

M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D

September 9, 2015
****10:00 – 11:30 a.m.****

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<u>OFFICERS</u>	1. Call to Order (Comm. Sivarajah)	
Chair Commissioner Rhonda Sivarajah* Anoka County	2. Approve Agenda (Comm. Sivarajah)	
Vice Chair Commissioner Blake Huffman* Ramsey County	3. Consent Agenda (Comm. Sivarajah)	
Secretary Commissioner George McMahon* Chisago County	A. Approval of Previous Meeting Minutes (July 8, 2015)	1
Treasurer Council Member Andrew Johnson* City of Minneapolis	B. Approval: June Treasurer's Report	4
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Commissioner Mike Gamache Anoka County	A. Radio TOC (Jill Rohret)	
Commissioner Gayle Degler Carver County	1. Approval of Anoka County Console Upgrade & Addition	10
Commissioner James Ische* Carver County	2. Approval of City of White Bear Lake Console Upgrade & Addition	16
Commissioner Tom Egan* Dakota County	B. Approval of Amendments to MESB Policies (Jill Rohret)	18
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Commissioner Ted Bearth* Washington County	8. Policy 020 – Government Site Leases	32
Commissioner Fran Miron Washington County	9. Policy 021 – Insurance Deductible Policy	
* Executive Committee	5. Reports	
	A. Statewide Emergency Communications Board (SECB) Reports:	
	1. Finance (Comm. Huffman /Comm. R. Johnson)	
	2. Legislative (Comm. Egan /Comm. Bigham) – cancelled	
	3. OTC (Jill Rohret)	
	4. Steering (Comm. Slavik /Comm. Wolf)	
	5. Board (Comm. Gamache /Comm. Bearth)	
	B. Executive Director's Report (Jill Rohret)	
	6. Old Business	
	7. Adjourn	

METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES

JULY 8, 2015

Commissioners Present:

ANOKA	Rhonda Sivarajah Mike Gamache	HENNEPIN	Randy Johnson - Absent Linda Higgins - Absent
CARVER	Jim Ische Gayle Degler	ISANTI	Greg Anderson
CHISAGO	George McMahon	RAMSEY	Blake Huffman Jim McDonough
City of Minneapolis	Andrew Johnson - Absent	SCOTT	Barbara Marschall Tom Wolf
DAKOTA	Tom Egan - Absent Mike Slavik - Absent	WASHINGTON	Ted Bearth Fran Miron - Absent

Staff Present: Jill Rohret, Kelli Jackson, Pete Eggimann, Ron Robinson, Martha Ziese, Jay Arneson, *MESB Board Counsel*

Guests Attending: Margaret Vesel, Matthew Bergeron, *Larkin Hoffman*

1. Call to Order

Meeting was called to order at 10:03 by MESB Chair, Commissioner Sivarajah.

2. Approval of Agenda

Motion made by Commissioner McDonough seconded by Commissioner Degler. Motion carried.

3. Consent Agenda

Motion made by Commissioner McMahon seconded by Commissioner Bearth to approve the Consent Agenda. Motion carried.

4. Issues and Action Requests

A. Ratification of Executive Director Offer/Contract

Motion made by Commissioner McMahon, seconded by Commissioner Huffman to approve the ratification of the employment offer and contract for Jill Rohret as the MESB Executive Director. Motion carried.

4.B.1. Approval of Isanti County Console Upgrade & Addition

Rohret stated that Isanti County would like to upgrade its consoles as required by the 7.15 system upgrade. They would also like to add two additional consoles.

Motion made by Commissioner Anderson, seconded by Commissioner Bearth to approve Isanti County request to upgrade its current consoles and add two consoles. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

4.B.2. Approval of FY2016 Regional Funding Priorities

Rohret said that the SECB is requiring regions to approve funding priorities on an annual basis for radio and IPAWS (911 priorities may be required in the future). The Radio TOC recommends the following priorities as possible projects on which to spend grant funds:

- Motorola IP simulcast training course
- Metro region dispatcher scenario training
- Maintenance of the Metro Tactical Interoperable Communications (TIC) Plan
- Portable tower
- Integrated Public Alert and Warning System (IPAWS) software for PSAPs
- Exercise for Metro Communication Response Task Force (CRTF)

Motion made by Commissioner McMahon, seconded by Commissioner Degler to approve FY2016 regional funding priorities. Motion carried.

4.B.3. Approval of Amendments to Metro Standard 3.35.0 – National Weather Service

Rohret said that the Radio TOC recommends amending this standard, at the request of Minnesota State Patrol and metro area PSAPs. The amendments reflect how weather warnings are actually conducted.

Motion made by Commissioner McMahon, seconded by Commissioner Huffman to approve the amendments to Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations. Motion carried.

4.B.4. Approval of Metro Standard 2.9.1 – Radio Site Access Permission – Subsystem Roaming

Rohret stated that this is a new standard for the metro region, which is intended to curtail roaming. The SECB had conflicting standards regarding roaming, which allowed more use of metro towers/sites than was anticipated by radio system managers. The hope is that this standard will help to reduce some of that usage.

Motion made by Commissioner McMahon, seconded by Commissioner Bearth to approve new Metro Standard 2.9.1-Radio Site Access Permission – Subsystem Roaming. Motion carried.

Rohret was asked by Commissioner McMahon if it could perhaps be a state standard, and if so could we count on them to help monitor the activity? Commissioner Sivarajah added that perhaps it could be monitored like the Met Council does their traffic activity.

4.C.1. Acceptance/Approval of FY2016-2017 EMSRB Grant

Motion made by Commissioner Huffman, seconded by commissioner McMahon to accept and execute the EMSRB's Grant for the Metropolitan Regional EMS System for the Fiscal Years 2016-2017 in the amount of \$371,250. Motion carried.

4.D. Approval of the 2016 Budget

Motion made by Commissioner Marschall, seconded by Commissioner McMahon to approve the 2016 MESB Budget. Motion carried.

