



## **METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA**

March 11, 2020, 10:00 a.m.

1. **Call to Order** –Board Chair Commissioner Trista Matascastillo
2. **Approval of Agenda** – Commissioner Matascastillo
3. **Consent Agenda** – Rohret (**page 3**)
  - A. Approval: January 8, 2020 Meeting Minutes
  - B. Approval: January 2020 Treasurer's Report
  - C. Approval: Amendments to Metro Radio Standards 3.30.0 – METCOM and 3.33.2 – STR
  - D. Appointments of Tracey Fredrick to SECB Grants Workgroup and as MESB Grants Point of Contact
  - E. Correspondence
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Rice/Steele PSAP Request to Utilize METCOM (**page 37**)
  - B. Approval to Delete Metro Radio Standard 6.2.0 – User Fees (**page 41**)
  - C. Acceptance of 2020 SECB Grant (**page 47**)
  - D. Discussion: Update on Metro Mobility ARMER Usage (**page 49**)
  - E. Discussion: 2021 Motorola Service Contract (**page 51**)
5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
  - A. Ratification of Nominations to the NG9-1-1 Interoperability Oversight Commission (**page 63**)
6. **EMS Items** – Ron Robinson, EMS Coordinator
  - A. Approval of Amendments to EMS TOC Bylaws (**page 83**)
7. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval of Executive Director Travel Request (**page 99**)
  - B. Approval of Draft MESB Policy 033 – PERA Phased Retirement Option (**page 101**)
  - C. Approval of Amendment to Joint Powers Agreement with Dakota County for Human Resources Services (**page 105**)
8. **Reports**
  - A. Legislative Report – Margaret Vesel/Matthew Bergeron
  - B. Statewide Emergency Communications Board (SECB) Reports:
    - 1) Finance – Commissioner McMahon/Rohret
    - 2) Legislative – Commissioner Egan/Rohret – Meetings cancelled
    - 3) Steering – Commissioner Fernando/Rohret
    - 4) Other SECB Committees – Eggimann/Fredrick
    - 5) Board – Commissioner Matascastillo/Rohret
9. **Old Business** – **CLOSED MEETING for Attorney-Client Privileged Discussion re: Discrimination Claim**
10. **New Business** – None
11. **Adjourn**



## **METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA**

March 11, 2020, 10:00 a.m.

### *Metropolitan Emergency Services Board Members*

#### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

#### Carver County

Commissioner Gayle Degler  
Commissioner Jim Ische\*

#### Chisago County

Commissioner George McMahon\*

#### City of Minneapolis

Council Member Andrew Johnson\*

#### Dakota County

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

#### Hennepin County

Commissioner Irene Fernando\* (2020 Secretary)  
Commissioner Jeff Johnson

#### Isanti County

Commissioner Greg Anderson\* (2020 Treasurer)

#### Ramsey County

Commissioner Trista Matascastillo\* (2020 Chair)  
Commissioner Jim McDonough

#### Scott County

Commissioner Dave Beer  
Commissioner Tom Wolf\*

#### Sherburne County

Commissioner Felix Schmiesing\*

#### Washington County

Commissioner Wayne Johnson  
Commissioner Fran Miron\*

\*Denotes Executive Committee member



## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:**  
**Agenda Item:**  
**Presenter:**

**March 11, 2020**  
**3. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the January 8, 2020 meeting of the Board are attached for review and approval.
- B. **January 2020 Treasurer's Report** – The Treasurer has reviewed the January 2020 financial statements and has given his approval of the report.
- C. **Amendments to Metro Radio Standards 3.30.0 & 3.33.2** – The Radio TOC recommends approval of amendments to Metro Radio Standard 3.30.0 – METCOM and Metro Radio Standard 3.33.2 – STR Portable Tower.
- D. **Appointment of Tracey Fredrick to SECB Grants Workgroup and as MESB Grants Point of Contact** – Regions have been asked to formally appoint a representative to the SECB Grants Workgroup and to provide a point of contact for grants distributed through the SECB/ECN.
- E. **Correspondence** – Correspondence includes the 2020 letter to the SECB naming MESB appointments to the SECB; an article on a survey of wireless callers regarding 9-1-1; and the February ECN newsletter.
- F. **Informational Only** – Draft minutes from the February 12, 2020 MESB Executive Committee meeting.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# METROPOLITAN EMERGENCY SERVICES BOARD

## Meeting Minutes January 8, 2020

### Commissioners Present:

Greg Anderson, Isanti County  
Dave Beer, Scott County  
Gayle Degler, Carver County  
Tom Egan, Dakota County  
Irene Fernando, Hennepin County-**Absent**  
Mike Gamache, Anoka County  
Mary Liz Holberg, Dakota County  
Jim Ische, Carver County  
Andrew Johnson, City of Minneapolis

Jeff Johnson, Hennepin County  
Wayne Johnson, Washington County  
Trista Matascastillo, Ramsey County  
Jim McDonough, Ramsey County  
George McMahon, Chisago County  
Mandy Meisner, Anoka County-**Absent**  
Fran Miron, Washington County  
Felix Schmiesing, Sherburne County  
Tom Wolf, Scott County

**Staff Present:** Jill Rohret; Pete Eggimann; Tracey Fredrick; Kelli Jackson; Ron Robinson; and Martha Ziese.

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

### 1. Call to Order

The meeting was called to order at 10:04 a.m. by the 2019 MESB Chair, Commissioner Fran Miron.

### 2. Oath of Office

Commissioner Miron administered the oath of office to the 2020 MESB members present.

### 3. Approval of Agenda

*Motion by Commissioner Ische, seconded by Commissioner Degler to approve the January 8, 2020 agenda. Motion carried.*

### 4. Election of 2020 Officers and Executive Committee Designation.

*Motion made by Commissioner McMahon, seconded by Commissioner McDonough to approve the 2020 officers of the board and Executive Committee designations. Motion carried.*

Commissioner Matascastillo, 2020 MESB Chair, administered the oath of office to Commissioner Miron.

### 5. Thank you to 2019 Chair

### 6. Letter of Representation/Policy 17

Jill Rohret said that each member of the MESB will be asked to sign the Conflict of Interest letter at the end of each year.

### 7. Approval of Consent Agenda

*Motion by Commissioner Egan, seconded by Commissioner Jeff Johnson to approve the January 8, 2020 Consent Agenda. Motion carried.*

### 8. Radio Items

#### A. Approval 2020 Radio TOC Chair and Vice-Chair

Tracey Fredrick stated that the Radio Technical Operations Committee (TOC) recommends the Board approve Robert Shogren of Isanti County Sheriff's Office as Radio TOC Chair, and Ron Jansen of Dakota County as Radio TOC Vice-Chair for 2020.

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Ische, seconded by Commissioner Miron to approve 2020 Radio TOC Chair and Vice-Chair. Motion carried.*

## 9. 9-1-1 Items

### A. Approval 2020 9-1-1 TOC Chair and Vice-Chair

Pete Eggimann stated that the 9-1-1 TOC recommends the Board approve Heidi Hieserich of the Metropolitan Airports Commission as 2020 9-1-1 TOC Chair and Val Sprynczynatyk of Anoka County as the 2020 9-1-1 TOC Vice-Chair.

*Motion made by Commissioner McMahon, seconded by Commissioner Miron to approve 2020 9-1-1 TOC Chair and Vice-Chair. Motion carried.*

## 10. EMS Items

### A. Approval of 2020-2021 EMS TOC Chair and Vice Chair

Ron Robinson stated that a revised action sheet for this item was placed at the Board's seats. The Executive Committee of the EMS TOC recommends the Board approve Brian Edwards of Northfield EMS as 2020-2021 EMS TOC Chair, and Kevin Novotny of North Memorial Ambulance as 2020-2021 EMS TOC Vice-Chair.

