

The Dakota County system administrator, as well as Burnsville Fire leadership, will be responsible for any corrective action needed should any misuse of the talkgroups occur.

FINANCIAL IMPACT
None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

To: Metro TOC, Chair Jake Thompson
CC: Tracey Fredrick
From: Ron Jansen \ Dakota County
Date: 17 June 2023
RE: LTACE's Request for the Doctor Stevens (Burnsville Fire)

Dakota County is seeking a waiver to State Standard IOP-11 formally 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". The Burnsville Fire department was granted permission in early 2017 for three of its members and to the Fire Chief that are assigned to respond on the Burnsville SWAT team to access the encrypted talkgroups. These radios are assigned specifically to these four personnel only. Dakota County is seeking an additional permission to program these same talkgroups into the Doctor Stevens radio. This radio is owned by the Burnsville Fire Department and maintained by Dakota County. There is frequently a need for Doctor Stevens to be involved on site as well as in the incident command vehicle and unified command structure during active incidents. Allowing this waiver would significantly reduce the risk of the Doctor not being on the same resource and reduce a safety risk for lost or missed communications.

Thank you for your consideration on this item.

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: 651 322-8632
E: ron.jansen@co.dakota.mn.us

Dakota County Radio Services

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **4G. Approval of Amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicators**
Presenter: **Jacobson**

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

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

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

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

FINANCIAL IMPACT
None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region
9-1-1 Standards, Protocols, Procedures

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

Date Established	**9-15-16**
Date Revised/Reviewed	**5~~1~~-7~~01~~-23~~17~~**

1. **Purpose or Objective**

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

2. **Background**

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

3. **Operational Context**

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

4. **Definitions:**

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

5. **Recommended Protocol/Standard Requirements:**

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

   □ *Recommended for* _____
   □ *Optional for* _____

Metro 1.11.3 Minimum Training Standard, ~~Emergency Communications~~

6. Training Topics

A) Roles and Responsibilities:

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

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

B) Legal Concepts:

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

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

C) Interpersonal Communications:

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

Recommended Training Topics – Interpersonal Communications
- Communication and de-escalation techniques
- Active listening techniques
- Information processing, communications cycle
- Internal and external customer service and interactions with others
- Diversity/demographics
- Non-~~n~~Native-~~l~~Language ~~c~~Callers

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

Recommended Training Topics – Radio Communications
- ARMER system and state standards; at a minimum State Standard ~~1.11.3~~LMR 30 - Training Radio Telecommunicators;
- and State Standard ~~1.11.4~~LMR 31 -Training ARMER End Users
- ~~Minnesota Dispatchers Communications Best Practice Guide~~ Minnesota Public Safety Telecommunicator Communications Best Practices Guide
- Radio ~~c~~Communication techniques (rate of speech, terminology, formulating communication)
- Radio technology and equipment (system information and coverage, malfunction and failure procedure)
- Rationale for radio procedures and protocols
- Radio discipline (professionalism, controlled communication, etc.)
- Interoperability and role of ~~emergency communications professional~~PST in coordinating multi-agency communications (COML, COMT, etc.)
- Federal Communications Commission (FCC) ~~r~~Rules

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

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

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

F) Emergency Management:

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

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

G) Call Processing:

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

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

Metro 1.11.3 Minimum Training Standard, Emergency Communications

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

H) Stress Management

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

Recommended Training Topics – Stress Management
- Definition, ~~c~~Causation, ~~i~~Identification
- Strategies for dealing with stress/accumulative stress and burnout (peer support, lifestyle changes)
- Critical Incident Stress Management (CISM)
- Post-~~T~~traumatic ~~s~~Stress ~~D~~disorder (PTSD), Secondary Traumatic Stress Disorder (STSD) and Vicarious Stress Disorder (VSD)
- Employee ~~A~~assistance ~~P~~program (EAP)

I) Quality /Performance Standards Management:

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

Recommended Training Topics – Quality Management
- DOR/~~S~~skills ~~P~~performance ~~T~~testing/~~p~~Performance ~~s~~Standards
- Acceptance of feedback
- Attendance
- Quality Assurance (QA)/Quality Control (QC)/Quality Improvement (QI)

7. Recommended Procedure:

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

8. Management

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

9. References[1]:

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

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

International, Alexandria, VA 2016
Retrieved from https://www.nena.org/page/trainingguidelines

"2015 Report Professional Communications Human Resource Committee ProCHRT", APCO
International, Daytona Beach, Florida, 2015
Retrieved from Https://www.apcointl.org/doc/conference-documents/resources/619-2015-prochrt-report/file.html

APCO ANS 3.103.2.2015. Minimum Training Standards for Public Safety
Telecommunicators, APCO International, Daytona Beach, FL, 2015
Retrieved from https://www.apcointl.org/training-and-certification/training-standards-guidelines/recommended-minimum-training-guidelines.html

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

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

METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

June 15, 2023

VIA ELECTRONIC MAIL
Commissioner Bob Jacobson
Minnesota Department of Public Safety
North Central Life Tower, Suite 1000
445 Minnesota Street
St. Paul, MN 55101-5000

Dear Commissioner Jacobson:

At its May 10, 2023 Metropolitan Emergency Services Board (MESB) meeting, the MESB made new appointments to some SECB Committees and Workgroups, due to staffing changes. The appointments and contact information may be seen on the enclosed document.

Please contact me with any questions regarding this appointment. I can be reached at (651) 643-8394 or jrohret@mn-mesb.org.

Thank you for your time and consideration.

Sincerely,

Jill Rohret
Executive Director

cc: Dana Wahlberg, ECN
        Aleta Nimlos, ECN

ANOKA • CARVER • CHISAGO • DAKOTA • HENNEPIN • ISANTI • RAMSEY • SCOTT • SHERBURNE • WASHINGTON • CITY OF MINNEAPOLIS

MESB 2023 Mid-year Appointments to
SECB Committees/Workgroups
June 15, 2023

SECB Land Mobile Radio:
Primary Representative:
Nate Timm
nate.timm@co.washington.mn.us

New Alternate:
Mike Mihelich
Ramsey Co. Emergency Communications
388 13th Street
St. Paul, MN 55101
michael.mihelich@co.ramsey.mn.us

SECB STR Workgroup:
New Primary Representative:
Jake Thompson
Hennepin Co. Sheriff's Office
1245 Shenandoah Lane
Plymouth, MN 55447
(612) 596-1922
jacob.thompson2@hennepin.us

Alternate:
Ron Jansen
Dakota County
2860 160th Street West
Rosemount, MN 55068
(651) 322-8632
ron.jansen@co.dakota.mn.us

SECB Wireless Broadband & Applications:
Primary Representative:
Rod Olson
rodney.olson@minneapolismn.gov

Alternate: *Please remove Jake Thompson as the alternate; the MESB should appoint a new alternate in July 2023*.
Jake Thompson
jake.thompson@chisagocounty.us

May 30, 2023

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

City of St. Francis
Attn: Kate Thunstrom, City Administrator
23340 Cree Street NW
St. Francis, MN 55070

      RE: Metropolitan Emergency Services Board Lease Termination

Dear Ms. Thunstrom:

The purpose of this letter is to give the City of St. Francis (Lessor), which entered into a Lease Agreement dated November 16, 2021 with the Metropolitan Emergency Services Board (MESB), thirty (30) days' written notice of MESB's termination of the Lease Agreement, as per Section 6 of that Agreement.

The Agreement will terminate July 1, 2023, as per Section 2.

If you have any questions or concerns, please contact me at jrohret@mn-mesb.or or (651) 643-8394.

Thank you for your time and consideration.

Sincerely,

Jill Rohret
Executive Director

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES
June 14, 2023

Commissioners:

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

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

Staff Present: Tracey Fredrick; Greg Hayes; Kelli Jackson; Jake Jacobson; and Jill Rohret.

Guests Present: Brittany McCormick, *Board Counsel.*

1. Call to Order:
The meeting was called to order at 10:03 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the June 14, 2023 Agenda
Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the MESB Executive Committee June 14, 2023 agenda. Motion carried.

3. Approval of the April 12, 2023 Minutes
Motion made by Commissioner Greene, seconded by Commissioner Degler to approve the MESB Executive Committee April 12 2023 minutes. Motion carried.

4. Radio Items – None

5. 9-1-1 Items
A. Approval of Amendments to Metro 9-1-1 Standard 1.11.3
Jake Jacobson stated the 9-1-1 Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicators. The amendments include updates to terminology used, including changing Emergency Communications Professional to Public Safety Telecommunicator; updated links to other documents; and grammatical changes.

Motion made by Commissioner Degler, seconded by Commissioner Wolf to recommend approval of amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicator. Motion carried.

6. EMS Items
A. Approval of Providing Funding to MnFIRE for EMS Provider Mental Health Initiative
Greg Hayes said that the MESB accepted an EMS Sustainability grant from the Emergency Medical Services Regulatory Board (EMSRB) at its January 11 2023 meeting. These grant funds must be expended by June 30, 2023. MESB staff had a primary plan and a backup plan for how to spend these grant funds in such a short amount of time. Unfortunately, the primary plan fell through. The backup plan, which is before the committee for approval today, is to provide $10,200.00 to MnFIRE for it to building mental health services to support EMS personnel in the metro region, similar to what MnFIRE does for firefighters.

METROPOLITAN EMERGENCY SERVICES BOARD

Jill Rohret noted that due to the impending pending deadline, this item was noticed to invoke Article III, Section 1 of the MESB Bylaws which allows the Executive Committee to grant authority to the Chair to sign contracts and requires the Board to ratify this action at its next Board meeting.

Motion made by Commissioner Miron, seconded by Commissioner Degler to approve the funding for MnFIRE for EMS Provider Mental Health Initiative. Motion carried.

7. Administrative Items
A. Approval of 2024 MESB Operational Budget
Rohret presented the draft 2024 MESB Operational Budget. The amount of expenses included in the budget went up 9.9%, though assessments are proposed to only increase 5.25%. Rohret detailed where there were significant changes in the proposed budget. She noted that staff salaries increased due to hiring someone at a higher salary than was paid previously. Additinoally, staff included a 6.5% merit increase for staff, which tracks the middle range in the 2023 Dakota County Merit Compensation Plan. Local travel increases due to the occurrence of more in-person meetings as well as due to the start of NG9-1-1 transition, which will result in more trips to PSAPs. Travel for conferences also increased due to the increase in airfare.

Rohret said Professional/Contract Services increased 13% as she is gradually including more of the GeoComm contract for GIS services to be included in the operational budget. The increase also includes additional funds for radio technical training. Additionally, insurance increases 11% for the radio technology errors and omissions coverage.