4.E. Approval of 2016 Data System User Fee

Motion made by commissioner Bearth, seconded by Commissioner McMahon to approve a 2016 data Modem User fee of \$39.03 per modem per year. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

5. Reports

A. Legislative Update (Margaret Vesel, Govt. Relations Director, Larkin & Hoffman):

Margaret Vesel and Matthew Bergeron presented the 2015 legislative summary. They referred members to their handout. The special session did result in the sales tax exemption for joint powers and special authority boards being delayed.

B. Statewide Emergency Communications Board (SECB) Reports:

1. Finance - has not met since January

2. Legislative (Comm. Egan): Commissioner Egan said the committee has been meeting and discussing its membership and membership engagement.

3. OTC (Jill Rohret): Rohret said that the OTC met and recommended approval of participation plans or amendments to plans for Lake of the Woods, Isanti, Rice/Steele and Lac Qui Parle Counties. It also recommended concept approval (but not frequency approval) for a Stevens/Kandiyohi County plan for local repeater coverage.

4. Steering (Comm. Slavik): Rohret gave the report; the committee has been working on revising the SECB bylaws.

5. Board (Comm. Gamache): Commissioner Gamache said the SECB met on the 25th. It approved Lake of the Woods participation plan, Isanti console upgrade, Rice and Steele participation plan amendments, approved. We approved just the concept –not frequency of the Stevens-Kandiyohi County plan.

6. New Business – Jill Rohret

Rohret stated that Motorola has submitted a proposal to the Departments of Public Safety and Transportation that would alter our annual service contract and the plan for funding the 7.19 upgrade and associated equipment replacement. The proposal has not yet been vetted, but it would save the ARMER system \$14 million. It would be a five year contract, effective January 1, 2016. The drawback is that it dramatically increases 2016 budgets. More to come on this issue.

7. Adjourn – Degler/McMahon



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
WWW.MN-MESB.ORG

TO: Metropolitan Emergency Services Board

FROM: City of Minneapolis Councilmember Andrew Johnson, MESB Treasurer

RE: Treasurer's Report – June 2015

DATE: July 31, 2015

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

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on July 31, 2015.

Sincerely,

Received email approval

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



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TO: Metropolitan Emergency Services Board

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



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MEMO

To: MESB Board Members
From: Jill Rohret, Executive Director
Date: September 1, 2015
RE: 2016 Assessment Notices

Staff sent out 2016 Assessment Notices to all MESB member organizations in July 2015.

An example of the assessment notices follows this memo; I chose not to include all ten memos in the packet as correspondence.



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EMERGENCY SERVICES BOARD

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FAX 651-603-0101
WWW.MN-MESB.ORG

July 14, 2015

Mr. Jerry Soma
Anoka County Administrator
2100 3rd Avenue
Anoka, MN 55303

Subject: Contribution according to assessment formula of Joint Powers Agreement

Dear Mr. Soma:

By August 1st of each year the Metropolitan Emergency Services Board determines the amount of contribution of each member county according to the assessment formula described in section 3 of the Joint Powers Agreement. This value should be used in the county's budgeting process.

Enclosed is a chart showing the maximum assessment amount Anoka County would be allocated for the 2016 MESB operating expenses. The invoice for the actual assessment amount due will be mailed in December.

Regards,

Jill Rohret
Executive Director
Metropolitan Emergency Services Board
651-643-8394

Attachment
Cc: Rhonda Sivarajah
Mike Gamache

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2013	% of 2013	2016 DUES	2013	% of 2013	2016 DUES	2016 DUES	APPROVED
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2015 ASSESSMENT TOTAL	2016 ASSESSMENT TOTAL
Anoka	341,465	11.22%	\$26,317	341,465	11.22%	\$111,937	\$132,158	\$138,253
TOTAL	3,042,859	100.00%	\$234,513	3,042,859	100.00%	\$997,489	\$1,177,678	\$1,232,002



July 13, 2015

Jon Vavruska
Hennepin County Sheriff's Office
1245 Shenandoah Lane
Plymouth, MN 55447

METROPOLITAN
EMERGENCY SERVICES BOARD

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SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
WWW.MN-MESB.ORG

Dear Mr. Vavruska:

The Metropolitan Emergency Services Board is required to notify users of the regional data system of any user fee for the following year by August 1, 2015. This letter is to serve as that notification.

For 2016, the MESB will charge a maximum user fee of \$39.03 per modem. This amount will be billed on a quarterly basis.

The user fee covers insurance premium and utility costs associated with the regional data system, of which Hennepin County is a user. The MESB will work over the remainder of 2015 to refine budget estimates in an effort to reduce the user fee amount.

The MESB will be in contact with you in early 2016 to get the number of modems the County has operating on the system.

Please contact me with any questions. 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

Metropolitan Emergency Services Board

MEETING DATE: September 9, 2015	PRESENTED BY: Rohret	AGENDA NUMBER: 4A1. Approval of Anoka County Request for Consoles Upgrade and Addition
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RECOMMENDATION

The Executive Committee recommends approval of the Anoka County request to upgrade its current consoles and add two consoles.

BACKGROUND

In 2012, the Statewide Radio Board approved a plan to upgrade the ARMER system to release 7.15 in 2016. This upgrade would require all existing Gold Elite consoles, which most metro area PSAPs operate, to be upgraded to MCC 7500 IP-based consoles. This plan was endorsed by the MESB Executive Committee at its October 2012 meeting.

ISSUES & CONCERNS

Anoka County is requesting to upgrade its current nine Gold Elite consoles to meet this requirement. Anoka County would also like to add two additional consoles at its PSAP. The two additional consoles brings Anoka County to eleven operational positions; an additional console will be installed for patching purposes. They will use 11 ports on four Conventional Channel Gateways (CCGWs) and will eventually turn back IDs; the current IDs will be used during the transition to new subscriber radios.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
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MOTION:



Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan for the replacement of its current Gold Elite dispatch consoles to the new MCC7500 console. Currently Anoka County operates 9 dispatch positions. We will be increasing our console count to 11 MCC7500 consoles plus one patch console. To connect conventional resources we will be adding 3 four port CCGWs and 1 eight port CCGW. These will be used for backup control stations, fire paging and weather audio. Initially we will utilize 11 ports but will have the capability of utilizing 20 ports. Anoka County will also be purchasing an AIS and a firewall for our logging solution.