*Motion made by Commissioner Anderson, seconded by Commissioner Degler to approve Brian Edwards as 2020-2021 EMS TOC Chair and Kevin Novotny as 2020-2021 EMS TOC Vice-Chair. Motion carried.*

## 11. Administrative Items

### A. Approval of Appointments to SECB/SECB Committees SECB

Primary: Commissioner Trista Matascastillo  
Alternate: Jill Rohret

#### SECB Finance

Primary: Commissioner George McMahon  
Alternate: Jill Rohret

#### SECB Legislative

Primary: Commissioner Thomas Egan  
Alternate: Jill Rohret

#### SECB Steering

Primary: Commissioner Irene Fernando  
Alternate: Jill Rohret

#### SECB NG9-1-1

Primary: Nancie Pass (Ramsey Co.)  
Alternate: Jim Scanlon (Bloomington)

#### SECB Land Mobile Radio

Primary: Nate Timm (Washington Co.)  
Alternate: Mike Mihelich (Ramsey Co.)

#### SECB Interoperability

Primary: Jake Thompson (Anoka Co.)  
Alternate: Nate Timm (Washington Co.)

#### SECB Wireless Broadband & Applications

Primary: Rod Olson (Minneapolis)  
Alternate: Jake Thompson (Anoka Co.)

#### SECB IPAWS

Primary: Scott Haas (Scott Co.)  
Alternate: Nancie Pass (Ramsey Co.)

#### SECB COMU Workgroup

Primary: Dan Anderson (Hennepin Co.)  
Alternate: Nate Timm (Washington Co.)

#### SECB STR Workgroup

Primary: Ron Jansen (Dakota Co.)  
Alternate: Mark VandenBerghe (Eden Prairie)

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Jeff Johnson, seconded by Commissioner McDonough to approve the recommended appointments to SECB and its committees. Motion carried.*

## **B. Approval of Executive Director Travel Requests**

Jill Rohret stated that she was requesting approval to travel for the 2020 MTUG Chapter President's Meeting and 2020 NENA Conference.

*Motion made by Commissioner McDonough, seconded by Commissioner Ische to approve the Executive Director travel requests. Motion carried.*

## **12. Reports**

### **A. Legislative Report – No report.**

### **B. Statewide Emergency Communications Board (SECB) Reports**

#### **1. Finance**

Rohret said the Finance Committee discussed discrepancies in the National 9-1-1 Grant allocation discrepancies at its December meeting; additional discrepancies have since been discovered and passed along to ECN and the Finance Committee. The goal is to ensure allocations are made consistently.

Commissioner McDonough asked who approves other grant allocations. Rohret said there is a grants work group that discusses the allocations, which are then sent to the SECB Finance Committee and from there the SECB for approval. and they send their recommendations on to the SECB for a vote. ECN has stated that for this grant, it is the only agency which can make allocations for the grant.

#### **2. Legislative – No Quorum**

Rohret said the committee discussed ECN's bill to amend Minnesota Statutes Chapter 403; this is the same initiative sought by ECN last year.

#### **3. Steering**

Rohret said the Steering Committee continues to discuss the draft SECB committee by-laws.

#### **4. LMR – No meeting**

#### **5. NG9-1-1 Committee**

Eggimann said at its December meeting the committee discussed a GIS issue. MnGeo has changed its position on what services it is willing to perform which may change requirements for local GIS departments. MnGeo said it will no longer handle simple conversions or translations needed to make data submitted in the state Geospatial Advisory Council standard format to work with the NG9-1-1 core services. The MESB will continue to track this issue.

## **13. Old Business – None**

## **14. New Business – None**

## **15. Adjournment**

*The meeting adjourned at 10:43 a.m.*



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board

FROM: Isanti County Commissioner Greg Anderson, MESB Treasurer

RE: Treasurer's Report – January 2020

DATE: February 21, 2020

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 February 21, 2020.

Sincerely,

Greg Anderson  
Commissioner, Isanti County  
Treasurer, Metropolitan Emergency Services Board



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 3C. Approval of Amendments to Metro  
Radio Standards 3.33.0 and 3.33.2  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio TOC recommends the Board approve amendments to Metro Radio Standards 3.30.0 – METCOM and 3.33.2 – Strategic Technology Reserve (STR).

### **BACKGROUND**

The Metropolitan Emergency Services Board has established 38 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB but have not had language or content changes for over ten years.

### **ISSUES & CONCERNS**

Two Metro Radio Standards have been reviewed for content and language changes.

The first is to Standard 3.30.0 – METCOM. Language is being added for clarification that the METCOM talkgroup should be used only during emergencies and it is not meant for daily monitoring and that METCOM can only be used in subscriber radios with an approved waiver. This is to ensure that the talkgroup is used as an emergency channel and that radio traffic will drag on systems if used in subscriber radios. Lastly, the amendments give the Radio TOC responsibility to resolve issues of METCOM being used incorrectly.

The second is to Standard 3.33.2 – STR Transportable Tower/Repeater. Some minor language changes were made to update the standard to current practice. The standard also references individuals by name; those references have been removed and now refer to positions instead. Lastly, the amendments change requirements to exercise the equipment to once a year, rather than twice a year. This change reflects current practice; if practice changes in the future, the standard can be reviewed at that time.

Both standards will be made ADA compliant.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## METRO REGION

### 800 MHz Trunked Regional Public Safety Radio System

#### Standards, Protocols, Procedures

Document Section:	<b>3 - Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.30.0</b>	Date: 05/23/07
Procedure Title:	<b>800 MHz METCOM Talkgroup</b>	
Date Established:	<b>5/2/07</b>	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:	<b><u>2/14/20</u></b>	Date: 06/13/07

#### 1. Purpose or Objective

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

#### 2. Technical Background:

##### ▪ Capabilities

The **METCOM** talkgroup is a metro region-wide talkgroup intended to facilitate communications between dispatch centers.

##### ▪ Constraints

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

#### 3. Operational Context:

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

#### 4. Recommended Protocol/ Standard:

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

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

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

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

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

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.
- Use during emergent need only; no daily monitoring on subscriber radios.

<b><u>TG Requirements</u></b>	<b><u>For Whom?</u></b>
Mandatory	All Region Dispatch Centers
Highly Recommended	EOCs, Incident Command Centers
Optional	None
Not Allowed	Mobile and Portable Radios <u>(waiver only)</u>

<b><u>Cross Patch Standard</u></b>	<b><u>YES / NO</u></b>	<b><u>To Talkgroup(s)</u></b>
Soft Patch	No	NA
Hard Patch	No	NA

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

### **5. Recommended Procedure:**

Any user transmitting information to another shall:

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

### **6. Management**

The dispatch center managers for agencies on the ~~regional 800 MHz radio~~metropolitan region of the ARMER system shall ~~insure~~ensure that there is a procedure for use of the METCOM talkgroup in the dispatch center for which they are responsible.

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

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly ~~Interoperability Subcommittee~~ Radio TOC meetings for resolution.

## METRO REGION

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

Document Section:	<b>3 – Interoperability Standards</b>	Radio TOC Recommendation:
Sub-Section:	<b>METRO 3.33.2</b>	Date : 2/29/12
Procedure Title:	<b>STR – Transportable Tower/Repeater</b>	
Date Established:	<b>2/6/12</b>	MESB Approval – Signature
Replaces Document Dated:	<b>2/6/12</b>	
Date Revised:	<b><del>2/29/12</del> 4/11/19 2/14/20</b>	Date : 3/14/2012

#### 1. Purpose or Objective

To establish policies and procedures for the deployment and use of the Metro Region Strategic Technology Reserve (STR) component:

Transportable Tower and Repeaters

#### 2. Technical Background

##### ▪ Capabilities

As part of the Public Safety Interoperable Communication grant program, a transportable tower and repeater system ~~has been~~will be established in Metro Region. The transportable tower and repeater system basic capabilities are described as follows:

Resource	Description
Transportable Tower	Trailer based, 50'crank up aluminum tower, assembled with 800 MHz, VHF <del>and amateur radio antennas</del> and transmission cables.
Repeaters	Repeater-Transportable 800 MHz and VHF repeater capable of cross-band operation in analog and digital P25 modes. The repeater is equipped to support at least <del>two</del> <u>2</u> -800 MHz frequency pairs and at least one of two VHF frequency pairs for repeater operation. The repeater is enclosed in a case that can be transported in the back of an SUV, weights approximately 70 lbs. The repeater is battery operated and can be connected to a 12 volt vehicle battery or 120 VAC power source.