Rohret explained how assessments did not increase by 9.9% due to including some interest revenue, an increase in the amount of EMS reimbursement for MESB overhead, and the inclusion of $80,000.00 in retained earnings.

Motion made by Commissioner Matascastillo, seconded by Commissioner Wolf to recommend approval of the 2024 MESB Operational Budget. Motion carried.

B. Approval of 2024-2028 MESB Capital Budget
Rohret presented the 2024-2028 MESB Capital Budget. The changes are primarily seen in the 9-1-1 area, which includes additional GIS software services to allow MESB to received data output from its vendor in a format required by ECN and its vendor, 1Spatial; as well as services that will allow counties for review their data directly with the MESB's GIS software services vendor to create efficiencies. Included in this budget is funding for cloud-based mapping services though it is currently unknown if those will be needed as they may be provided via the state's RFP for Next Generation Core Services.

Rohret also stated that she would like the Board to fund a study to determine exactly how much money is spent on emergency communications as a whole (9-1-1, ARMER, IPAWS, Wireless Broadband) in the metro region, including what is spent by the state, any and all expenses the county has to operate (building rent, utilities, etc.). This will make it easier to tell the legislature why additional funding is needed.

Commissioner Fernando noted the expense is listed as a 2024 expense; she stated that she thought it should be started earlier in the hopes that it may be completed in time for the 2024 legislative session.

Rohret replied that she can include that on the July Board agenda for approval.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Matascastillo, seconded by Commissioner Degler to recommend approval of the 2024-2028 MESB Capital Budget. Motion carried.

8. Old Business
A. Update: Approval of MESB Records Retention Schedule by State Records Disposition Panel

Rohret that at its November 9 2022 meeting, the Board approved a new records retention schedule that specifically addresses records related to the Board's 9-1-1, ARMER, and EMS functions which were not included in the original schedule. She said she received notice on May 19, 2023 that the State Records Disposition Panel approved the new schedule of retention.

9. New Business
A. Cancellation of August 9, 2023 MESB Executive Committee Meeting

Rohret stated the August meeting is traditionally cancelled. Additionally, she will be at a conference at the time of the August meeting. The committee concurred to cancel the meeting.

10. Adjourn
Motion made by Commissioner Wolf, seconded by Commissioner Delger to adjourn. Motion carried.

The meeting was adjourned at 10:42 a.m.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **5A. Approval of Amendments to LifeLink iii's ARMER Participation Plan**
Presenter: **Fredrick**

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendments to LifeLink iii's ARMER participation plan.

BACKGROUND

LifeLink iii has been a user on the regional ARMERsystem since 2004, under a subscriber agreement. It began with 20 radio IDs and four talkgroups. LifeLink iii is a small user on the ARMER system but has been expanding operations since 2019.

ISSUES & CONCERNS

LifeLink iii requests approval of amendments to its ARMER participation plan; the amendments are being requested in order for LifeLink iii to become a full ARMER participant. LifeLink III provides primary air medical transport services through all of Minnesota, and portions of North Dakota, South Dakota, Iowa, and Wisconsin. Dispatch operations occur at its communications center located in Bloomington, MN. LifeLink iii requests an additional 25 radio IDs and an additional three talkgroup IDs to cover current usage and future growth; these additions bring its total radio IDs to 115 and its total talkgroup IDs to 15. The additions are not anticipated to create any coverage or loading issues; MnDOT has reviewed the plan and did not find any causes for concern. (Please note, the talkgroup requests listed in the plan inadvertently left out ME TAC 9 and 10, which have been approved for use).

When LifeLink iii connects is dispatch center to ARMER, it will need to execute a Cooperative Agreement to replace its Subscriber Agreement.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

ARMER Participation Plan

Version 3.0

June 5, 2023
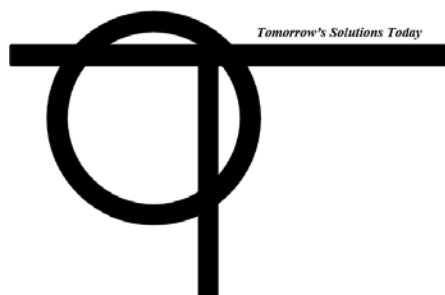
Prepared by:

Dave Theis
On Target Training and Consulting

13517 Larkin Drive
Minnetonka, MN 55305
(320) 293-9011

SECTION 1. INTRODUCTION

Life Link III is a nonprofit EMS company comprised of the following member-owners: Allina Health, CentraCare Health, Children's Minnesota, Essentia Health, Fairview Health Services, Regions Hospital/HealthPartners®, Hennepin Healthcare, Marshfield Clinic Health System, St. Luke's, and HSHS Sacred Heart Hospital/St. Joseph's.

Life Link III provides primary air medical transport services through all of Minnesota, eastern North Dakota, eastern South Dakota, Northern Iowa, and nearly all of Wisconsin. Life Link III is currently an ARMER radio system user operating under various full participants plans. Dispatch operations occur via the 24x7 Life Link III Communication Center & Operations Control Center located in Bloomington, MN. Radio management for Life Link III is currently provided by various radio system administrators throughout the State. Life Link III maintains 11 bases of operation; 8 based in Minnesota, 3 in Wisconsin.

The Life Link III Communications Center is located at 8009 34th Ave S, Suite 1300, Bloomington, MN. The Operations Control Center (OCC) works side-by-side with the Communication Center and crews to ensure safety for flights. When a flight request comes into the Communication Center, an OCC specialist checks the weather for the proposed flight plan submitted by the pilot-in-command. The pilot and OCC Specialist ensure route accuracy and safety of the flight. The team is able to communicate with the pilot during the flight, track the aircraft, provide enroute weather briefings, and ensure each flight has the proper weight and balance with the crew and patient on board. The OCC also inspects flight documentation to ensure the aircraft is airworthy and in line with regulations set forth by the Part 135 Certificate.

The Life Link III EMS service area encompasses all or part of five states in the upper Midwest. A map of the service area is provided in Section 4C of this plan.

Operations have grown over the past several years to include expanded services in conjunction with the potential for Life Link III to establish their own dispatch site at a future date (adding connected dispatch consoles is not part of this plan amendment). It has become appropriate for Life Link III to develop a full ARMER Plan to encompass all operations to better increase efficiency, security, safety, and operations.

Additionally, Life Link III will plan to add one or more connected consoles to the ARMER network for the purpose of simultaneously monitoring and coordinating operations throughout the state. These consoles will most likely be MCC7500E remotely connected by way of a donor Proxy server rather

than standing up our own dispatch site. For the purpose of this plan submittal, these consoles will be requested later via an amendment to the full plan.

The web site link to Life Link III is as follows:

https://www.lifelinkiii.com/

SECTION 2. ARMER APPLICATION

Life Link III requests that this application and plan be reviewed and approved by the following agencies and committees:
- ❖ Metro Technical Operations Committee (TOC)
- ❖ ARMER Land Mobile Radio (LMR) Committee
- ❖ State of Minnesota Emergency Communications Board (SECB)

This ARMER Participation Plan for Life Link III has been developed based on the requirements for participation in and use of the ARMER radio system. Life Link III desires to contract as required with the Metro ESB and Minnesota Department of Transportation (MnDOT) for use of the ARMER system once all approvals have been obtained.

Life Link III is requesting approval as a **full ARMER participant** for the service entities included in this ARMER Participation Plan per LMR Standard LMR-41.

A list of the Life Link III facilities included in this plan is provided in tables 2A and 2B of this document.

Table 2A. Life Link III Operations Bases

1	Detroit Lakes, MN 1817 U.S. Hwy 10 W Detroit Lakes, MN 56501
2	Alexandria, MN 2610 Aga Drive Alexandria, MN 56308
3	Willmar, MN 6600 Hwy 40 W Willmar, MN 56201
4	Brainerd, MN 16229 Bonanza Lane Brainerd, MN 56401
5	Anoka, MN 9833 North Airport Rd, Ste 105 Anoka, MN 55449
6	Hibbing, MN 11038 Hwy 37, Ste 11 Hibbing, MN 55745
7	Duluth, MN Essential Health-St Mary's Medical Center Duluth, MN 55805
8	Rush City, MN 51765 Forest Blvd, Hanger 1P Rush City, MN 55069
9	Rice Lake, WI 1872 14 1/2 Ave Cameron, WI 54822
10	Marshfield, WI Marshfield Med Center, Hanger 611 Marshfield, WI 54449
11	Rhinelander, WI 3375 Airport Rd, #10 Rhinelander, WI 54501

Table 2B. Life Link III Headquarters

1	Communications, Operations Center 8009 34th Ave S, Ste 1300 Bloomington, MN 54440

SECTION 3. PRIMARY CONTACTS

The primary points of contact for this project and plan are:

Matt Smiles
Director, Technology Services
Life Link III
8009 34th Ave S
Bloomington, MN 55425
Email: msmiles@lifelinkiii.com

Melissa Wenzel
Director, Comm Center, OCC
Life Link III
8009 34th Ave S
Bloomington, MN 55425
Phone: 651.357.1377
Email: mawenzel@lifelinkiii.com

Dave Theis
On Target Training and Consulting
25775 Hazelnut Trail
Nevis, MN 56467
Phone: 320.423.8728
Email: dave.theis@ontargettc.com

Life Link III will be managing the assigned ARMER radio and talkgroup IDs for all operations and bases through this new plan request.

SECTION 4. AGENCY SUMMARY AND JURISDICTIONAL COVERAGE

Life Link III entities to be included in this ARMER Participation Plan are listed in Table 2A. As previously noted, all are existing ARMER system users through the existing various host ARMER agencies' participation plans. Life Link III wishes to consolidate all management or ARMER resources under this single full participation plan application.