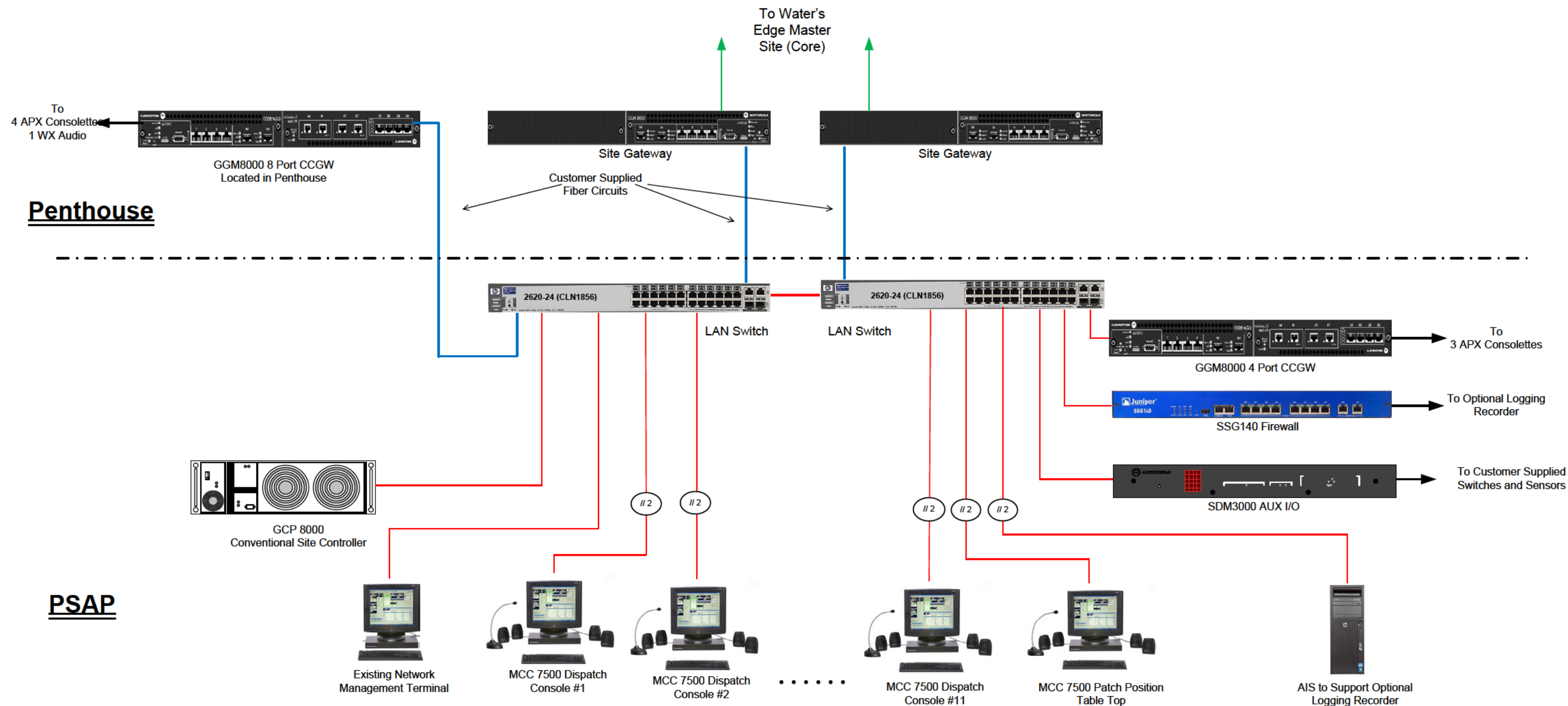
I have met with MnDOT and discussed the T1 plan for the migration and final operation. They have agreed that we will be turning back 4 of the 6 T1s that are currently being used.

In summary we will be increasing our console count from 9 to 11 consoles plus 1 patch position, 4 T1s will be turned back to MnDOT and our CCGW capability will be 20 CCGW ports. At this current time we will not be looking to turn back any radio IDs to MnDOT as we are looking to utilize them for our transition when we start changing subscriber models over the next few years.

Respectfully,

Jake Thompson

Anoka County, Minnesota Dispatch Console Dispatch Center



- Note:
- Operators equipped with four speakers.
 - Monitors supplied by customer.
 - 12 Dual Band APX control stations included.
 - No antennas, feed line, or combiners included.
 - Equipment housed in two 7 foot racks.