Frequencies identified for use in the transportable repeater are specified in Appendix A of this standard.

STR transportable repeater frequencies will be identified in the state of Minnesota Interoperability Frequency Plan and should be available in public safety mobile and portable radios throughout the state of Minnesota. They may also be programmed into public safety mobile and portable radios for neighboring state agencies operating along the Minnesota border.

Through the allocation of this STR resource the Metro Region should have the ability to respond to any catastrophic loss of the existing public safety communication resources, to provide additional communication resources under certain circumstances and to provide local responders with a transportable communication resource should they respond to a major event or natural disaster in another state.

#### ▪ Constraints

The Interoperability Frequency Plan and the National Interoperable Frequency Operational Guide (NIFOG) provide a comprehensive list of all available interoperability frequencies. In the VHF spectrum, most interoperability frequencies are specifically simplex and not paired for repeater use. There are very few permanent repeaters in place on interoperability frequencies outside the Minneapolis/St. Paul metropolitan area. Based upon the limited nature of this resource, care must be exercised in the overall coordination of communications, the deployment of equipment to achieve the maximum effectiveness and in defining expectations.

### 3. Operational Context

The Metro Region STR transportable tower and repeater system will be housed at the City of Bloomington, 9920 Logan Ave South. The primary contact for emergent deployment of the equipment will be directed ~~through the Minnesota State Duty Officer to Butch Gillum, secondary contact Chief Ulie Seal~~, followed by the Metropolitan Emergency Services Board's (MESB) Regional Radio Services Coordinator and/or Metro Region COMLs. ~~or through the Minnesota State Duty Officer~~. For planned events and exercises, the primary contact will be the MESB's Regional Radio Services Coordinator. The maintenance and support of the Metro Region STR transportable tower and repeater system will be conducted by Metro Region COML and COMT personnel.

The Metro Region STR transportable tower and repeater system may be deployed individually or used in conjunction with other STR resources. The Metro Region STR transportable tower and repeater system has been designed to provide a limited resource (capacity and coverage) that can be implemented very quickly to address public safety communication needs over a very limited geographic region (3-7 mile radius). Actual area coverage may vary depending upon tower placement which should be at the highest point overlooking the area of operations. Where additional communication paths are needed, consideration should be given to requesting the STR Satellite enabled ARMER base radio site.

### 4. Standardized Policy

Any of the ~~ten nine~~ counties in the Metro Region can request the use of the Metro Region STR transportable tower and repeater system. The primary use will be to respond to any loss of basic public safety communications. This standard defines the steps necessary to make sure the Metro Region STR transportable tower and repeater system is available for deployment by addressing the requirements to maintain, operate and deploy the STR transportable tower and repeater system.

To the greatest extent possible, the Metro Region STR transportable tower and repeater system should be available to support operations in other regions of the state and to provide communication resources for public safety personnel responding to an event or disaster in another state.

## 5. Standardized Procedure

### Maintenance and Storage

The Metro Region STR transportable tower and repeater system will be housed at the City of Bloomington, 9920 Logan Ave South.

The Metro Region STR transportable tower and repeater system will be fully exercised ~~once annually every six months~~ in a structured exercise to assure all equipment and features are in good working order. This testing will be conducted by the Metro Region Communications Response Taskforce (CRTF). In addition to the ~~semi~~-annual exercise of the equipment, the repeater battery should be maintained with a “maintenance charge” and tested under load at least once annually.

The Metro Region STR transportable tower and repeater system will be tested by a qualified technician at least once every year, and after each deployment. The tests will include, frequency error, power output and controller tests to insure the equipment is kept ready for deployment.

### Resource Activation

Any time the Metro Region transportable tower and repeater system is deployed, at least one person involved in the deployment must have participated in deployment familiarization training within the last year. It may be possible for a qualified person to conduct deployment familiarization training immediately before deployment, ~~but~~ such training must be documented.

A pre-deployment check list must be maintained with the equipment that includes a thorough list of the equipment, verification of deployment familiarization training, and verification of set up procedure. This check list must be followed and must remain with the equipment.

Written step-by-step set up procedures, including safety notices, should be reviewed periodically and must ~~be maintained~~ remain with the equipment at all times. These procedures must be followed; a copy of the procedures must remain with the equipment.

Deployment of the Metro Region STR transportable tower and repeater system within the region may be for any purpose authorized by the MESB or its Radio Technical Operations Committee (Radio TOC).

Deployment outside the region to support public safety response to an event or natural disaster must be coordinated through the Minnesota State Duty Officer.

The requesting agency shall be responsible for the transporting of Metro Region STR transportable tower and repeater system to and from the incident scene.

The agency requesting the Metro Region STR transportable tower and repeater system assumes full risk of loss for any equipment loaned to it which are lost, stolen, damaged, consumed, and inoperable or destroyed until the equipment is returned to the Metro Region ~~primary contact~~.

The requesting agency shall reimburse the MESB for the repair or replacement cost of any equipment which are lost, stolen, damaged, consumed, and inoperable or destroyed.

#### Operational Training

Deployment familiarization training will be conducted ~~twice per year~~ annually.

All Metro Region ~~trained~~ Communication Leaders and Communications Technicians should participate in deployment familiarization training for the equipment at least once per year.

The Metro Region STR transportable tower and repeater system will be available for local disaster exercises, local events (fairs or celebrations) or other activities where operational personnel will become familiar with the deployment procedures and operational characteristics of the equipment.

#### **6. Management**

The MESB will maintain responsibility for assuring compliance with this standard. The Metro Region Radio TOC or a subcommittee thereof shall review this standard and make adjustments as necessary. In that process, the subcommittee shall seek comment and suggestion from the STR transportable tower and repeater system points of contact and may inspect equipment to determine needs.

**ARMER Public Safety Communications System  
Standards, Protocols, Procedures**

Document Section:	<b>3-Interoperability Standards</b>	<b>Appendix A</b>
Sub-Section:	<b>State 3.33.2</b>	
Procedure Title:	<b>STR-Transportable Tower/Repeater</b>	
Date Established:	<b>10/01/2010</b>	
Replaces Document Dated:		
Date Revised:		

The following frequencies identified for use in the Transportable Tower/Repeater shall be maintained in all repeaters maintained as part of Minnesota's Strategic Technology Reserve:

**VHF**

<b>Name</b>	<b>Transmit</b>	<b>Receiver</b>	<b>CTCSS/NAC</b>
F1-VTAC14/VTAC14R	159.4725 MHz	154.6875 MHz	156.7 Hz E/D
F2-LE2 Federal LE Interop *	167.2500 Mhz	162.2625 MHz	167.9 Hz E/D
F3-IR2 Medical Evac Control	170.4125 MHz	165.9625 MHz	\$68F

\* Subject to coordination with federal LE partners

**800 MHz**

<b>Name</b>	<b>Transmit</b>	<b>Receiver</b>	<b>CTCSS/NAC</b>
F1-8CALL90	851.01250 MHz	806.01250 MHz	156.7 Hz
F2-8TAC91	851.51250 MHz	806.51250 MHz	156.7 Hz
F3-8TAC92	852.01250 MHz	807.01250 MHz	156.7 Hz
F4-8TAC93	852.51250 MHz	807.51250 MHz	156.7 Hz
F5-8TAC94	853.01250 MHz	808.01250 MHz	156.7 Hz



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 3D. Appointment of Tracey Fredrick  
to SECB Grants Workgroup & as  
MESB (ECN) Grants Point of Contact  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Director recommends the Board appoint Tracey Fredrick to the SECB Grants Workgroup and designate Ms. Fredrick as the ECN/SECB Grants Point of Contact.