4C. Map of Life Link III Air Ambulance Service Area
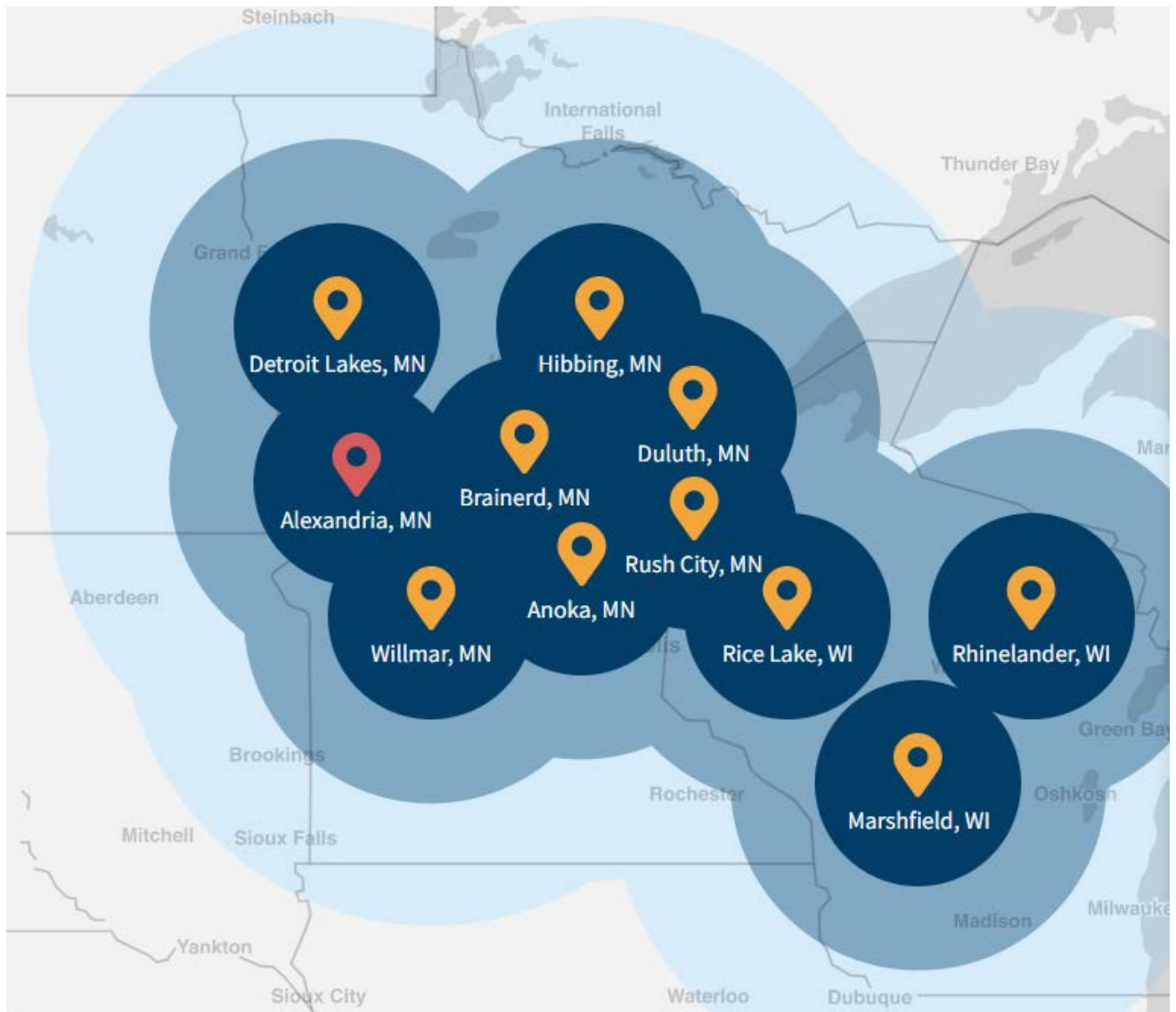
SECTION 5. EXISTING AGENCY JUSTIFICATION FOR ARMER USAGE

As noted in Section 1, Life Link III is an existing ARMER radio system user and any changes will be incorporated into this plan.

The use of the ARMER 800 MHz Trunked Radio System has been shown to provide the best technology solution to meet the operational radio needs of public safety agencies and EMS services throughout Minnesota. The key performance benefits provided by the ARMER system include:

❖ Radio Coverage (mobile and portable communications)
❖ System Capacity (Talkgroups through Trunking technology)
❖ Interoperability (a shared statewide radio network platform)
❖ Reliability (multiple tower sites, overlapping coverage, redundant site links)

SECTION 6. LIFE LINK III AIR AMBULANCE OPERATIONS

6A: Life Link III Air Ambulance Current Radio Operations Management:

Life Link III trunked unit ID and talkgroup ID assets are currently managed by the various system administrators and Service Providers in Minnesota depending on the assigned physical location of the radio. Radio and talkgroup IDs currently in use are assigned from the Life Link III pools when it began ARMER operations on April 12, 2012. Radio programming as of this plan amendment date is provided by ANCOM Communications and On Target Training and Consulting for ground based LMR radios. Dallas Avionics is responsible for installation and programming of the Technisonic aircraft radios that operate on the ARMER system.

6B. Life Link III EMS Ambulance Future Radio Operations and Management:

Assuming the plan request passes all required regional and state Emergency Communications Boards, Life Link III will begin management of all radios and talkgroups from their assigned pools. The range of IDs in these pools are assigned by John Anderson, ARMER Statewide Radio System Administrator. Radio unit ID management will be managed by the Life Link III Communications Manager, and radio programming will remain the same as detailed in section 6A.

6C. Current dispatch operations are as follows:

Life Link III air ambulances are currently dispatched by the Life Link III Communications Center located in Bloomington, MN. There are no plans to change this policy. Regarding radio tower site traffic, this plan amendment **_will not_** change talkgroup loading for any tower that is currently allowed usage by Life Link III talkgroups.

SECTION 7. HOSPITAL OPERATIONS

Does not apply.

SECTION 8. ARMER RADIO USERS

The 800 MHz ARMER Trunked Radio System has been shown to be the best technology solution to meet the operational needs of the agencies included in this plan.

The ability of Life Link III to work seamlessly with local public safety agencies daily and having a common radio system in place for all agencies is key to successful operations.

A review of the planned ARMER system use and/or changes to ARMER use for each group of Life Link III operations is provided in the following sections. Refer to Table 8A for quantities of existing ARMER radios and proposed additions of radios. Life Link III has a mixture of Motorola APX and XTS portable and mobile radios, as well as Technisonic TDFM-9100 radios in aircraft.

Table 8A. Life Link III ARMER Radio Inventories

	Entity/Agency	Existing Mobiles	Existing Portables	Existing Aircraft Radios	Future Mobiles	Future Portables	Future Aircraft Radios
1	Life Link III LMR Radios	17	65	- - - - -	5	5	- - - - -
2	Life Link III Aircraft Radios	- - - - -	- - - - -	11	- - - - -	- - - - -	3
	Totals	**17**	**65**	**11**			

Currently, Life Link III is assigned to the ARMER System Security Group of "USER-EMS-LL".

The existing range of radio unit IDs assigned to Life Link III is 106900 through 107499. Of these original 599 IDs, only 90 IDs were approved for live use. Currently, the radio inventory has 93 IDs assigned, putting Life Link over their approved amount by 3.

Because Life Link III anticipates moderate growth in ambulance and EMS services, more radios will eventually be needed. **Life Link III requests an additional quantity of 3 to cover the existing overage plus an additional 22 new radio unit IDs be added to their plan. This will bring the total number of approved IDs to 115; 93 existing and active IDs plus 22 new IDs for future deployment.**

Addendum A provides additional details of radios currently deployed.

SECTION 9. ARMER TALKGROUPS

Where applicable and logical, Life Link III will continue to use the <u>eleven talkgroups</u> with IDs already assigned to them. There will be no changes to existing talkgroups. Table 9A provides details of existing active talkgroups.

Table 9A. Existing Talkgroup Names and Coverage Areas

	Talk Group Name	Talkgroup ID (Decimal)	Capabilities Profile	TGMG Service Area Profile	Use
1	EMSLL-ALEX	2119	7AS-XXXX	RGN-CM-ALL	Regional Operations
2	EMSLL-ANOKA	2121	7AS-XXXX	RGN-ME-ALL	Regional Operations
3	EMSLL-BRAINERD	2153	7AS-XXXX	EMSLL	Regional Operations
4	EMSLL-DULUTH	2117	7AS-XXXX	Existing: STATEWIDE-ALL New: RGN-NE-ALL	Regional Operations
5	EMSLL-FLT-A	2115	5AS-XXXX	STATEWIDE-ALL	Air Ambulance Primary Dispatch TG
6	EMSLL-FLT-B	2127	5AS-XXXX	STATEWIDE-ALL	Air Ambulance Secondary Dispatch talkgroup in the event multiple aircraft are deployed simultaneously
7	EMSLL-HIBB	2125	7AS-XXXX	EMSLL	Regional Operations
8	EMSLL-LIFELINK	2145	7AS-XXXX	RGN-ME-ALL	MRCC Coordination for air ambulances using MRCC talkgroups
9	EMSLL-MECMO	2147	7AS-XXXX	RGN-ME-ALL	Dispatch and coordination for U of M ECMO (Extracorporeal Membrane Oxygenation) teams
10	EMSLL-RUSH-CITY	2149	5AS-XXXX	RGN-ME-CH-BRDR	Regional Operations
11	EMSLL-WILLM	2123	7AS-XXXX	RGN-CM-ALL	Regional Operations

Life Link III, since it began using ARMER, has been granted permission to use a total of <u>12 Talkgroups</u>. Life Link III is requesting an additional 3 talkgroups to bring the total to 15. We are seeking to add those talkgroups for operational differentiation of communications to support our operation as well as the operations we support such as the University of Minnesota's Mobile ECMO program.

Modifications to existing Talkgroups:

Talkgroup "EMSLL-DULUTH" will be changed to a site access profile to encompass just the Northeast Region of towers using profile "RGN-NE-ALL" as this talkgroup would never be used outside this region.

No talkgroups will be encrypted; all will be clear mode. However, in the future, Life Link III may request modifications to this participation plan to add encryption to some talkgroups.

Table 9B. Proposed NEW Talkgroup Names and Coverage Areas

	Talk Group Function	Proposed TG Alias	TG ID	TGMG Service Area Profile	Use
1	Interoperability and Training	EMSLL-TAC 1	TBD	Statewide-ALL	Training
2	Interoperability and Training	EMSLL-TAC 2	TBD	Statewide-ALL	Dispatch Overflow for interoperability of critical events
3	Interoperability and Training	EMSLL FLT -C	TBD	Statewide-ALL	Medical consultation for flight crews.

Life Link III is requesting these 3 additional talkgroups to support operational training for ground and air crews, additional capacity for critical events requiring multiple assets, and a dedicated talkgroup for medical consultation services between doctors and air crews.

SECTION 10. LOCAL TOWER ENHANCEMENTS

There are no tower site or 800 MHz RF channel expansion enhancements planned with this Life Link III participation plan request.

SECTION 11. ARMER RADIO TRAFFIC USAGE

An ARMER plan typically includes a review of the amount of traffic expected to be added to the radio system from the mobile and portable radios identified in the participation plan. In this plan for Life Link III, all radios previously identified are currently in use, and therefore present no additional traffic loading on the system. The small growth factor for additional radios will have virtually no impact on system loading.