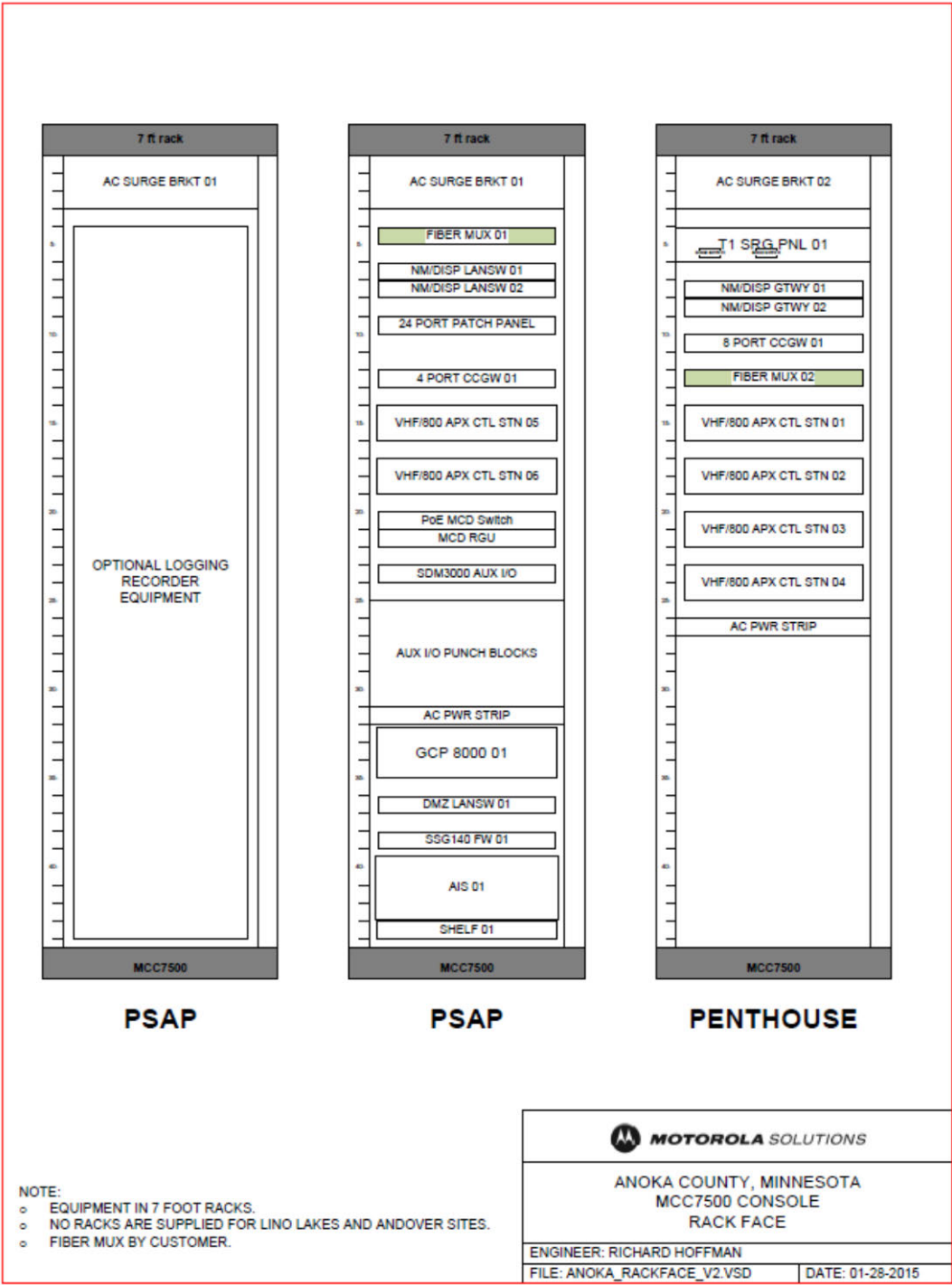
ANOKA COUNTY, MINNESOTA
MCC7500 DISPATCH CONSOLE
PSAP