### **BACKGROUND**

When the SECB Grants Workgroup was originally formed, the only grants were those to ARMER-related projects; due to this, the MESB Radio Services Coordinator has always held the metro's position on the Grants Workgroup and has always served as the ECN/SECB grants point of contact.

### **ISSUES & CONCERNS**

At its February 13, 2020 meeting, the SECB Finance Committee requested each region formally appoint a member to serve on the Grants Workgroup. At that same meeting, ECN requested each region formally name a point of contacts for the grants.

Ms. Fredrick has served on as the ECN/SECB grants point of contact and on the Grants Workgroup since she started at MESB in November 2018.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



Good Morning~

This morning during the SECB Finance Committee meeting a motion was made and approved requesting each region designate representatives to the Grants Workgroup. The Grants Workgroup is situated on the SECB organizational chart under the Finance Committee which is one of eight SECB committees.

Hopefully, this prescribed process to realign the regional grants workgroup representatives will be able to be affected expeditiously, given the amount of work that we collectively need to accomplish for appropriate grants management. ECN is very much as concerned about being audited as you are regionally. Therefore it is incumbent upon us to collectively work together to establish a well-defined, deliberate, and fully compliant process going forward.

ECN has been working to support the grant process on a number of fronts. Most recently, we have worked on an activity timeline that we intended to offer the Grants Workgroup for review.

Once the Grants Workgroup completes its restructure and appoints a leader, ECN looks forward to having an opportunity to meet to discuss this document. I have attached the DRAFT version to this email.

I am working from the roster that was passed on by Dustin Leslie, prior to his departure. It is from November 2019. At the subsequent request of the NW region I have added Megan. I don't know if this distribution list was all-encompassing. For example, do the regions want to have the Commissioners who participate in calls included? I have not included them on this communication, but if it is your desire they be included, I can add them to my mail group. We would like a full roster once that has been determined so we sure to be all-inclusive in future communications.

Another motion was made and approved during this morning's Finance Committee meeting directing the Finance Committee to bring an action item to the SECB requesting approval for each region to be awarded \$25K from the SECB grant. ECN will put this on SECB agenda for next week's meeting with Chair Myers' approval.

Finally, it has been identified that updates are necessary to the Grants page on the ECN website. Please know that ECN is more than willing to either update or add any information requested by the Finance Committee. We can reach out to HSEM to see if they have updated documents related to the SHSP grant that we can link to. We will intend to replace the existing forms that reside on that page with those we are offering as updated forms if/once they have your approval.

Other than that, if there something you would like added or changed right now, please let me know and I will submit the request to our webmaster.

Thank you!  
Dana





METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

January 8, 2020

Commissioner John Harrington  
Minnesota Department of Public Safety  
North Central Life Tower, Suite 1000  
445 Minnesota Street  
St. Paul, MN 55101-5000

Dear Commissioner Harrington:

At the January 8, 2020 Metropolitan Emergency Services Board (MESB) meeting, the MESB made appointments to the SECB and its committees. The appointments are listed on the enclosed pages.

Please contact me with any questions regarding these appointments. I can be reached at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

cc: Asst. Commissioner Bruce West  
Dana Wahlberg, ECN  
Chris Pedersen, ECN

Enclosure

**SECB**Primary Representative:

Commissioner Trista Matascastillo  
Ramsey County  
220 Courthouse, 15 W. Kellogg Blvd., St. Paul, MN 55102  
[trista.matascastillo@co.ramsey.mn.us](mailto:trista.matascastillo@co.ramsey.mn.us)

Alternate:

Jill Rohret, Executive Director  
Metropolitan Emergency Services Board  
2099 University Avenue West, St. Paul, MN 55104  
(651) 643-8394  
[jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org)

**SECB Finance:**Primary Representative:

Commissioner George McMahon  
Chisago County  
313 N. Main Street, Suite 160A  
Center City, MN 55012  
[george.mcmahon@chisagocounty.us](mailto:george.mcmahon@chisagocounty.us)

Alternate: Jill Rohret (see above)

**SECB Interoperability:**Primary Representative: Same as 2019

Jake Thompson  
[jake.thompson@co.anoka.mn.us](mailto:jake.thompson@co.anoka.mn.us)

Alternate: Same as in 2019

Nate Timm  
[nate.timm@co.washington.mn.us](mailto:nate.timm@co.washington.mn.us)

**SECB IPAWS:** Same as 2019Primary Representative:

Scott Haas  
[shaas@co.scott.mn.us](mailto:shaas@co.scott.mn.us)

Alternate:

Nancie Pass  
[nancie.pass@co.ramsey.mn.us](mailto:nancie.pass@co.ramsey.mn.us)

**SECB Land Mobile Radio:**Primary Representative: Same as 2018

John Gundersen  
[john.gundersen@hennepin.us](mailto:john.gundersen@hennepin.us)

Alternate:

Nate Timm  
[nate.timm@co.washington.mn.us](mailto:nate.timm@co.washington.mn.us)

**SECB Legislative:**

Primary Representative: Same as in 2018

Commissioner Thomas Egan ([thomas.egan@co.dakota.mn.us](mailto:thomas.egan@co.dakota.mn.us))

Please continue to send meeting materials and scheduling emails to the following email address as well: [board@co.dakota.mn.us](mailto:board@co.dakota.mn.us)

Alternate:

Jill Rohret (see contact info above)

**SECB NextGen 911**

Primary Representative:

Nancie Pass

[nancie.pass@co.ramsey.mn.us](mailto:nancie.pass@co.ramsey.mn.us)

Alternate:

Jim Scanlon

[jscanlon@bloomingtonmn.gov](mailto:jscanlon@bloomingtonmn.gov)

**SECB Steering:**

Primary Representative:

Commissioner Irene Fernando

Hennepin County

A2400 Government Center, 300 S. Sixth Street, Minneapolis, MN 55487

[irene.fernando@hennepin.us](mailto:irene.fernando@hennepin.us)

Alternate:

Jill Rohret

[jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org)

**SECB Wireless Broadband & Applications:** Same as 2019

Primary Representative:

Rod Olson

[rodney.olson@minneapolismn.gov](mailto:rodney.olson@minneapolismn.gov)

Alternate:

Jake Thompson

[jake.thompson@co.anoka.mn.us](mailto:jake.thompson@co.anoka.mn.us)

The MESB also has a new chair, which will require a change to your website and some email lists.

Please remove Commissioner Fran Miron and replace with Commissioner Trista Matascastillo.

Commissioner Matascastillo's contact information is as follows:

Commissioner Trista Matascastillo

Ramsey County

220 Courthouse, 15 W. Kellogg Blvd.

St. Paul, MN 55102

(651) 266-8360

[trista.matascastillo@co.ramsey.mn.us](mailto:trista.matascastillo@co.ramsey.mn.us)



# The 2016 Motor Vehicle Occupant Safety Survey: 911 Systems

*By Katharyn Kryda and Kelly Sheppard*

## Background

For over 50 years, Americans have relied on 911 to call for emergency services. Public Safety Answering Points (PSAPs) around the country receive an estimated 240 million 911 calls each year (NENA, n.d.), with an increasing percentage from cellular phones and text messages.

Following a motor vehicle crash (MVC), timely activation of the emergency response system is critical to reducing fatalities and minimizing injuries. Highlighting the importance of post-crash care, the World Health Organization 2018 Global Status Report on Road Safety recommends an emergency number to be “valid throughout the country, easy to remember and available as a free call” (WHO, 2018). The adoption of cell phones as primary phones has changed the concept of “throughout the country” to mean more than a landline in each household or business. To keep pace with advances in the public’s communication devices, the Nation’s 911 system needs an upgrade.