SECTION 12. ARMER RADIO SYSTEM COVERAGE

Radio system range or coverage is considered the most critical function of any radio system, especially in public safety operations. While there are other important elements to a good system (equipment reliability, channel capacity), the ultimate factor by which a system's measure of success or failure is usually measured is how reliably it covers the intended service area. Life Link III reports very good ARMER system coverage throughout their service areas. No proposed site expansions are being considered.

SECTION 13. LEGACY VHF EQUIPMENT

N/A

SECTION 14. RADIO USER TRAINING

Implementation of a full participation plan will follow ARMER system requirements and associated operational standards requiring that all personnel who will be using the system receive proper training on the use, capabilities, and features of the system. Trunked radio systems, including the ARMER system, have operational requirements that differ from traditional conventional repeater systems, and it is necessary that users be trained on the capabilities and proper operation of the system.

Life Link III recognizes this need and will conduct in-house end-user training using certified trainers for all radio system users. Additional training is also planned through the services of independent contractors recognized by the state as proficient in the operation of the ARMER radio system.

The program will include training for the following workgroups and functions:
- ❖ Proper Radio Usage
- ❖ ARMER Standards
- ❖ Training Modules
  - ▪ Radio 101
  - ▪ Interoperability 101

SECTION 15. INTEROPERABILITY

The need for interoperability is an important factor in Life Link III's plan to merge all aspects of its operations onto the ARMER radio system. Radio interoperability will exist at multiple levels within public safety radio operations. However, having all entities using a common radio system platform is the preferred and easiest method to establish good interoperability.

Life Link III intends to utilize the following ARMER Regional and Statewide talkgroups to facilitate interoperable communications with public safety and Emergency Management agencies operating regionally and statewide. Life Link III intends to renew its talkgroup permission requests to all regions and agencies where they operate. Radios will need to be reprogrammed based on responses to the talkgroup permission requests.

MN	CM	SW	NW	SR	SE	NE	ME	8C	7C	EMS	DRO
STAC1	CM CALL	SW CALL	NW CALL	SR CALL	SE CALL	NE CALL	ME TAC 1	8CALL90	7SOA1	EMS-SMRCC	DRO1
STAC2	CM2	SW2	NW2	SR2	SE 2	NE 2	ME TAC 2	8TAC91	7SOA2	EMS-MRCXP1	DRO2
STAC3	CM3	SW3	NW3	SR3	SE 3	NE 3	ME TAC 3	8TAC92	7SOA3	EMS-MRCXP2	DRO3
STAC4	CM4	SW4	NW4	SR4	SE 4	NE 4	ME TAC 4	8TAC93	7SOA4	EMS-COORD	DRO4
STAC5	CM5	SW5	NW5	SR5	SE 5	NE 5	ME TAC 5	8TAC94	7SOA5	EMS-ETAC 1	
STAC6	CM6	SW6	NW6	SR6	SE 6	NE 6	ME TAC 6	8CALL90D	7SOA6	EMS-ETAC 2	
STAC7	CM7	SW7	NW7	SR7	SE 7	NE 7	ME TAC 7	8TAC91D	7SOA7	EMS-ETAC 3	
STAC8	CM8	SW8	NW8	SR8	SE 8	NE 8	ME TAC 8	8TAC92D	7SOA8	EMS-ETAC 4	
STAC9	CM9	SW9	NW9	SR9	SE 9	NE 9		8TAC93D	7SOA9	EMS-WMRCC	
STAC10	CM10	SW10	NW10	SR10	SE 10	NE 10		8TAC94D	7SOA10	EMS-EMRCC	
STAC11	CM11	SW11	NW11	SR11	SE 11	NE 11		8SOA1	7SOA11		
STAC12	CM12	SW12	NW12	SR12	SE 12	NE 12		8SOA2	7SOA12		
MSP CALL		SW13	NW EOC		SE 13	NE 13		8SOA3			
		SW HOSP	NW HOSP		SE EOC	SE EOC		8SOA4			
		SWR5EM	NW EMS		SE HOSP	SE HOSP		FSOA1			
								FSOA2			

Life Link III acknowledges that usage of these talkgroups and channels on the ARMER system are limited to the coverage boundaries of the ARMER system, their designed operational use, and when the need requires based on ICS principles and management.

Life Link III intends to use the ARMER 800 MHz radio system to achieve internal and external interoperable communications with responding agencies during a disaster or exercise. Talkgroup assignments will be issued by a Communications Unit Leader (COML) or PSAP (Public Service Answering Point) through a request by Incident Command based on ARMER and ICS standards. An ICS 205 (Incident Communications plan) will be filled out for each event and kept with all other incident documentation.

SECTION 16. STANDARDS

The primary technology standard applied to this plan is the Project 25 (P25) Standard. Specifically, the Phase 1 Frequency Division Multiple Access (FDMA) standard currently in use by the ARMER system. P25 is specifically designed for digital radios systems for public safety.

Life Link III will adopt and comply with the standards published by ARMER, the State Emergency Communications Board (MN SECB) and the various Minnesota Regional Advisory Committees. Use of these standards will ensure that users of the system will adopt the appropriate naming conventions, talk group usage, and other operational and technical standards that are in use throughout the ARMER system.

SECTION 17. RADIO MAINTENANCE AND SERVICE

Life Link III has established plans and procedures with its local service entities for service and maintenance of the radio equipment currently being used and proposed in this plan. Life Link III will continue to work with its local service shops for radio repair and tuning. The primary radio shop contracted for LMR repair and service is:

Ancom Communications
1800 Cliff Rd E # 17
Burnsville, MN 55337

The avionics shop that will repair, replace, and install Technisonic aircraft radios will be:

Dallas Avionics, Inc.
2525 Santa Anna Ave
Dallas, Texas 75228

SECTION 18. SYSTEM MAINTENANCE

Life Link III plans to manage all aspects of its radio and talkgroup management whereas today this is managed by various system administrators. This year (2023) Life Link III plans to reprogram its entire fleet of radios with changes that have been made over the past years. Additionally, all LMR radios will be tuned and verified that they meet manufacturer specifications. The inventory will be updated with pertinent details such as radio type, serial numbers, and to whom each radio is assigned.

Life Link III will designate an existing non-Life Link III radio system administrator that will manage radio programming and radio system-level maintenance. This administrator will comply with ARMER Standard LMR-07 (Agency Maintenance) and LMR-27 (System Maintenance-Programming and Qualifications) to protect the overall functionality and integrity of the system for all users.

On Target Training and Consulting MN will provide system-level service for all matters that involve radio fleet maintenance related to Provisioning Manager. Every On Target Training and Consulting employee has been trained and certified as Level 2 Radio System Administrator per ARMER standard LMR-28 (System Administrators Definition and Minimum Training Requirements).

SECTION 19. CHANGE MANAGEMENT

Life Link III will follow established procedures to seek approval of all relevant Committees and Boards prior to making any changes to the provisions outlined in this plan request.

ADDENDUM A. LIFE LINK III

Table 8A. Life Link III ARMER Detailed Radio Inventory

	Radio Type	Radio Model	Serial Number	ARMER Alias	ARMER ID	Asset Tag
1	Portable	APX 7000	655CHS0157	EMSLL-DULUTH-1a	106906	10077
2	Portable	APX 7000	665CHS0158	EMSLL-DULUTH-2a	106907	10081
3	Portable	APX 7000	655CHS0159	EMSLL-DULUTH-3a	106908	10073
4	Portable	APX 8000	579CWP1360	EMSLL-107000	107000	10283
5	Portable	APX 8000	579CWP1359	EMSLL-107001	107001	10282
6	Portable	APX 8000	579CWP1361	EMSLL-107002	107002	10284
7	Portable	APX		EMSLL-107003	107003	
8	Mobile	APX 8500	681CWR0268	EMSLL-107004	107004	
9	Portable	APX		EMSLL-107005	107005	
10	Portable	APX 8000	579CXD1187	EMSLL-107006	107006	10223
11	Portable	APX 8000	579CXD1188	EMSLL-107007	107007	10224
12	Portable	APX 8000	579CXD1189	EMSLL-107008	107008	10225
13	Aircraft	TDFM 9100	579CRS3112	EMSLL-H-N358-LLa	107029	
14	Portable	APX 7000	755CTD0020	EMSLL-BRD-1a	107030	10168
15	Portable	APX 7000	755CTD0021	EMSLL-BRD-2a	107031	10162
16	Portable	APX 7000	755CTD0022	EMSLL-BRD-3a	107032	10160
17	Portable	APX 6000	755CTD0023	EMSLL-ALEX-1a	107033	10054
18	Portable	APX 6000	755CTD0024	EMSLL-ALEX-2a	107034	10060
19	Portable	APX 6000	755CTD0025	EMSLL-ALEX-3a	107035	
20	Portable	APX 6000	755CTD0026	EMSLL-MGR-1a	107036	10044
21	Portable	APX 6000	755CTD0027	EMSLL-MGR-2a	107037	10046
22	Mobile	APX 8500	755CTD0028	EMSLL-OPS-1a	107038	
23	Aircraft	TDFM 9100	579CSV2630	EMSLL-H-N359LLa	107039	
24	Aircraft	TDFM 9100	755CTD-11	EMSLL-H-N360LLa	107040	
25	Portable	APX 8000	579CUF4219	EMSLL-Marsh-P1a	107041	
26	Portable	APX 8000	579CUF4220	EMSLL-Marsh-P2a	107042	
27	Portable	APX 8000	579CUF4221	EMSLL-Marsh-P3a	107043	
28	Portable	APX 8000	579CUF4222	EMSLL-Marsh-P4a	107044	
29	Portable	APX 6000	755CUP0058	EMSLL-WILLMAR-1a	107045	
30	Portable	APX 6000	755CUP0059	EMSLL-WILLMAR-2a	107046	
31	Portable	APX 6000	755CUP0060	EMSLL-WILLMAR-3a	107047	
32	Portable	APX 8000	579CUP0027	EMSLL-FW1a	107048	10008
33	Portable	APX 8000	579CUP0026	EMSLL-FW2a	107049	10006
34	Portable	APX 8000	579CUP0025	EMSLL-FW3a	107050	10005
35	Mobile	APX 8500	471CWZ4170	EMSLL107051	107051	
36	Portable		EMSLL-4	EMSLL-4	107052	