ENGINEER: RICHARD HOFFMAN

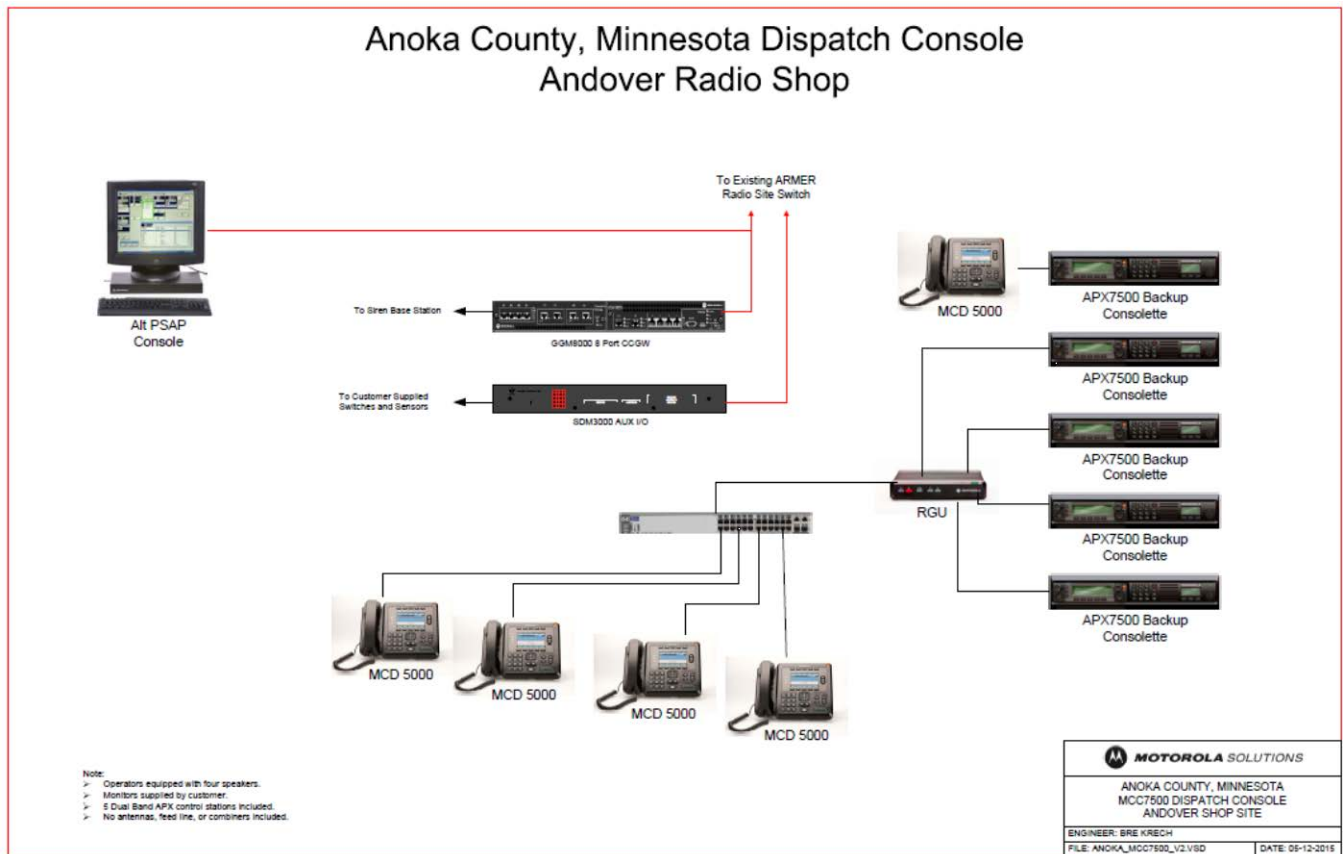
FILE: ANOKA_MCC7500_V2.VSD

DATE: 01-26-2015

3.15 RACK DRAWINGS

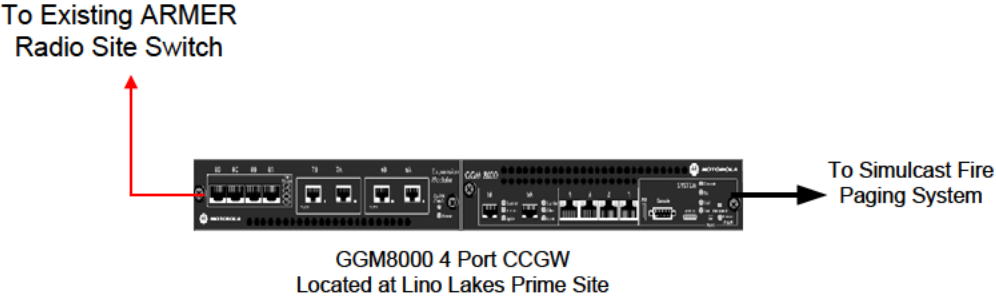


3.14 BLOCK DIAGRAMS




Anoka County, Minnesota Dispatch Console

Lino Lakes Prime Site



- Note:
- Operators equipped with four speakers.
 - Monitors supplied by customer.
 - 12 Dual Band APX control stations included.
 - No antennas, feed line, or combiners included.
 - Equipment housed in two 7 foot racks.

 MOTOROLA SOLUTIONS	
ANOKA COUNTY, MINNESOTA MCC7500 DISPATCH CONSOLE LINO LAKES PRIME SITE	
ENGINEER: RICHARD HOFFMAN	
FILE: ANOKA_MCC7500_V2.VSD	DATE: 01-26-2015

Metropolitan Emergency Services Board

MEETING DATE: September 9, 2015	PRESENTED BY: Rohret	AGENDA NUMBER: 4A2. Approval of White Bear Lake Request for Consoles Upgrade and Addition
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RECOMMENDATION

The Radio TOC recommends approval of the City of White Bear Lake request to upgrade its current consoles and add one console.

BACKGROUND

In 2012, the Statewide Radio Board approved a plan to upgrade the ARMER system to release 7.15 in 2016. This upgrade would require all existing Gold Elite consoles, which most metro area PSAPs operate, to be upgraded to MCC 7500 IP-based consoles. This plan was endorsed by the MESB Executive Committee at its October 2012 meeting.

ISSUES & CONCERNS

The City of White Bear Lake is requesting to upgrade its current two Gold Elite consoles to meet this requirement. White Bear Lake would also like to add one additional console at its PSAP. The additional console brings White Bear Lake to three operational positions; an additional console will be installed for patching purposes. They will use four ports on one 8-port Conventional Channel Gateway (CCGW) and will turn back all but four IDs.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
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MOTION:



White Bear Lake Police Department

4701 Highway 61 North • White Bear Lake, Minnesota 55110

August 3, 2015

Ms. Jill Rohret
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Dear Ms. Rohret,

The City of White Bear Lake is respectfully requesting a change to our Participation Plan. We are planning to upgrade our 2 Motorola Gold Elite Consoles at our PSAP, to 3 Motorola MCC 7500 Consoles, plus 1 Patch Console.

White Bear Lake currently has 2 Motorola Gold Elite dispatch positions on one Central Electronics Bank (CEB) and will be replacing this system with a Motorola MCC 7500 system, with a total of 3 dispatch positions and one patch position.

Our MCC 7500 design includes one 8-port CCGW. We intend to make use of 4 of these Ports for connectivity to existing VHF resources and backup control stations. This design will also require only 4 radio ID's, so we will be returning any remaining unused radio ID's.

We do not intend to make any connectivity changes with this upgrade.

Thank you for your consideration.

Sincerely,

John Sells
Support Services Supervisor/PSAP Manager

Metropolitan Emergency Services Board

MEETING DATE: September 9, 2015	PRESENTED BY: Rohret	AGENDA NUMBER: 4B. Amendments to MESB Policies 001, 002, 003, 004, 016, 017, 019, 020, and 021
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RECOMMENDATION

The Executive Committee recommends approval of amendments to MESB Policies 001, 002, 003, 004, 016, 017, 019, 020, and 021.

BACKGROUND

The Metropolitan Emergency Services Board has established 23 policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 911 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 911 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made.

ISSUES & CONCERNS

Upon reviewing the policies, it became apparent that most, if not all required some sort of amendment to reflect the current state of the MEB, of technology and of practice. Staff is in the process of reviewing all of the policies and will be presenting amendments over the course of the next several months.

The first grouping of policies are those that do not have many substantive changes.

Policy 001 – Board Policies: this policy contains value statements for the Board. Most of the amendments are not substantive in nature. Some of the changes take into account the changes in the EMS committee structure approved by the board in 2012, other will reflect changes in technology, such as the changes to the language regarding the role of the 911 Coordinator.