Since it was established by Congress in 2004, the National 911 Program has been housed within the National Highway Traffic Safety Administration Office of Emergency Medical Services. The National 911 Program serves as a Federal point of coordination for activities among 911 stakeholders and provides resources to State and local 911 authorities to integrate their systems and upgrade their infrastructure.

During this time of transition, insights from the Motor Vehicle Occupant Safety Survey (MVOSS) can help inform 911 systems how they can better serve the public. The National 911 Program’s efforts to develop a nationwide, fully integrated 911 system with modern infrastructure will help to provide improved 911 services to residents and, ultimately, to increase survivability from MVCs.

## Methods

The 2016 MVOSS (Bailly et al., 2019), the seventh in a series of periodic national surveys on occupant protection issues,

consists of two questionnaires administered to a nationally representative sample of approximately 12,000 people. Survey B included questions about EMS and 911 that are reported here. Survey administration began June 14, 2016, and ended February 24, 2017. Respondents 18 years or older were recruited using address-based sampling to create a probability-based, nationally representative sample. Respondents received a \$1 non-contingent and \$5 contingent incentive for participation and responded using an online or mailed paper survey. MVOSS contacted a random sample of 24,000 households allocated proportionally across the 10 NHTSA Regions (all United States and territories). The final sample included 5,410 completed surveys. Approximately half (49%) of respondents completed the online survey. The data is weighted to yield national estimates.

## Results

Among MVOSS respondents who used wireless phones to report emergencies while driving or riding in motor vehicles, the three most frequent emergencies reported to 911 were related to traffic safety (see Table 1). Most respondents called 911 to report MVCs (62%), with 31 percent calling to report reckless/aggressive drivers, and 29 percent calling to report drunk drivers.

**Table 1. Kind of Emergency Reported by Respondents Who Called 911 From Motor Vehicles\***

Kind of Emergency	Percent
Motor vehicle crash	62%
Reckless/aggressive driver	31%
Drunk driver	29%
Broken down or disabled vehicle	26%
Pedestrian walking/cycling on roadway	1%
Other	32%

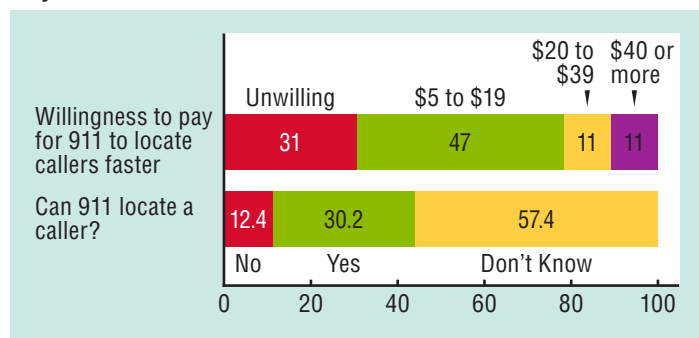
\*Total exceeds 100 percent because participants could choose multiple options.

These percentages demonstrate the important connection between MVCs, 911 systems, and EMS. Among respondents who reported placing emergency calls, more than half (54%) called to request an ambulance, rescue squad, or EMS. Slightly less than half (45%) called to request police, and 10 percent called to request fire department response.

In a medical emergency, 91 percent of MVOSS respondents indicated that they expected to receive pre-arrival instructions from 911 operators while waiting for an ambulance. Despite the fact that most respondents expected emergency medical dispatch (EMD) capabilities when they call 911, many PSAPs around the country do not yet have this capacity. In 2018, 2,020 PSAPs reported that they “provide EMD and follow a specific protocol” out of 5,232 total PSAPs nationwide (approximately 39%) (NHTSA OEMS National 911 Program, expected 2019; FCC, 2018).

Only 30 percent of MVOSS respondents were confident that a 911 call center could identify a caller’s location without being explicitly told by the caller. Results from MVOSS suggest the public is willing to pay more for expanded 911 services, with 69 percent of respondents willing to pay at least \$5 more in fees or taxes to enable 911 call services to locate callers faster (see Figure 1).

**Figure 1. 911’s Ability to Locate Callers and Willingness to Pay More to Locate Callers Faster**



In addition, respondents reported the actions they would take if the 911 system was overloaded during a disaster and could not accept calls. Sending a text message was the most frequent response (21%), and seeking help or additional information from an internet source such as social media or e-mail was the third most frequent response (17%) (see Table 2). While some PSAPs currently have the capacity to receive text messages, many 911 systems across the Nation do not. As of June 2019, 1,189 U.S. counties have text-to-911 capacity (37% of total U.S. counties), and 29 percent of all U.S. PSAPs are capable of receiving texts (Fowlkes, 2019).

**Table 2. Response If Call System Is Overloaded During Disaster Situation\***

Response	Percent
Text message	21%
Physically move to get help (drive, walk, etc.)	18%
Internet-driven (social media, e-mail, etc.)	17%
Call someone directly for help (police, fire department, doctor, etc.)	8%
Send someone/ask someone nearby to help	7%
Yell for help	6%
Call family/friends to keep trying to get advice	5%
Would keep calling	5%
Radio, CB radio, ham radio	2%
Ask someone else in the area to call	1%
Other	11%

\*Total exceeds 100 percent because participants could choose multiple responses.

## Discussion

MVOSS respondents indicated the top three reasons for an emergency call were related to traffic safety. Since many 911 callers reported potentially dangerous drivers or MVCs, the important role of 911 in both preventing and responding to MVCs cannot be underestimated. Some municipalities actively promote use of 911 in reporting drunk drivers. State highway safety partners might consider more active promotion of 911 initiatives to help prevent MVCs.

More than 90 percent of respondents expected to receive EMD services when calling 911, and more than half did not know if 911 could locate a caller without being told the caller’s location. These results suggest a gap between public expectations of 911 services and current capabilities. While technical upgrades (also known as Next Generation 911 or NG911) enable improvements in technology, PSAPs need additional resources to implement these improvements. Nearly 70 percent of respondents indicated they would be willing to pay more for expanded 911 services.

NG911 has yet to be fully deployed in any jurisdiction. Once functional, it will facilitate text, data (e.g., Advanced Automatic Crash Notification), and multimedia submissions from callers to PSAPs. NG911 will also help handle system overload during disasters, with the capability to transfer calls and data between PSAPs – a function the current infrastructure does not have.

The National 911 Program supports State and local conversion to NG911 through the development of resources, coordination of 911 stakeholder efforts, and oversight of a grant program to improve PSAPs. The program is collecting data on which states currently have EMD and measuring progress toward full NG911 implementation. These data will be available on 911.gov. The National 911 Program also coordinated the efforts of 911 stakeholders to produce a doc-



ument containing best practices for PSAPs on the utilization of supplemental 911 caller location data, which stands to significantly improve 911 caller location data (NENA, NASNA, & iCERT, 2019).

Post-crash care is an integral part of traffic safety. A 911 call is often the first point of contact between the public and the trauma care system after a MVC. Improving the Nation's 911 system will contribute to NHTSA's vision of eliminating traffic fatalities and major injuries on the Nation's roadways.

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World Health Organization [WHO]. (2018). Global status report on road safety 2018: Summary. Available at: <https://apps.who.int/iris/bitstream/handle/10665/277370/WHO-NMH-NVI-18.20-eng.pdf?ua=1>

## How to Order

Download the final reports *2016 Motor Vehicle Occupant Safety Survey, Volumes #1 Methodology Report* and *#4 Emergency Medical Services and Other Traffic Safety Topics* at [www.nhtsa.gov](http://www.nhtsa.gov).