37	Portable	APX 8000	579CWK1856	EMSLL-107053	107053	10291
38	Portable	APX 8000	579CWK1857	EMSLL-107054	107054	10296
39	Portable	APX 8000	579CWK1854	EMSLL-107055	107055	10298
40	Portable	APX 8000	579CWK1855	EMSLL-107056	107056	10278
41	Portable	APX 8000	579CWK1858	EMSLL-107057	107057	10277
42	Portable	APX 8000	579CWK1859	EMSLL-107058	107058	10279
43	Portable	APX 6000	755CST1143	EMSLL-FW-PILOTa	107059	10109
44	Mobile	APX 8500	681CVT7188	EMSLL-107180	107180	
45	Mobile	APX 8500	681CVT7190	EMSLL-107181	107181	
46	Mobile	APX 8500	681CVT7189	EMSLL-107182	107182	
47	Portable	APX 8000	579CVTA303	EMSLL-107183	107183	
48	Portable	APX 8000	579CVTA305	EMSLL-107184	107184	
49	Portable	APX 8000	579CVTA302	EMSLL-107185	107185	
50	Portable	APX 8000	579CVTA304	EMSLL-107186	107186	
51	Portable	APX 8000	579CVTA300	EMSLL-107187	107187	
52	Portable	APX 8000	579CVTA301	EMSLL-107188	107188	
53	Portable			EMSLL-107189	107189	
54	Mobile	APX 8500	761CDW0112	EMSLL-107190	107190	
55	Portable			EMSLL-107191	107191	
56	Mobile	APX 8500	276CMZ0184	EMSLL-D-BACK	107380	
57	Mobile	APX 8500	276CMZ0178	EMSLL-D-ANOKA	107381	
58	Mobile	APX 8500	276CMZ0179	EMSLL-D-ALEX	107382	
59	Mobile	APX 8500	276CMZ0180	EMSLL-D-WILLM	107383	
60	Mobile	APX 8500	276CMZ0181	EMSLL-D-HIBB	107384	
61	Mobile	APX 8500	276CMZ0182	EMSLL-D-INTOP	107385	
62	Mobile	APX 8500	276CMZ0183	EMSLL-D-FLIGHT A	107386	
63	Portable	XTS 2500	205CMX0108	EMSLL-ANOKA-1	107387	
64	Portable	APX 8000	579CVP6075	EMSLL-ANOKA-2	107388	
65	Portable	APX 8000	579CVP6076	EMSLL-ANOKA-3	107389	
66	Portable	XTS 2500	205CMX0111	EMSLL-Spare-1	107390	
67	Portable	XTS 2500	205CMX0112	EMSLL-Spare-2	107391	
68	Portable	XTS 2500	205CMX0113	EMSLL-Spare-3	107392	10154
69	Portable	XTS 2500	205CMX0114	EMSLL-Spare-4	107393	
70	Mobile	APX 4500		EMSLL-LL2-Mgr	107394	
71	Mobile	APX 8500	761CST0343	EMSLL-D-Brainerd	107395	
72	Portable	XTS 2500	205CMX0117	EMSLL-WILLM-1	107396	
73	Portable	APX 8000	579CVP6077	EMSLL-WILLM-2	107397	
74	Portable	XTS 2500	205CMX0119	EMSLL-WILLM-3	107398	
75	Portable	XTS 2500	205CMX0120	EMSLL-HIBB-1	107399	
76	Portable	XTS 2500	205CMX0121	EMSLL-HIBB-2	107400	10061
77	Portable	XTS 2500	205CMX0122	EMSLL-HIBB-3	107401	10063

78	Aircraft	TDFM 9100	655CDS0979	EMSLL-H-N356LL	107402	
79	Portable	APX 8000	655CQM2085	EMSLL-RICE-1a	107403	10103
80	Portable	APX 8000	655CQM2086	EMSLL-RICE-2a	107404	10101
81	Portable	APX 8000	655CQM2087	EMSLL-RICE-3a	107405	
82	Portable	APX 8000	655CQM2088	EMSLL-RICE-4a	107406	10099
83	Mobile	APX 8500	761CQM0440	EMSLL-D-INTOPS-2	107407	
84	Aircraft	TDFM 9100	721 CPP 0042	EMSLL-TecSpare	107408	
85	Aircraft	TDFM 9100	655CSD0982	EMSLL-H-N355LL	107409	
86	Portable	XTS 2500	205CNM0436	EMSLL-Cloquet-2	107426	
87	Portable	XTS 2500	205CNM0435	EMSLL-Dispatch	107427	10157
88	Aircraft	TDFM 9100	655CSD0980	EMSLL-H-N351LL	107428	
89	Aircraft	TDFM 9100	655CSD0977	EMSLL-H-N352LL	107431	
90	Aircraft	TDFM 9100	655CSD0978	EMSLL-H-N353LL	107432	
91	Aircraft	TDFM 9100	655CSD0981	EMSLL-H-N354LL	107433	
92	Portable	XTS 2500	205CMX0116	EMSLL-Cloquet-1	107434	
93	Aircraft	TDFM 9100	655CQX1192	EMSLL-H-N357LL	107435	

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: July 12, 2023
Agenda Item: 5B. Approval of 2024 Regional Funding Priorities
Presenter: Fredrick/Jacobson

RECOMMENDATION

The 9-1-1 TOC recommends the following items as regional funding priorities for grants available in 2024 (in priority order):

- Regional computer-aided dispatch (CAD)-to-CAD interoperability
- Regional GIS support, including software support services
- Emergency communications center staff recruitment/retention workload study
- Regional communications interoperability planning
- Back-Up PSAP equipment cache, including laptop radio consoles (also recommended by Radio TOC)
- Resiliency training
- Regional logger
- GIS services for indoor mapping
- MCIT crisis intervention training

The Radio TOC recommends the following items as regional funding priorities for grants available in 2024 (in priority order):

- Communications Response Task Force (CRTF) training/exercise
- Vendor-provided technical training
- Creation of an updated ARMER training video
- Funding local bi-directional amplifier (BDA) requests
- Additional MCC7500e console laptops to join current consortium
- Upgrading MCC7500 consoles, as required by Motorola for future system software updates
- AES encryption-capable devices to update current devices
- Equipment not covered under Motorola Software Update Agreement (SUA2)
- Assistance to attend the 2024 Public Safety Communications Conference

BACKGROUND

The Minnesota Department of Public Safety (DPS) Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB grant

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **5B. Approval of 2024 Regional Funding Priorities**
Presenter: **Fredrick/Jacobson**

process. In the past, grants were only open to radio projects, though that changed in the mid-2010s.

ISSUES & CONCERNS

Both the 9-1-1 TOC and the Radio TOC develop lists of regional funding priorities. Grants are structured so that both 9-1-1 and radio projects apply for the same grant funds and are included in the same competitive grant application structure.

State grant objectives and SECB funding hierarchy determine which projects MESB staff will include in the grant applications. Generally, staff apply for the highest priority projects from both areas.

At this time, the only open grant is the Statewide Emergency Communications Board (SECB) grant, which had eligibility dates from July 1, 2023-June 30, 2025; applications are currently open through August 28, 2023 (this is earlier than has been done the last several years). Should any opportunities become available that are not for a specific purpose (ex – TCPR training), the region would like to have the list of needs available to make applications.

FINANCIAL IMPACT

None to the MESB other than staff time to apply for and process grants. Equipment will likely require a 50% match from the awarded agency.

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PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **7A. Ratification of Approval of Funding**
                                     for MnFIRE for EMS Provider
                                     Mental Health Initiative
Presenter: **Hayes**

RECOMMENDATION
The Executive Committee recommends the Board ratify Executive Committee action from June 14, 2023 to approve providing $10,200.00 to MnFire for an initiative to provide mental health services to EMS providers, both fire-based and non-fire-based services.

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

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

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

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

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

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

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

MOTION BY:
SECONDED BY:
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PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: July 12, 2023
Agenda Item: 7A. Ratification of Approval of Funding for MnFIRE for EMS Provider Mental Health Initiative
Presenter: Hayes

FINANCIAL IMPACT

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

MOTION BY:
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PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **7B. Approval of Amendment 2 to MOU**
              with EMSRB for EMS Relief Funds
Presenter: **Hayes**

RECOMMENDATION
MESB staff recommend approval of Amendment 2 to the Memorandum of Understanding (MOU) with the Emergency Medical Services Regulatory Board (EMSRB) for the EMS relief (seatbelt) funds.

BACKGROUND
In July 2021, the EMSRB changed the way it distributed seatbelt fine funds to EMS regions; it went from a grant agreement to a memorandum of understanding. The MOU was fully executed in September 2021. Amendment 1 was approved by the MESB at its March 2023 meeting.

In late 2021 and 2022, the EMSRB underwent an audit via the Office of Legislative Auditor; a result of the audit was a directive to update language in its agreements which allocate funds.

ISSUES & CONCERNS
In late June 2023, the EMSRB notified the EMS regions that it intended to amend the MOU for EMS Relief Funds to extend the deadline for use of those funds from June 30, 2023 to December 31, 2023.

Counsel reviewed Amendment 2 and offered three minor changes (which are not reflected in the version of the amendment in the meeting packet):

- Revision/deletion of the first sentence of Section V to make it clear the funds must be used by December 31, 2023, rather than June 30, 2023. Additionally, a period should be added at the end of the paragraph.
- Section VIII – change a period to a comma in December 31.2023
- Exhibit B, far right-hand column, cell starting Leadership training: change the date to December 31, 2023.

FINANCIAL IMPACT
This amendment will allow the MESB an additional six months to expend these funds; staff has a plan to do so.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MINNESOTA
EMERGENCY MEDICAL SERVICES
REGULATORY BOARD

AMENDMENT 2
to
Memorandum of Understanding (MOU)
Relief Funding for Minnesota's Regional EMS Systems.
Between
Emergency Medical Services Regulatory Board ("EMSRB" or "State")
And
Metropolitan Emergency Services Board ("MESB" or "Regional EMS System")

I. **Purpose and Scope Name**
The purpose of this Memorandum of Understanding ("MOU" or "Agreement") is to clearly identify the roles and responsibilities of each party as they relate to developing, maintaining, and improving Regional EMS Systems throughout Minnesota.

Under Minn. Stat. § 169.686, Subd 3 and § 144E.50, the EMSRB is authorized to distribute funds to Minnesota's eight Regional EMS Systems; both the EMSRB and the Regional EMS System should ensure that program activities are conducted in compliance with 169.686, Subd 3, which is hereby incorporated by reference and made part of this MOU and all applicable State and Federal laws, rules, regulations and ethical standards.