Policy 002 – MESB Officer Succession: this policy states the succession of MESB officers. The first change is to the title. The original title was MESB Governance Policies, rather than stating the exact subject of the policy. It is recommended to change it to MESB Officer Succession. The only other amendment occurs toward the end of the policy to accurately portray the succession process of Treasurer, Secretary, Vice Chair, to Chair.

Policy 003 – Bylaws: the amendments to this policy are not to amend the bylaws themselves, but to create uniformity with other policies. A policy sheet has been created and refers to the latest iteration of the bylaws. Thus if the bylaws change the policy sheet does not have to be changed. *[Note: it is likely that a discussion of some possible bylaws changes will be on the December Executive Committee agenda.]*

Policy 004 – Per Diem: this policy details how and when per diem and mileage payments will be made. The main amendment occurs in the second paragraph and removes reference to the Cost Allocation and Finance Committees.

Policy 016 – Oath of Office: this policy creates procedures and guidelines for administering the Oath of Office to Board members and the associated documentation. Most of the amendments are in Paragraph B and pertain to how the oath is administered. The changes are being made to reflect how the oath is administered in practice today.

Metropolitan Emergency Services Board

Policy 017 – Conflict of Interest: this policy governs Board Member conflict of interest. Only a minor wording change was made by staff.

Policy 019 – Gift Acceptance: this policy details the gift acceptance policies for both Board Members and staff. The only amendment is a title change.

Policy 020 – Government Site Leases: the board established this policy to create guidelines for lease agreements at government-owned antenna sites. The only amendment is a change to how the radio system is referenced to reflect current language.

Policy 021 – Insurance Deductible Policy: this policy governs how and whether the MESB will pay the insurance deductible for the property (equipment) insurance policy for radio tower sites. The first amendment changes how the radio system is referenced to reflect current nomenclature. The second amendment clarifies the policy of the former Metropolitan Radio Board. The amendments in the third paragraph note the constraints the MESB would face if it were to keep the MRB's policy in effect. The final amendment is the deletion of the final sentence because the MESB no longer uses the cost allocation formula referenced in that sentence.

FINANCIAL IMPACT

None.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES ____ NO
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MOTION:

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: 9-XX-2015

The following are hereby adopted by the Board as operating policies that will guide the actions and functions of the Board and staff.

The Board...

- supports the concept of an emergency communications system including 911, Emergency Medical Services (EMS) programming and regional radio communications planning being done at the county level with input from all agencies whose services will be available by dialing 911;
- supports the concept that there are economic and operational advantages to the counties to jointly plan, coordinate and administer the emergency communications system including 911, EMS programming and regional radio communications ~~system~~ in the metropolitan ~~area~~ region;
- will review and approve plans, grant applications or requests for funds or programs related to 911, regional radio communications or ~~emergency medical services~~ EMS within the ~~seven~~ nine county metropolitan ~~area~~ region;
- will review, develop, and present public information and education programs that relate to 911, radio communications and EMS functions and services in the metropolitan ~~area~~ region;
- will monitor the operation of the 911 system on behalf of all counties and agencies that operate Public Safety Answering Points (PSAPs);
- will recommend policies, procedures, or programs to coordinate and improve the delivery of 911 and ~~emergency~~ regional radio communications services in the ~~seven~~ nine county metropolitan ~~area~~ region;
- will identify and seek resolution of 911 and regional radio communications system malfunctions;
- will review, develop, and recommend standards for 911 and regional radio communications services;
- will maintain a liaison with the ~~telephone companies~~ telecommunications service providers of the ~~area~~ region in matters of 911 system design and operation, 911 tariffs, 911 database, and 911 database maintenance;
- will take actions, or recommend actions to the appropriate authorities, public and private, which are needed for the coordination and improvement of the 911, regional radio communications or EMS system within the metropolitan counties;
- will maintain ~~a~~ Technical Operations Committees (TOCs) to advise the Board on all 911, ~~and~~ regional radio communications, ~~and~~ EMS technical ~~and~~ operational matters;
- will provide services to the agencies that operate PSAPs by employing a 911 Coordinator who facilitates the maintenance of the ~~Master Street Address Guide~~ 911 call routing and location validation data, as well as ~~and~~ the reporting and correction of routing and ALI display errors;
- will monitor technology for applications that may improve 911 service or public safety radio communications and will be an advocate ~~of~~ for the use of ~~the~~

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: 9-XX-2015

- technology to meet the needs as identified by the 911 TOC, EMS TOC,
and ~~regional radio planning committees~~ Radio TOC;
- will provide a liaison with state regulatory agencies relative to 911 and regional radio communications regulations and rules;
 - will provide technical information to members of the Technical Operations Committees, EMS providers, regional radio users and PSAP coordinators;
 - will provide a liaison with PSAP personnel regarding all matters relating to 911 system and database maintenance;
 - will provide a liaison with regional radio system users regarding all matters related to the regional radio communications system;
 - will maintain and analyze data regarding 911 system usage, malfunctions, and database issues;
 - will represent the ~~area~~ region in liaison activities with national organizations and other agencies that operate large 911 and regional or statewide shared radio systems;
 - will assist PSAP managers and regional radio system users in resolving 911 or radio operational problems when requested;
 - will authorize the Executive Director to serve as a spokesperson for the Board and its activities;
 - will provide advice and assistance regarding 911 and regional radio communications system matters to agencies that operate PSAPs and other units of government as requested;
 - ~~will maintain an Emergency Medical Services (EMS) Committee to advise the Board on all EMS matters;~~
 - supports the concept that there are economic and operational advantages to the counties to jointly plan, coordinate, and administer ~~emergency medical services~~ EMS programming in the metropolitan area region;
 - will take actions, or recommend actions to the appropriate ~~authorizes~~ authorities, public and private, which are needed for the coordination and improvement of ~~emergency medical services (EMS)~~ within the metropolitan counties;
 - will serve as the contractual and financial agent for the purposes of accepting and disbursing state or federal funds under agreements with the state EMS Regulatory Board or other state or federal agencies on behalf of the metropolitan counties for regional 911, radio communications or ~~emergency medical services (EMS)~~ activities;
 - will develop, review, and recommend standards and procedures for emergency transportation and medical care of the patient from the scene of ~~the an~~ an incident to the hospital including equipment for patient care in the metropolitan ~~area counties~~ region;
 - will recommend policies, procedures, or programs to coordinate and improve the delivery of ~~emergency medical services~~ EMS in the ~~seven nine~~ county metropolitan area region as proposed by the EMS ~~Committee~~ TOC;