Suggested APA format citation for this Traffic Tech:

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U.S. Department of Transportation  
**National Highway Traffic Safety  
Administration**  
1200 New Jersey Avenue SE, NPJ-320  
Washington, DC 20590

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# MONTHLY UPDATE



## DIRECT FROM DANA



The Emergency Communication Networks (ECN) division is losing one of our finest. Chris Pedersen submitted her resignation, effective February 21. We wish Chris every success and sense of fulfillment in her new career endeavor. We feel very fortunate for the time Chris shared her professionalism, expertise and attention to every detail to support ECN and the Statewide Emergency Communications Board (SECB). We know she will be an equally fine asset to her new employer.

Cathy Anderson has kindly added the 2019 Annual E9-1-1 Audit Fund Report to her job responsibilities. She is in the process of personalizing the Fee Expenditure Reporting Forms for each eligible county. They will be emailed to the same person who completed and remitted them to us last year. If you are aware of changes in personnel, responsible for completing and remitting these forms, please directly reach out to Cathy Anderson with an updated contact. Completed forms reporting 2019 eligible expenses from the 9-1-1 fee allotments are due March 31.

### Language Line Facts

ECN engages in a contract for language translation line services on behalf of all Minnesota Public Safety Answering Points (PSAPs) to provide 9-1-1 call translation for non or limited English speaking callers. If your PSAP is unaware of this service, please reach out to [Dan Craigie](#) (651-201-7551) for information.

A typical month results in more than 900 calls throughout PSAPs across the State of Minnesota, with a combined cost of more than \$7,000. Language Line Solutions provides trained interpreters and to provide translation services for 240 languages. Typically Minnesota PSAPs request more than 25 different languages each month, with the top four languages consistently being Spanish, Somali, Hmong, and Karen.

### 2019 Emergency Communication Networks (ECN) Accomplishments

Annually, each division with the Minnesota Department of Public Safety (DPS) is required to provide a list of prior year accomplishments for the prior year to the Commissioner's Office who in turn provides them to the Governor's Office. Please see ECN's 2019 Accomplishments below:

#### 9-1-1

- Completed ingress network request for proposal (RFP) that will upgrade how originating service providers (OSP) connect to the 9-1-1 system. This new contract will impact up to 300 OSPs operating in Minnesota and, pending the award, will set the stage for a complete Next-Generation 9-1-1 (NG9-1-1) implementation in the coming years.

(continues to the next page)

February 2020

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## Cont. from Director Notes

- Further development of a statewide geospatial dataset that will be the foundation for NG9-1-1 services. This project involves all 87 counties, 102 PSAPs, and a multitude of municipalities, regional jurisdictions, tribal lands, and other partners. It will revolutionize how geospatial data is used for emergency services. This multi-year project continues to collect standards, develop standards, and perform outreach with success.
- Continued implementation of Text-to-911 across the state with several PSAPs now taking texts for their jurisdiction. ECN was also recognized for its successful outreach to the deaf and hard of hearing community.
- 96.5 percent of the top 30 Minnesota cities have text service covered by their own jurisdiction. Mankato and Shakopee texts are still answered by the regional text PSAP in each of their respective regions:

City	Rank	Population	Text in Jurisdiction
Minneapolis	1	404,670	Yes
St. Paul	2	297,160	Yes
Rochester	3	111,396	Yes
Duluth	4	86,164	Yes
Bloomington	5	85,080	Yes
Brooklyn Park	6	78,823	Yes
Plymouth	7	75,105	Yes
Maple Grove	8	66,969	Yes
St. Cloud	9	66,770	Yes
Woodbury	10	66,699	Yes
Eagan	11	65,874	Yes
Eden Prairie	12	63,206	Yes
Coon Rapids	13	62,159	Yes

Blaine	14	61,210	Yes
Burnsville	15	61,158	Yes
Lakeville	16	59,786	Yes
Minnetonka	17	51,651	Yes
Apple Valley	18	50,602	Yes
Edina	19	49,976	Yes
St. Louis Park	20	47,486	Yes
Moorhead	21	41,321	Yes
Mankato	22	40,900	No
Maplewood	23	39,678	Yes
Shakopee	24	39,656	No
Richfield	25	35,912	Yes
Cottage Grove	26	35,632	Yes
Roseville	27	35,254	Yes
Inver Grove Heights	28	34,757	Yes
Andover	29	31,906	Yes

- Session initiated protocol (SIP) upgrades were executed at three PSAPs in 2019, bringing the accumulative total to 54 PSAPs or 52 percent.
- Initial basic cybersecurity initiatives continue to be supported with the implementation of two firewalls in each PSAP. In 2019, the first five PSAPs received firewalls to protect their own call handling systems and networks from unauthorized access and service disruptions.
- ECN was the recipient of the Access Award by the Minnesota Commission of the Deaf, Deafblind & Hard of Hearing which acknowledged the notable work by the ECN 9-1-1 Program to increase the accessibility of services for and with deaf, deafblind, and hard of hearing Minnesotans.
- ECN cooperated with an investigation by the Minnesota Public Utilities Commission (PUC) of our state contracted 9-1-1 vendor (CenturyLink) and its

subcontractor (West Safety Services) following a significant service disruption in August 2018. Remediation steps include developing a Crisis Communications Plan to better respond to future 9-1-1 service disruptions. This includes a messaging strategy as well as communications at the PSAP level.

#### Interoperability (9-1-1)

- Twenty PSAPs have engaged in a contract with a single 9-1-1 call handling vendor who will implement a shared call handling service on a statewide level. Service as a System (SAAS) nodes have been turned up and tested in two diverse locations in Minnesota. Each PSAP sharing this call handling system will have two diverse and redundant circuits delivering 9-1-1 calls. The turn-up schedule began Jan. 20 and will continue through 2020.
- ECN was awarded a grant through the National 9-1-1 Office, which is being subgranted to regions for expanding NG9-1-1 migration. In addition to supporting the 9-1-1 geospatial information systems (GIS) project and the shared call handling system project, one region has been awarded grant funding to evaluate the feasibility of statewide computer aided dispatch (CAD)-to-CAD interoperability project. Initial meetings have been held with potential vendors who can support such an initiative.

#### Allied Radio Matrix for Emergency Responders (ARMER)

- ECN provides the majority of the funding to sustain ARMER and takes a leadership role in negotiating upgrade and maintenance agreements with the ARMER system vendor, Motorola. In preparation for the December 2020 expiration of existing agreements, ECN has engaged a professional services contractor to provide assist in navigating this process. Throughout 2019, there was significant growth in understanding and increased clarity in the path forward.
- ECN partnered with Minnesota Department of Transportation (MnDOT) to reduce the cybersecurity risk to ARMER. A cybersecurity workgroup was formalized under the Land Mobile Radio (LMR) Committee of the SECB. ECN also partnered with the U.S. Department of Homeland Security (DHS) to bring a cybersecurity tabletop exercise to Minnesota. The

training opportunity addressed cybersecurity risks and the need for a cybersecurity program. ECN then developed a work plan to address known risks from a cybersecurity assessment.

- ECN initiated a three-phase examination of encryption on ARMER. The first phase was of providing basic education to level set understanding was completed. Planning for the next two phases are underway. These next steps are surveying current use/anticipated needs and establishing a formal workgroup to decide a course for moving forward.
- ECN led a year-long workgroup through the review of several standards related to participation on ARMER. The workgroup updated and consolidated five existing standards into one standard that addresses today's needs.
- ECN supported the SECB governance process in addressing newly-identified technology issues related to patching of ARMER talkgroups. ECN supported bringing the concerns of technologists to the governance process. To that end, the SECB drafted a letter of concern to the state's LMR provider, Motorola. ECN educated ARMER users on the issue and provided best practices for navigating the issue until a permanent solution was identified. ECN pursued this matter until a viable solution to the problem was presented. ECN will stay involved until the issue is fully mitigated.
- ECN assisted Dickinson County, Iowa; Worth, County, Iowa; and Burlington Northern Sante Fe (BNSF) Railroad Police with the requests to be interoperability participants on ARMER. Interoperability participants do not use ARMER for day-to-day operations but have purchased subscriber equipment providing them direct access to ARMER when working with a Minnesota public safety entity.