II. **MOU Term**
The term of this MOU is the period within which the program responsibilities of this agreement shall be performed. The term commences July 1, 2022 and terminates ~~June 30, 2023~~December 31, 2023.

III. **Responsibilities**

A. **The EMSRB shall undertake the following activities during the duration of the MOU term:**
- Perform Quality Assurance (QA) measure that may include but are not limited to virtual site visits/check-ins, desk reviews and requests for information regarding expenditures and/or activities. The EMSRB shall provide the MESB written notice at least 30 days in advance for any QA measures that are to be performed.
- Communicate promptly via email, the monthly distribution of funds upon getting the information from the source of the funding (Department of Public Safety).
- Provide Technical Assistance (TA) as needed for this agreement or fiscal issues relating to it.
- Open Communication which shall include but it is not limited to quarterly Regional Meetings (bringing together the eight MN EMS Systems) and quarterly one-to-one meetings between the EMSRB's Authorized Representative and the MESB. There will also be consistent communication throughout the term of the MOU.
- Ensure prompt review/processing of invoices for payment (within 5 business days of receipt)

B. **MESB shall undertake the following activities during the duration of the MOU term:**
- Adhere to the Updated Workplan, approved by the EMSRB, which is attached and incorporated into this agreement as <u>Revised</u> Exhibit B.
- Submit complete and accurate invoices in a timely manner (as outlined in section IV. A, below).
- Engage in collaborative communication with the EMSRB on all matters related to funds distribution.

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- Participate in all QA activities conducted by the EMSRB.

IV. Special Terms and Conditions

A. Invoices
The EMSRB will promptly pay the MESB after an itemized invoice is presented for services performed in accordance with Revised Exhibit B, and the EMSRB's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following:

Invoices must be submitted monthly and will not exceed the amount of distribution that is communicated to the MESB.

B. Modifications
If the MESB wishes to modify the required monthly submission schedule of invoices, it must be requested in writing and have prior written approval from the EMSRB.

There shall be no modifications of the updated work plan (Revised Exhibit B) without prior written approval from the EMSRB.

Any alterations to this MOU must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

C. Authorized Representatives
EMSRB's Authorized Representative 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 his/her successor.

MESB's Authorized Representative authorized for executing this MOU is Mike Warring, Chair, MESB, 2099 University Avenue West, St. Paul, MN, 55104, mike.warring@co.isanti.mn.us. MESB's Authorized Representative for management of this MOU is Greg Hayes, EMS Coordinator, MESB, 2099 University Avenue West, St. Paul, MN, 55104, ghayes@emsmn.org, 651-643-8378. If the MESB's Authorized Representative changes at any time during the term of this MOU, it must immediately be communicated to the State.

D. Access to the Regional EMS System's Records:
Under Minn. Stat. § 16B.98, Subd.8, the books, records, documents, and accounting procedures and practices of the party relevant to this transaction may be subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

E. Audits:
The Regional EMS System will be required to adhere to the audit requirements found in Minn. Stat. § 144E.50, Subd. 6 (a) through (e).

F. Electronic Mail is an Appropriate Communication Format for Written Notice:
For purposes of this agreement, communication via electronic mail sent to the email addresses listed for Authorized

Representatives in this document is an acceptable communication format for parties to provide written notice under this MOU.

G. Government Data Practices: Both parties must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MOU, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Regional EMS System under MOU. The civil remedies of civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Party. If the Regional EMS System receives a request to release the data referred to in this Clause, the EMSRB must be notified. The EMSRB will give the Regional EMS System instructions concerning the release of the data to the requesting party before the data is released. The Regional EMS System's response to the request shall comply with applicable law.

H. Open Meeting Law: The Regional EMS System agrees to abide by the provisions of the Minnesota Open Meeting Law as provided in Minn. Stat. Ch. 13 D.

I. Evaluation: The EMSRB may, during the course of this agreement, evaluate the Regional EMS System's progress towards goals and objectives of Revised Exhibit B and compliance with any special considerations. The EMSRB reserves the right to request additional information from the Regional EMS System to carry out its evaluation. The Regional EMS System is obligated to respond to the EMSRB's request for additional information to the EMSRB's satisfaction.

V. Funding

All funds disbursed are for use through June 30 of each fiscal Year. Final invoices must be submitted on or before September 30, 2023. ~~If funds are not spent or invoiced, they will either be split between the eight Regional EMS Systems evenly to be used in the next fiscal year, or if it's at the end of a legislative biennium, they will revert to the State's General Fund.~~ While the EMSRB must receive the final invoice by September 30th to disburse funds to the Regional System, MESB has until December 31, 2023 to utilize the funds in their entirety. In the event that the funds are not completely expended by December 31, 2023, the remaining amount will be returned to the EMSRB. It will then be equally redistributed among the eight regional Systems for FY24

VI. Termination

Termination by the EMSRB: The EMSRB may immediately terminate this MOU with or without cause, upon 30 days' written notice to the Regional EMS System. Upon termination, the Regional EMS System will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

Termination for Cause: The EMSRB may immediately terminate this agreement if the EMSRB finds that there has been a material failure to comply with the provisions of this MOU, that reasonable progress has not been made with respect to Revised Exhibit ~~A~~ B, or that the purposes for which the funds are disbursed have not been or will not be fulfilled. The EMSRB may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

Termination for Insufficient Funding: The EMSRB may immediately terminate this MOU if it does not obtain funding from the Minnesota Legislature. Termination must be by written notice to the Regional EMS System. The EMSRB will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature not to appropriate funds. The EMSRB must provide the Regional EMS System notice of the lack of funding within a reasonable time of the EMSRB's receiving that notice.

VII.   Supersedes Previous Agreements.
This MOU between Parties supersedes and replaces any and all negotiated agreements with respect to appropriations allowable under MN Statute 169.686, Subd. 3, written or oral, that were in effect prior to the effective date of this Agreement.

VIII.   Amendment Effective Date and Signature

This MOU Amendment shall be effective upon the signature of the EMSRB and the Regional EMS System's authorized signatories below. However, the entire term of this MOU shall be in force and effect from July 1, 2022 to ~~June 30, 2023~~ December 31. 2023. The EMSRB and Regional EMS System indicate agreement with this Amendment to the MOU by their signatures below.

The Original MOU and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original MOU and all previous amendments remain in full force and effect.

EMSRB		**Metropolitan Emergency Services Board**	
Date		**Date**	
		Metropolitan Emergency Services Board	
		Date	

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Amendment 2 Memorandum of Understanding (MOU) Relief Funding for Minnesota's Regional EMS Systems.   Metro Region ("MESB")   6/27/23

Revised Exhibit B

Work Plan for Metro Region		
Goal Area and Title of Goal/Objectives	**Short Description of Goals/Objectives**	**Activities Designed to Achieve the Goal/Objective**
Personnel Education and Training: Provide Training adn workshops on current EMS topics or Issues to EMS providers in the Metro Region, based on input from the Metro Region EMS System committees and board. Enhance the knowledge and skills of EMS providers and leaders. Use education to bolster relationships with other first responder disciplines and promote Public safety responder Integration with the EMS system.		
The National Association of Emergency Medical Technicians' (NA EMT) Advanced Medical Liff:! Support (AMLS) course is the most comprehensive EMS continuinc education course. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy It provides an in-depth study of the typical medical emergencies that affect the adult patient.	Provide EMS personnel Advanced Medical life Support{AMLS) training emphasis/objectives: The student will learn the Advanced Medical life Support curriculum's emphasis on the utilization of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. It provides an in-depth study of the typical medical emergencies that affect the adult patient. The course also evaluates situational and environmental factors affecting patient care. The course also evaluates situational and environmental factors affecting patient care. AMLS is accredited by CAPCE. It is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). AMLS is appropriate for paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians	Provide a minimum of one (1) AMLS classes pet fiscal year iwith up to 24 students per class].
Action oriented leadership is based on the simple reality that everything one does is a blend of task, process, and people. Each of us- from highest level leader to Individual contributor-finds themselves executing tasks, working on or within processes, and Interacting with other people throughout the day, Execution, management, and leadership have evolved over time as the disciplines that study and improve how one works in each of these domains.	Provide EMS Leadership training emphasis/objectives: Students will complete the Metro Region EMS leadership program, a self-paced online hybrid program with twelve (lZ) course/modules: Course 1: Foundation: Six Dimensions of Human Action Course 2: Achieving High Performance leadership Course 3: Optimizing Team Performance Course 4: Sharpening Your Trust Edge Course 5: Case Study Practice Course 6: Problem Solving: Beyond Symptoms to Root Causes: Part one Course 7: Problem Solving: Beyond Symptoms to Root Causes: Part two Course 8: Motivation & Training Course 9: Change: Possibilities, Resistance, & Dissatisfaction Course 10: Practice Framing and Resolving Case Studies Course 11: Metaphors Course 12: Presentations and wrap up	leadership training: enroll students for Cohort 2022 and 2023 and complete all training modules by June 2023.
Recently, clinical documentation was developed to track a patient's condition and communicate the author's actions and thoughts to other members of the care team. Over time, other stakeholders have placed additional requirements on the clinical documentation process for purposes other than direct care of the patient. More recently, new information technologies, such as electronic health record (EHR) systems, have led to further changes in the clinical documentation process.	Provide EMS Documentation Specialist training emphasis/objectives: The quality of the course material creates a high level of motivation to improve documentation performance. The course provides a solid platform for any QA committee members to conduct their reviews, The class covers documentation framework, fundamentals, special situations, narrative improvement, CMS compliance, medical necessity and signature requirements all designed to protect providers and agencies "(including medical directors),"	Provide a minimum of one (1) EMS Documentation per fiscal year (with up to SO students per class).
The purpose of this course is to teach a new integrated practice to first responders in a hostile event situation where there are viable victims to reduce morbidity and mortality. The 3ECHO response model is an integrated practice for first responders that move beyond the separation of law enforcement and rescue/medical personnel during active shooter, post blast response, and other hostile events.	3ECHO Hostile Event Response training emphasis/objectives: Students will learn to attain the primary objectives in the response phase of an active shooter, a bomb incident or a complex organized attack such as identify and neutralize the threat, assess number of casualties, and the integration of disciplines into Rescue Taskforces (RTFs) to be completed as soon as possible during an event response with the goal of providing the ability to rescue viable victims while the response to the hostile event is ongoing and risk *to* all responders is mitigated.	Provide a minimum of two {2) 3ECHO classes per fiscal year{with up to 70 students per class). Provide access to all public safety disciplines into 3ECHO· Hostile Event Response trainings; maintain and update material and support agencies adopting the objectives of a 3ECHO type response.
The Ambulance Strike Team Leader (ASTL) must have the capability and experience to manage, coordinate, and direct the actions of the Ambulance Strike Team (AST) at a wide variety of emergency situations. AST assignments may include but are no limited to evacuation assistance, incident rehab, emergency call response, inter-facility transports, on-scene stand-by, search and rescue support, vaccination clinics, hospital, shelter staffing or primary healthcare providers and evacuation centers.	Provide Ambulance Strike Team Leader (ASTL) training emphasis/objectives: Students will be trained to be an ASTL who ensures readiness of self and AST members for assignments; ensures slaff avililability, qualifications, and capabilities of resources to complete assignment; understands organization structure, reporting procedures, and chain of command within the ICS structure; understand and compty with ICS and NIMS concepts and principles; supervise the operational deployment of the team at the incident, as directed by the on-scene Division/Group Supervisor, or other membesr of the IMT; provides oversight of the safety and condition of the team, personnel and associated equipment; communicates IAP operational objectives of an incident action plan (IAP) and required resources needed to accompllsh the assignment, civen a tactical approach from the Operations section, assigned resources, and operational procedures, so that the required resources are identified and communicated to supervisors, assigned resources are allocated and the asslsnments are carried out, the tactical assignments are carried out, and the results are monitored and communicated to Incident Command.	Provide at least one (1) FEMA approved ASTL Credentialing Class
Equipment and Vehicle Purchases *(Minn Stat. §1693686 funds only)*		
	Maintain and upgrade as necessary regional EMS equipment including the regional MIR bus.	Maintain functionality and readiness of MCI bus and equipment. (See Transportation Coordination-Response Readiness