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: 9-XX-2015

- will encourage the development of new resources and the coordination of EMS services throughout the metropolitan ~~area~~region to efficiently and cost effectively respond to medical emergencies and provide a high level of patient care;
- will review, develop, and recommend standards for training of emergency services personnel, including dispatchers, first responders, emergency medical technicians, paramedics, emergency room nurses and physicians for the metropolitan ~~area~~ region;
- will develop, review, and recommend standards and procedures for EMS communications, including, but not limited to use of the ~~assigned emergency medical services radio frequencies~~ regional radio communications system within the ~~seven~~ nine county metropolitan ~~area~~ region;
- will make recommendations for improvements to EMS services in the ~~seven~~ nine county ~~area~~ region.

Metropolitan Emergency Services Board

Subject: ~~Governance Policies~~ MESB Officer Succession

Number: 002

Effective Date: 01-13-1996

Revision Date: 09-XX-2015

~~Metropolitan Emergency Services Board Governance Policies~~

All officers are elected for one year and ~~that~~ each member can serve only one term in the office to which elected with the understanding that each member elected as an officer will move to the next elected position at the end of term. The chain of succession will be Treasurer, Secretary, Vice-Chair, Chair.¹

The following chart shows a general example of how incumbent and succession are to be chosen.

Office	Incumbent	Succession
Chairperson	A	B
Vice Chair	B	C
Secretary	C	D
Treasurer	D	<i>To be elected</i>

Article III. Section 5. of the Joint Powers Agreement requires the following representation by Board officers:

Section 5: Membership in Executive Offices. Ramsey County shall have one representative in any of the four executive offices provided for in Sections 3 and 4 of this Article. Hennepin County and the City of Minneapolis shall alternate every four years having a representative in any of the four executive offices provided in Sections 3 and 4 of this Article. Officers will serve successively in the offices of Treasurer, Secretary, ~~Treasurer~~, Vice Chair and Chair. Representatives from all other members will serve as officers on a rotating basis.

(Article 3 refers to the Chair and Vice-Chair)

(Article 4 refers to the Secretary and Treasurer)

¹Decided by Board action, January 13, 1996

Metropolitan Emergency Services Board

Subject: Bylaws

Number: 003

Effective Date: 01-01-1997

Revision Date: ~~09-14-2005~~

Revision Date: 12-xx-2007

This policy contains the bylaws of the Metropolitan Emergency Services Board.

Please see attached for the most recent revision of the bylaws.

Metropolitan Emergency Services Board

Subject: ~~Governance Policies~~ Per Diem Procedures

Number: 004

Effective Date: 01-13-1996

Revision Date: ~~09-14-2005~~

Revision Date: 09-XX-2015

Per Diem Procedures

This policy is to standardize the Board per diem to ensure that payments to Board members are processed in accordance with Board members' requests. The signature forms (example below) are circulated at each Executive Committee and Board meeting. A signature on the form will indicate that the Board member was in attendance and authorizes the per diem and/or mileage payment. This signature sheet will serve as notification to issue the per diem and mileage payment and as documentation for the auditor.¹

Per diem payments will not be applicable for standing committees of the Board ~~such as the Finance Committee or the Cost Allocation Committee~~, however mileage will be paid for any Board member appointed to ~~the~~ a standing committee. Standing committees are encouraged to make every attempt to meet in conjunction with other meetings so as to minimize the costs.

¹ ~~Adopted by Board Action, September 10, 1997~~

~~Revised by Board Action, September 14, 2005~~

Metropolitan Emergency Services Board

Subject: ~~Governance Policies~~ Per Diem Procedures

Number: 004

Effective Date: 01-13-1996

Revision Date: ~~09-14-2005~~

Revision Date: 09-XX-2015

METROPOLITAN EMERGENCY SERVICES BOARD MEMBERS Per Diem Payment Register

Meeting Date: _____

I certify that the claim amount herein is accurate and that no part of it has been paid.

Name	Address	Signature	Amount
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage

METROPOLITAN EMERGENCY SERVICES BOARD Executive Committee Members Per Diem Payment Register

Meeting Date: _____

I certify that the claim amount herein is accurate and that no part of it has been paid.

Name	Address	Signature	Amount
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage
Commissioner			\$50.00 + mileage

Metropolitan Emergency Services Board

Subject: Oath of Office

Number: 016

Effective Date: 03-10-2004

Revision Date: 09-xx-2015

PURPOSE: To establish procedures and guidelines for administering the Oath of Office to the Metropolitan Emergency Services Board members.

A. Oath of Office

In accordance with Minnesota Statute, Chapter 358, Oath of Office, each County-appointed Commissioner representative or City Council representative to the Metropolitan Emergency Services Board shall swear an oath to the Metropolitan Emergency Services Board affirming their support of the Constitution of the United States and the Constitution of the State of Minnesota, and that they will faithfully execute and discharge the duties of the office of member of the Metropolitan Emergency Services Board to which they are appointed by the Board of Commissioners of their respective County according to the law and to the best of their ability and understanding.

B. Administration of the Oath

The Oath of Office shall be conducted annually at the organizational meeting of the Metropolitan Emergency Services Board. The Oath of Office shall be verbally administered by the outgoing Chair to the incoming Chair. Upon the conclusion of the Oath by the incoming Chair, it shall be verbally administered by said Chair to the remaining Board members. by the Chair of the Board, or in the case of the Chair, the highest ranking officer of the Board present. The Oath shall be conducted annually at the organizational meeting of the Metropolitan Emergency Services Board.