#### Interoperability (LMR)

- ECN matured the Communications Unit (COMU) program through training, recognition, and policy development. In 2019, twenty-eight people were classroom trained in three different COMU positions. This included a brand new COMU position focused on information technology needs of an incident. Six people completed post-classroom training requirements and received state recognition in four

different COMU positions. Policies were refreshed and approved by the SECB. The first COMU report was delivered to the Interoperability Committee.

- ECN asked the Interoperability Committee of the SECB to empanel a workgroup to formally consider the anticipated demand for emerging technology allowing for inexpensive connectivity and interoperability of push-to-talk applications on cellular devices and ARMER talkgroups.

#### Wireless Broadband and Applications (WBB&A)

- ECN established a Wireless Broadband User Forum for public safety users. The first meeting was a two-day session in May with AT&T/FirstNet, the FirstNet Authority, ECN, and Minnesota public safety stakeholders. The User Forum will be an on-going program conducted bi-annually in varying locations across the state.
- ECN established a bi-annual meeting with FirstNet and the FirstNet Authority to discuss coverage build out and continued progress updates on the network for ECN staff.
- ECN attended several meetings for outreach and education:
  - The Minnesota Sheriff's Association orientation for newly elected sheriffs and deputy sheriffs
  - The Association of Minnesota Counties Conference
  - Hennepin County Emergency Management meeting with leadership on WebEOC
  - Homeland Security and Emergency Management (HSEM) Governor's Conference
  - National Basketball Association (NBA) Final Four coordination activities with the City of Minneapolis
  - International Wireless Communication Expo (IWCE)
  - IWCE Santa Clara Saving Lives Conference
  - FirstNet Roadmap Meeting
  - Boulder Colorado FirstNet Authority and Public Safety Communications Research (PSCR) lab tours
  - Association of Public Safety Communications Officials – International (APCO) Conference
  - Public Safety Communications Research (PSCR) division conference

- The Government Information Technology (IT) Symposium
- Update on the Minnesota Cyber Range at Metro State University
- The Verizon Convergence Exercise
- More than 30 public safety constituents attended public safety communications conferences across the country to learn and understand new and emerging technologies within wireless broadband with assistance from ECN.
- ECN awarded a professional and technical assistance contract to Televate, LLC to assist with project management and program consultation for the WBB&A Program in alignment with the requirements of the State and Local Implementation Grant Program 2.0 (SLIGP2.0). A survey was prepared with Televate's support to be distributed to public safety agencies statewide last month. Interviews have been scheduled with key leaders and stakeholders across the state to better understand both minimum expectations, as well as desired immediate and long term needs for wireless broadband use within Minnesota's public safety community.
- ECN (along with the professional and technical support from Televate) established a project plan for the next three years based upon strategies and tactics that were identified within the SECB 2019-2021 strategic plan. The project plan maps out data technology transitions, assessment of applications & methods for data sharing, the integration of communication technology, and wireless network coverage verification. It further identifies the need for new policies and agreements to encourage interoperability and mutual aid. The plan will guide the WBB&A committee by providing more granular steps within each strategy identified within the strategic plan.
- ECN realigned the function of the Interoperable Data Committee (IDC) of the SECB to the WBB&A Committee to better represent with the future role of this committee. The committee faces new priorities and initiatives after Governor Dayton decided to opt Minnesota in to FirstNet in October 2017. That was followed by the FirstNet core going on-line in March 2018. This change requires additional outreach and education for information technology leaders who support first responders, as well as a need for

operational end users to participate on the committee and workgroups.

- ECN supported the development of two new workgroups under the WBB&A Committee: the Applications Workgroup and the Standards Workgroup. Both workgroups joined efforts in reviewing the lengthy list of the 2015 Minnesota requirements. Significant progress has been made in refining and reprioritizing the requirements list to ensure they remain visibly addressed by FirstNet. Upon completion, the WBB&A Committee will prepare a list of questions to be posed to all wireless carriers in Minnesota. The goal is to garner a comparison of features that can be evaluated by public safety stakeholders when planning to procure a vendor for wireless broadband service.
- DPS leadership and Minnesota IT Services (MNIT) have approved a contract to establish a coverage assessment tool for data analysis and mapping of wireless broadband Long-Term Evolution (LTE) coverage in the state on any carrier providing public safety service. The SLIGP2.0 grant allows for areas designated as covered to be tested independently.
- ECN participated on a webinar and also filed comments in response to a Federal Communications Commission (FCC) request for comments encouraging interoperability and bi-directional roaming between FirstNet and the networks of other carriers that provide service to public safety entities. AT&T and the FirstNet Authority have interoperability only on its exclusive AT&T network and there is no roaming agreement between carriers.
- ECN was the first state to support Colorado & the Boulder Regional Emergency Telephone System (BRETSA) in its efforts for full interoperability. Minnesota is leading the way to achieving the network needed for public safety. The following states have since stated their support of the declaration, Pennsylvania, New Jersey, Illinois, and New Mexico.

#### Interoperability (WBB&A)

- ECN matured the use of the federal database and tool, Homeland Security Information Network (HSIN). The platform is used to allow the Minnesota's public safety stakeholders to share information concerning

the use of applications and functionality of users on FirstNet, or other public safety network spectrum over a private, secure website.

- ECN continues the dialogue between the FirstNet Authority as well as the FirstNet/AT&T team in Minnesota. Verizon has participated in dialogue to continue towards nationwide interoperability on wireless networks as well.

#### Integrated Public Alert and Warning (IPAWS)

- Facilitated five public alerting authority workshops with 69 attendees in the following counties: Freeborn, Douglas, Rice (2), and Winona.
- Presented two IPAWS sessions at the 10th Annual Public Safety Communications Conference.
- Spoke at the FCC Workshop on Multi-lingual Alerting in Washington, D.C.
- Led two Federal Emergency Management Agency (FEMA) Warning Coordination Courses (G-272) for the HSEM training program.
- Presented IPAWS for Incident Command System (ICS) for the Dakota County Emergency Services Committee and the Dakota County Fire Chiefs Association.
- Tracked county use of IPAWS alerts and followed up with counties on processes and improvement as needed.
- Tracked counties testing with IPAWS and followed up with those who needed assistance on processes and improvements.
- Presented at the Association for Minnesota Public Educational Radio Stations (AMPERS) annual meeting.
- Assisted more than 20 counties with implementing their weekly testing programs.
- Participated in three national workgroups to form guidance for locals in the area of alert, warning, and notification.
- Coordinated with the Bureau of Criminal Apprehension (BCA) and Emergency Alert System (EAS) participants on the first ever BLUE Alert Test in Minnesota.
- Led training and development program for the ECN 2019 summer interns.

## Interoperability (IPAWS)

- Followed federal legislation that impacts public alert, warning and notification and kept leadership informed on possible ramifications to the state, tribal, and local jurisdictions.
- Assisted more than 20 counties in understanding why and how to perform the newly required FEMA proficiency demonstrations.
- Attended the Minnesota Broadcasters Association (MBA) Annual Meeting to promote statewide alert and warning, and BLUE Alert awareness.
- Presented on IPAWS at five of the six HSEM quarterly meetings.

## 2019 ECN Stakeholder Engagement Activities

- Supported more than 85 SECB Board, Committee, and Workgroup Meetings.
- Participated in more than 100 regional governance meetings.
- Hosted three regional leadership meetings.
- Published 12 monthly newsletters.
- Hosted seven regional GIS workshops.
- Hosted the 2019 Public Safety Communications Conference, which included:
  - 359 attendees
  - 33 exhibitors
  - 48 sessions
  - 2 case studies

# 9-1-1 NEWS

## GIS

Last month, ECN and the Minnesota Geospatial Information Office (MnGeo) staff attended the National Emergency Number Association (NENA) [NG9-1-1 Standards & Best Practices Conference](#) in Austin, TX. The conference includes sessions such as “End-to-End Next Generation Emergency Services: What Does It Look Like?” This session and others discussed the building blocks, standards and multi-media aspects of the emergency services. In addition, several sessions addressed GIS specific issues such as data preparation and stewardship.