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: July 12, 2023
Agenda Item: 7C. Acceptance of FY2024 EMSRB Volunteer Training Reimbursement (VTR) Grant
Presenter: Hayes

RECOMMENDATION
MESB staff recommend acceptance of the Emergency Medical Services Regulatory Board's (EMSRB) Volunteer Training Reimbursement (VTR) grant of $27,000 for FY2024.

BACKGROUND
The EMSRB allocates to each EMS region any unspent funds from the VTR fund from each biennial appropriation.

The EMSRB notified the MESB of the grant funding for FY24 in late June 2023. The VTR grant focuses on training expenses. Past VTR grants have been used to provide training in the following areas: EMS leadership training; teambuilding training; and command training.

ISSUES & CONCERNS
The grant will be based upon the EMSRB's approval of the submitted regional grant work plan.

The plan which will be submitted by Metro Region EMS is to fund mass casualty incident training and incident management training.

The grant agreement has not yet been received by staff. When it is received it will be reviewed by Board Counsel prior to execution by the Chair.

FINANCIAL IMPACT
This grant provides an additional $27,000.00 for EMS training expenses.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **7D. Acceptance of FY2024-2028 EMSRB**
                                     EMS Relief (Seatbelt) Funds Grant
Presenter: **Hayes**

RECOMMENDATION
MESB staff recommend acceptance of the Emergency Medical Services Regulatory Board's (EMSRB) FY2024-2028 EMS relief fund grant, for a total of $177,187.50 over five years.

BACKGROUND
The EMSRB provides two grants to each of the eight (8) EMS regions on a bi-annual basis, the EMS System Support Grant and the EMS Relief Account Grant. The Relief Account Grant provides funds derived from seatbelt fines. The regional EMS grants are authorized in Minnesota Statutes 144E.50.

ISSUES & CONCERNS
Starting with FY2024, the EMSRB intends to provide regions with a five-year grant contract for use of the EMS relief (seatbelt) funds, as opposed to the two-year agreements executed in previous years. The EMSRB states regions will receive $35,437.50 per year for five years, for a total of $177,187.50.

The grant will be based upon the EMSRB's approval of the submitted regional grant work plan.

The plan which will be submitted by Metro Region EMS is to fund EMS leadership training; EMS incident management training; and mass casualty incident training; equipment for metro portions of the ambulance strike team; equipment for the Metro Region command trailer; and equipment for portable patient monitoring on the major incident response (MIR) bus.

The grant agreement has not yet been received by staff. When it is received it will be reviewed by Board Counsel prior to execution by the Chair.

FINANCIAL IMPACT
This grant was included as part of the EMS grant budget approved by the board in March 2023, though the budget has been revised since staff received figures from the EMSRB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:	**July 12, 2023**
Agenda Item:	**8A. Approval of Amendment 3 to**
	911 Authority Agreement
Presenter:	**Rohret**

RECOMMENDATION

Staff recommend the Board approve Amendment 3 to 911 Authority Agreement to have 911 Authority conduct a regionwide study on the costs of providing emergency communications, not to exceed $150,000.00.

BACKGROUND

In 2021, the Board awarded an RFP for an NG9-1-1 Transition Plan to 911 Authority. The agreement with 911 Authority included three tasks as project deliverables:

- Task 1 – Develop an NG9-1-1 transition strategy (MESB accepted on March 9, 2022)
- Task 2 – Assess the current metro region 9-1-1 system (MESB accepted on March 9, 2022)
- Task 3 – Develop an MESB NG9-1-1 transition plan (slated for acceptance on September 14, 2022).

At the July 2022 MESB meeting, the Board approved Amendment 2 to the agreement to allow for technical assistance from 911 Authority during the NG9-1-1 transition.

ISSUES & CONCERNS

Due to recent discussions regarding funding needs for emergency communications needs in the region, staff think that a cost study looking at what is spent in the region's ten counties on emergency communications is needed. Such a study will look at all costs (personnel, training, equipment, programming, maintenance agreements, rent, utilities, etc.) to provide 9-1-1, ARMER, IPAWS, and wireless broadband emergency communications across the region. The study will also incorporate what the state spends on ARMER and 9-1-1 in the region.

Such a study could assist in legislative requests as there is not a definitive document which states how much is spent to provide these services. This study will provide said information which could assist in getting legislative appropriations.

MESB staff has suggested such a study be done by the SECB statewide, however there has been no movement of the study since 2022.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **July 12, 2023**
Agenda Item: **8A. Approval of Amendment 3 to 911 Authority Agreement**
Presenter: **Rohret**

This item was discussed at the June 2023 MESB Executive Committee as part of the 2024-2028 Capital Budget. The discussion there was to begin the study in 2023 for use in 2024, rather than waiting to begin the study in 2024.

FINANCIAL IMPACT
The cost of this study ($150,000.00) would be funded out of the Hennepin County Investment Fund and is included in the 2024-2028 MESB Capital Budget, with two-thirds of the expense paid in 2023 and one-third in 2024.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

THIRD AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT

THIS AMENDMENT is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD (hereinafter referred to as "MESB" or "CLIENT"), 2099 University Ave. W., St. Paul, MN 55104 and 911 AUTHORITY, LLC (hereinafter referred to as "911 AUTHORITY" or "CONSULTANT"), 1621 Kent St., Suite 704, Arlington, VA 22209.

WITNESSETH:

WHEREAS, the MESB entered into a contract with 911 AUTHORITY on August 3, 2021 ("the Contract") to provide professional and consulting services to create an NG9-1-1 transition strategy and plan; and

WHEREAS, the parties amended the Contract in January, 2022, to allow for 911 AUTHORITY to assist MESB in evaluating responses to the Request for Proposals for NG9-1-1 Core Services and Egress Network; and

WHEREAS, the parties amended the Contract in August, 2022, to allow for 911 AUTHORITY to assist MESB in PSAP transition to the Next Generation 9-1-1 network; and

WHEREAS, the parties wish to further amend the Contract to allow 911 AUTHORITY to conduct a regional study on the costs of operating emergency communications, including 9-1-1, ARMER, IPAWS, and wireless broadband ("the cost study").

NOW, THEREFORE in consideration of the terms, conditions and covenants set forth herein, the MESB and 911 AUTHORITY agree as follows:

I.   The Contract, including all previous amendments, is amended to add <u>Exhibit C</u>, attached hereto and incorporated herein, which outlines the scope of the cost study 911 AUTHORITY will conduct for the MESB.

II.   <u>Exhibit C</u> contains the pricing, including the maximum amount of fees to be paid by MESB for services described in Exhibit C, which shall not exceed One Hundred Fifty Thousand Dollars and 00/100 ($150,000.00).

This Third Amendment shall be effective upon execution by both parties.

Except as previously amended and as hereinabove amended, the terms, conditions and provisions of the Contract shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties have caused this Third Amendment to be executed on the dates set forth below.

METROPOLITAN EMERGENCY SERVICES BOARD   **911 AUTHORITY, LLC**

By: _____   By: _____

   Mike Warring, Chair   Margaret C. McCamley, CEO/CFO

Dated: _____   Dated: _____

Approved as to form:

_____

Board Counsel

Exhibit C
Scope of Metro Region Cost Study
on Emergency Communications

911 AUTHORITY shall conduct a metro region cost study on the costs of operating emergency communications in the 10-county region, covering 9-1-1, ARMER, IPAWS, and wireless broadband.

911 AUTHORITY shall review all costs related to the operations of emergency communications, including, but not limited to:

- Personnel costs
- Training costs
- Facility rent and/or maintenance, including utilities, IT connections, etc.
- Office equipment, such as workstations, computers, software, call handling equipment (CHE)
- ARMER tower lease and utility costs
- ARMER maintenance agreements, for infrastructure and subscriber radios
- CHE maintenance agreements
- Computer-Aided Dispatch (CAD) costs and maintenance
- GIS data provisioning and maintenance, including software and maintenance costs
- IPAWS software and maintenance
- Community alert notification software and maintenance
- Mobile Data Computers (MDCs), wireless service contracts, software, and maintenance
- State 9-1-1 network contract costs in the metro region
- State ARMER maintenance costs in the metro region
- State ARMER rent and utility costs in the metro region
- PSAP connectivity to the state 9-1-1 network
- ARMER radio programming and maintenance costs
- ARMER radio battery replacements and charger costs

Cost:

1,000 hours overall
$150,000.00, including travel costs.
Time to complete: approximately 6 months

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:	**July 12, 2023**
Agenda Item:	**8B. Approval of the 2024 MESB Operational Budget**
Presenter:	**Rohret**

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

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

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

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

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

FINANCIAL IMPACT
See Issues and Concerns and attached 2024 Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board
2024 Operational Budget Considerations

Budget

- 2024 budget reflects a 9.9% increase ($206,432.00) in the operational budget (not including pass-through radio system expenses) from 2023.

- Staff have also worked to minimize any increases in assessments to member counties since 2016; MESB needs related to NG9-1-1 transition, particularly GIS data, are increasing.