C. Documentation & Signature

Upon administration of the Oath of Office, each Commissioner shall sign the Oath. It shall be the responsibility of the ~~executive director~~ Executive Director to ensure that copies are appropriately filed in the Metropolitan Emergency Services Board records files with copies sent to the respective Counties for documentation purposes.

Metropolitan Emergency Services Board

Subject: Oath of Office

Number: 016

Effective Date: 03-10-2004

Revision Date: 09-xx-2015

OFFICIAL OATH OF OFFICE

STATE OF MINNESOTA)

)

COUNTY OF RAMSEY)

I, _____ [name of commissioner/councilmember], do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully execute and discharge the duties of the office of member of the Metropolitan Emergency Services Board to which I was appointed by the Board of Commissioners (City Council) of _____ County/City [name of county/city the member represents], Minnesota, according to the law and to the best of my ability and understanding.

[signature of commissioner]

Subscribed and sworn to before me this _____ day of _____, 20XX04.

[signature of person administering oath]
Title: _____

Metropolitan Emergency Services Board

Subject: Conflict of Interest
Number: 017

Effective Date: 09-08-2004
Revision Date: 09-xx-2015

PURPOSE: To establish procedures and guidelines for documenting ~~Board member~~ conflict of interest of Metropolitan Emergency Services Board members.

A. Conflict of Interest

In accordance with Minnesota Statutes, §§10A.07 and 471.87 each member of the Metropolitan Emergency Services Board shall provide to the Board a copy of the statement of economic interest and any supplementary statement filed by the Board member pursuant to §10A.09, and shall disclose any personal financial interest in a contract which the Board is asked to approve, or any other conflict of interest at the time the Board is asked to take an action. Except as otherwise provided in §10A.07, subd. 2, any Board member with a conflict of interest shall abstain from any action on the contract or matter in question and such abstention shall be appropriately recorded into the minutes of the Metropolitan Emergency Services Board. This policy is not intended to increase or modify any obligations Board members may have pursuant to any state statute.

Metropolitan Emergency Services Board

Subject: ~~To establish guidelines for gift acceptance for Metropolitan Emergency Services Board employees~~ Gift Acceptance Policy

Number: 019

Effective Date: 11-10-2004

Revision Date: 09-xx-2015

PURPOSE: To establish guidelines for employees of the Metropolitan Emergency Services Board regarding gift acceptance.

A. Prohibition

Minn. Stat. §471.895 prohibits a local official of a county from accepting a gift from an interested person. The prohibition reads: An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.

The statute defines a "local official" as an elected or appointed official of a county, or of an agency, authority, or instrumentality of a county. For the purposes of this statute, the Metropolitan Emergency Services Board will be considered to be an agency, authority, or instrumentality of its member counties. Employees of the Metropolitan Emergency Services Board are appointed to their positions pursuant to the Metropolitan Emergency Services Board Merit Compensation Plan and employee contracts. For the purposes of this statute, any employee of the Metropolitan Emergency Services Board will be considered to be a local official of the Metropolitan Emergency Services Board.

An "interested person" is defined by the statute as a person or representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make. A corporation is considered to be a person for the purpose of this policy.

Metropolitan Emergency Services Board employees are prohibited from accepting a gift from an interested person.

B. Violations

Employees found to have violated this policy of the Metropolitan Emergency Services Board may be disciplined appropriately, up to and including termination.

Metropolitan Emergency Services Board

Subject: Leases at Government-Owned Antenna Sites

Number: 020

Effective Date: 10-12-2005

Revision Date: 09-xx-2015

PURPOSE: To establish guidelines for lease agreements at government-owned antenna sites.

The Metropolitan Emergency Services Board administers the shared nine county metropolitan area ~~800 MHz radio~~ portion of the Allied Radio Matrix for Emergency Response (ARMER) system. As the radio system is a cooperative venture among the State of Minnesota, the metropolitan area counties and cities, and the federal government, and as most counties, cities and federal government will eventually operate on the system, the Board seeks to establish a policy regarding leases for government-owned antenna sites.

As local subsystems are being constructed, and as current leases' terms end, it is the policy of the Metropolitan Emergency Services Board to negotiate a no-cost lease for any government entity owned sites due to the homeland security issues and the shared, mutual benefit of the system.

Such a policy is necessary as all system charges are allocated to ~~all~~ users of the system.

Metropolitan Emergency Services Board

Subject: Insurance Deductible for Property at Radio Sites

Number: 021

Effective Date: 9-14-2005

Revision Date: ~~1-11-2006~~

Revision Date: 09-xx-2015

PURPOSE: To establish a policy for payment of property insurance deductibles.

The Metropolitan Emergency Services Board (MESB) assumed responsibility, assets and liabilities ~~for~~ of the metro region portion of the statewide Allied Radio Matrix for Emergency Response (ARMER) system ~~800-MHz radio system~~ from the Metropolitan Radio Board (MRB).

The policy of the MRB's was to pay the \$25,000 per event property insurance deductible should a claim be filed. This meant that if five tower sites were affected by a storm, the MRB would have potentially paid \$25,000 for each of the five tower sites.

The ~~Board's position to pay for this insurance is~~ MESB would like to help system owners ~~to~~ recover from the need to replace radio antenna site equipment should a site, or parts of a site, be damaged due to weather, fire, etc. However, the need for financial planning prohibits the ability of the MESB to pay the deductible per event.

The MESB will reimburse up to a total of \$100,000 per year. In December of each calendar year, the MESB will collect the total amount of all claims and reimburse each agency at an equal percentage which will total no more than \$100,000. The \$25,000 deductible obligation of the MESB will be paid first, before other claims are satisfied.

~~Each year the Finance Committee will provide a recommendation to the Board of an appropriate set aside to be incorporated in the annual cost allocation formula.~~