- A 6.5% merit increase ($63,141.00) for staff is included in the 2024 budget. Note: the 2023 Dakota County Merit Compensation Plan includes a 5.5% base increase for Meets Standards; 6.5% increase for Exceeds Standards; and a 7.5% increase for Greatly Exceeds Standards and Exceptional ratings. The 2023 Social Security Cost of Living Adjustment was 8.7%.

- In addition to the merit increase, the MESB hired a new staff member in 2023 at a rate higher than budgeted in 2023, due to the experience of the candidate. Overall, the salaries line increases by 11.20% ($92,676.00).

- The benefits line reflects an 8.21% ($24,272.00) increase; Dakota County recommends a 10% increase in health insurance benefits for 2024 budget purposes. Additionally, the expenses for other benefits, such as PERA, increase as staff members' salaries increase.

- Training/Professional Development/Tech Seminars line is a 9% increase from 2023 ($800.00). This is related to Emergency Number Professional Certification for two 9-1-1 staff members.

- Local Travel line includes a 30% increase ($1,100.00) due to both a resumption of in-person meetings and a projected increase of meetings at PSAPs related to the NG9-1-1 transition.

- Travel for Conferences includes an 11% increase ($2,900.00) to reflect an increase in flight costs.

- Dues and Subscriptions shows a 24% ($600.00) increase, primarily due to the inclusion of dues for the EMS Coordinator.

- Professional/Contract Services line is a 13% increase from 2023 ($25,000.00). This amount includes a $10,000.00 increase for radio technical training. In 2023 staff included funds for radio technical training for the first time; 2024 includes an additional $10,000.00 to reflect an increase in training costs. Additionally, an additional $15,000.00 was added related to GIS data support services to gradually add the full contract amount into the operational budget over the course of the contract.

- Communications line increased 21% ($3,700.00), which includes the cost of the MESB's WebEx subscription and internet connection services.

- Equipment decreased 31% ($5,200.00) which relates to fewer replacements of staff computers.

- Insurance increases 11% (6,500.00) to reflect increases in the technology errors and omissions policy for the metro portion of the ARMER system and an increase to workers' compensation insurance coverage.

Assessments

- As seen in the following materials, the budget increase creates a 5.25% ($87,005.00) increase in assessments.

- For the 9-1-1 and Administrative areas, the anticipated MCIT insurance dividend was included to offset assessments. No funds were included to offset the GIS Specialist's salary as that salary is fully incorporated into the 2024 operational budget. The amount of EMS reimbursement to the Board for overhead expenses was increased by $15,000.00; the amount of interest applied to assessments was lowered by $5,000.00; and staff incorporated a total of $80,000.00 of retained earnings to offset expenses.

- The effect on the member entities of the increase in assessments ranges from a reduction of $861.00 (related to radio-only expenses) for one member, to an increase of $1,391.00 - $30,119.00.

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

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

2024 Oper. Admin. Total	1,409,852	
2024 Radio Admin. Total	281,608	

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

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

2024 Budget Detail - DRAFT

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

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	$ Change
Local Travel							3,700		
Exec Director	750			750		450			
911 Manager		1,500		1,500		800			
Regional Radio Communications Coordinator			1,200	1,200		1,200			
GIS Specialist		200		200		200			
GIS Specialist		400		400		200			
911 Data Coordinator		600		600		700			
Senior Administrative Assistant local travel & expenses	100			100		100			
MESB Financial Services Specialist	50			50		50			
TOTAL	**900**	**2,700**	**1,200**		**4,800**			**30%**	**1,100**
Travel for Conferences							25,600		
MN MSA/NENA/APCO 911 Conf - 911 Manager		400		400		400			
Conference, Republic, Exec Dir	1,400			1,400		1,200			
Conference, NENA Best Practices, Exec Dir	1,400			1,400		1,200			
Conference, NENA Best Practices, 911 Manager		1,400		1,400		1,200			
Conference, NENA Best Practices, 911 Data Coordinator		1,400		1,400		1,200			
Conference, APCO, Exec Dir	2,100			2,100		1,900			
Conference, APCO, Regional Radio Coord.			2,100	2,100		1,900			
Conference, APCO, 911 Manager		1,500		1,500		1,500			
Conference, NENA, Natl, Exec Dir	1,700			1,700		1,500			
Conference, NENA, Natl, 911 Manager		1,700		1,700		1,500			
Conference, NENA, Natl, 911 Data Coordinator		1,700		1,700		1,500			
Conference, NENA, Natl, GIS Specialist		1,700		1,700		1,500			
Conference, NENA, Joint Comm, 911 Manager		1,300		1,300		1,100			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,300		1,300		1,100			
Conference, IWCE, Regional Radio Coord.			1,850	1,850		1,650			
Conference, GFOA, Annual Conf - Finance	1,600			1,600		1,500			
State, Regional Conferences, Meetings or Symposiums			250	250		250			
Conference, GIS/LIS MN GIS Specialist		800		800		800			
Conference, GIS/LIS MN 911 Data Coordinator		800		800		800			
Conference, GIS/LIS MN GIS Specialist		800		800		800			
Conference, ESRI GIS Specialist		1,300		1,300		1,100			
TOTAL	**8,200**	**16,100**	**4,200**		**28,500**			**11%**	**2,900**

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

	Administration	911	Radio	2024 detail	2024 Budget	2023 budget detail	2023 Budget	% Change	$ Change
Printing & copying					1,500		1,500		
TOTAL	750	500	250	1,500		1,500		0%	0
Postage					500		500		
TOTAL	300	100	100	500		500		0%	0
Equipment							16,650		
Misc Small Office Equipment	2,500	1,000	500	4,000		4,000			
Computer Upgrades	2,500	1,000	1,700	5,200		10,400			
Printers, Scanners, PDA	1,000	-	-	1,000		1,000			
Contingency	500	500	250	1,250		1,250			
TOTAL	6,500	2,500	2,450		11,450			-31%	-5,200
Equipment Maintenance							14,000		
Copier maintenance/lease	4,000			4,000		4,000			
Postage Meter Lease/Maintenance	1,100			1,100		1,000			
Conference rooms equip maint.	1,000			1,000		1,000			
GIS Software/Hardware Maintenance		8,000		8,000		8,000			
TOTAL	6,100	8,000	-		14,100			1%	100
Advertising & Public Information							1,650		
Advertising for meetings	250			250		250			
ARMER System			250	250		250			
Public Information--Emerging Issues	250	500		750		750			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
TOTAL	500	900	250		1,650			0%	0
Insurance							60,000		
General Property & Liability	10,000			10,000		10,000			
Workers Compensation Insurance	1,500			1,500		2,000			
Radio GL & TE - O			55,000	55,000		48,000			
TOTAL	11,500	-	55,000		66,500			11%	6,500
Radio Site Expenses							1,773,906		
Rent			366,435	366,435		362,670			
Utilities			299,655	299,655		296,816			
Insurance			42,000	42,000		25,421			
Motorola Maintenance			1,120,000	1,120,000		1,089,000			
TOTAL			1,828,090		1,828,090			3%	54,184

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

MESB BOARD ASSESSMENT SCHEDULE 2024 BUDGET - DRAFT

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

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

$82,005
increase/decrease in assessments from 2023
5.25%

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:	**July 12, 2023**
Agenda Item:	**8C. Approval of the 2024-2028 Capital Budget**
Presenter:	**Rohret**

RECOMMENDATION
The Executive Committee recommends approval of 2024 – 2028 MESB Capital Budget.

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

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

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

FINANCIAL IMPACT
See Issues & Concerns and attached 2024 Capital Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board
2024 - 2028 Capital Budget Considerations

- For 2024 Administrative Needs, a regional cost study to review how much is spent by the metro region on emergency communications as a whole, across 9-1-1, ARMER, IPAWS, etc. The study could highlight areas where cooperation could benefit entities. It could also help in legislative efforts as the region would have a good basis to say exactly how much it spends on emergency communications.

- In the 9-1-1 area, one item was amended and another added.

- First, the Integrated GIS/MSAG Maintenance/Transition line was amended to include funds amend the current agreement to add GIS Data Hub services which will allow MESB to receive data output in a format required by ECN and its 9-1-1 data quality control vendor, 1Spatial. The cost for 2024 is $8,554.00, with a 5% escalator for subsequent years.

- The added item is County-Level Reporting for PSAPs (data review), which will provide efficiency in providing metro county GIS data producers feedback on the validity of their GIS data used for NG9-1-1. The estimated cost for 2024 is $17,000.00, with a 5% escalator for subsequent years.

- The cloud-based mapping services was included in the 2023-2027 capital budget, but funding was never requested/implemented as the state's RFP for Next Generation Core Services is not yet awarded. At this time, it is unknown what, if any, sort of these services may be included by the selected NG9-1-1 Core Services vendor. It is possible this will not need to be an MESB purchase/expense.

- This 2024 – 2028 capital budget plans to use less funds from the Hennepin County Investment fund than previous years. As always, staff works to minimize the amount of funds transferred from the investment fund each year.

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

Project	Project Rank	Current Year (2023) Budget*	2024	2025	2026	2027	2028	Total Est. Cost
Administrative								
IT Upgrades (Network)		0	0					**0**
AV Equipment		0	0					**0**
Regional Cost Study - Emergency Communication Costs		100,000	50,000					**50,000**
Total		**100,000**	**50,000**	**0**	**0**	**0**	**0**	**50,000**
NG 9-1-1								
Network Transition Plan Management*	funded	143,720	120,000	50,000	0	0	0	**170,000**
Integrated GIS/MSAG Maintenance/Transition**	funded (1)	33,000	30,554	20,982	11,431	9,902	0	**72,869**
Cloud-based Mapping App./ESRI Features/Services***	2	33,000	33,000	33,000	33,000	33,000	33,000	**165,000**
County-Level Reporting for PSAPs (data review)	1	0	17,000	17,850	18,743	19,680	20,664	**93,937**
Total		**209,720**	**200,554**	**121,832**	**63,173**	**62,582**	**53,664**	**501,805**
Radio								
Cache Radio Replacement	funded	**52,500**	0	0	0	0	0	0
Total		**52,500**	**0**	**0**	**0**	**0**	**0**	**0**
Total Cost of Capital Projects		**362,220**	**250,554**	**121,832**	**63,173**	**62,582**	**53,664**	**551,805**

Funding Source		Current Year Budget	2023	2024	2025	2026	2027	Total Est. Cost
Hennepin County Investment Fund		**362,220**	**250,554**	**121,832**	**63,173**	**62,582**	**53,664**	**551,805**

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

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

core services vendor will provide.

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

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