The NG9-1-1 GIS project roadmap is beginning the review process and is awaiting release for publication. This document details the comprehensive plan for the NG9-1-1 GIS program. The roadmap will address:

- Required Datasets and Standards
- Data Aggregation Workflow
- Data Quality
- Data Management Solutions and Requirements
- Outreach and Education

ECN and MnGeo staff are active contributors and participants in NENA committees and workgroups. MnGeo staff are on the road centerlines working group and the emergency service boundary working group.

More information about the GIS project can be found on ECN’s NG9-1-1 [GIS Project website](#).

[Norm Anderson](#) (651-201-2483 or 651-201-7559) is the GIS Project Manager for ECN and MnGeo. [Akiko Nakamura](#) (651-201-7558) from our office is also working on the project. Reach out to either one of them with questions related to the GIS project.

## Ingress Network Updates

We continue to make significant progress toward our Ingress Network RFP. There are four stages involved in an RFP:

1. Review
2. Evaluation
3. Selection
4. Contract signature

Currently, we are navigating through the evaluation phase, and look forward to the next steps as we move toward a better technological E9-1-1 network for the State of Minnesota.

# ARMER

## SUA Negotiations

As part of their contract to assist us in negotiating the best possible price for a System Upgrade Agreement (SUA), Tusa Consulting has been interviewing subsystem owners. In February and March, they will be presenting



to regional leadership the tasks Tusa has been contracted to perform, their process, their timeline, and the deliverables. They will also detail Tusa's analysis of the current service and upgrade agreements; Tusa's analysis of subsystem owner service and upgrade agreements; exploration of cost containment strategies; and exploration of cost benefit analysis. A March 1 deadline has been set to identify core contract elements.

### Inter-Zone Patching

At the request of the LMR Committee, the SECB sent a letter to Motorola expressing dissatisfaction with how inter-zone patching works. In 2019, ARMER system administrators discovered that when talkgroups mapped to different zones were patched, end users on different talkgroups were able to transmit over the top of someone transmitting on the other side of a patch.

Motorola recently advised Minnesota of a potential fix to this issue and intends to present this update to the LMR Committee at its February meeting.

## IPAWS

On Feb. 5, 2020, citizens of six counties in northeastern Minnesota were impacted by a Wireless Emergency Alert (WEA) message intended to be a routine TEST disseminated by HSEM that inadvertently went LIVE as an "evacuate immediately" message, without indicating it was a TEST message. As a reminder, when conducting any system testing, make sure you are taking the time to thoroughly read the prompts that appear on the computer screen. Don't be in a rush. The prompts are inserted to assist in avoiding missed steps that lead to mistakes and false alarms.

There are 21 counties due to renew their Collaborating Operating Group (COG) Certificates on March 30. FEMA should be contacting each county with a new certificate. If your county is listed below and you have not heard from FEMA by March 23, please contact ECN Director [Dana Wahlberg](#):

- |            |              |
|------------|--------------|
| • Becker   | • Clearwater |
| • Beltrami | • Douglas    |
| • Benton   | • Fillmore   |

- |                       |              |
|-----------------------|--------------|
| • Goodhue             | • Otter Tail |
| • Hubbard             | • Pennington |
| • Kittson             | • Polk       |
| • Lake of the Woods   | • Roseau     |
| • Lyon                | • Sherburne  |
| • Meeker              | • Stearns    |
| • City of Minneapolis | • Winona     |

IPAWS Program Manager John Dooley continues to make good progress following his stroke in December. He is eager to return to the office to provide additional training and support to Minnesota counties to ensure everyone feels confident with using the IPAWS equipment.

## Interoperability

### Minnesota Land Mobile Radio Conventional Interoperability Plan

Last month, the Interoperability Committee and the SECB approved the 2020 Minnesota Land Mobile Radio Conventional Interoperability Plan. This plan calls for the update of Minnesota's fixed conventional VHF and 800 MHz interoperability resources. Next, MnDOT will endeavor to define a technical transition plan and ECN will work on updating standards as well as a training plan. A copy of the plan can be found on the [ECN Interoperability webpage](#).

### Interstate Interoperability

Maturing land mobile radio interoperability with our interstate neighbors has long been a priority of the SECB and ECN. The state has supported the deployment of control stations to the dispatch centers of many non-Minnesota border counties giving them access to ARMER. These technology deployments have resulted in varying degrees of success. As our neighbors now migrate from legacy county-run VHF systems to their own statewide radio systems, the way we look at interstate interoperability must evolve. To that end, Statewide Interoperability Coordinator (SWIC) Jim Stromberg and Regional Interoperability Coordinator Steve Tait have drafted an Interstate Interoperability Best Practices Guide as well as a detailed technical plan.

The Interoperability Committee has supported the creation of a workgroup to review and refine these two draft documents. SWIC Stromberg specifically asked for

one technical and one operational/dispatch representative from each Emergency Communications/Services Board region to participate. Please contact [SWIC Stromberg](#) (651-201-7557) if you are interested in serving on this workgroup.

### Communications Unit Reports

SWIC Stromberg has asked members of the COMU Workgroup to work with their Emergency Communications/Services Board regions to draft annual COMU Reports. The COMU Standard Operating Guidelines (SOGs) ask each region to provide a report summarizing exercises, significant events, trends and concerns. SWIC Stromberg must also draft a statewide report. This will be the second year of this COMU report.

SWIC Stromberg requested regional reports be submitted to him by Feb. 18 for presentation in March 2020.

## AHA/CPR Legislation Status

ECN has been asked to discontinue efforts in preparing training to support PSAPs in meeting the new statutory requirement for either performing Telephone Cardio Pulmonary Resuscitation (T-CPR) or transferring full cardiac arrest calls to a secondary PSAP capable of performing T-CPR. The bill takes effect July 1, 2021.

Given the number of existing training options available, the NG9-1-1 Committee chair prefers to select an established platform. Some training options may be free. Costs are associated with others. Chair Dar Pankonie will engage in a discussion with the committee to choose the best option for Minnesota PSAPs. Committee member representatives from each region will be asked to go back to their respective regions for additional input to help select the best option for Minnesota. The intent of the training is to present an option that may be adopted by PSAPs regardless of what they are doing today and which option they intend to pursue to meet the implementation deadline. There is a nominal amount of dedicated funding (limited to FY20-21) in the ECN budget to help offset financial costs associated with this implementation.

T-CPR will be an agenda item at the 9-1-1 Committee meeting on Feb. 19 from 1-3 pm. The meeting materials call-in information may be found [here](#). Please feel free to join as a guest or reach out to one of your regional member [representatives](#) for more details.

## Wireless Broadband - FirstNet

### Wireless Broadband User Forums Held Across Minnesota



Last week, the First Responder Network Authority (FirstNet Authority) and the State of Minnesota hosted a series of FirstNet User forums. Public safety stakeholders gathered in St. Cloud (Feb. 4), Walker (Feb. 5) and North Mankato (Feb. 7) to learn more about the FirstNet network statewide build-out and available services, provide feedback regarding broadband challenges, and discuss how FirstNet can help overcome these challenges.

FirstNet Authority experts Lesia Dickson and Tim Pierce addressed the day-long events, updating the audience about upcoming network plans and the [FirstNet Authority Roadmap and its six technology domains](#). The FirstNet Authority team reiterated the importance of receiving valuable stakeholder feedback to help advance the FirstNet experience and influence future investments. Discussion highlighted best practices when planning for and requesting a FirstNet deployable asset, including the triage request process and combining assets with mutual aid.

FirstNet Authority's Amy Haukness also facilitated discussions on the User Experience and Voice Communications Roadmap Domains. Participants shared feedback and experiences using data during day-to-day and emergency operations. The forum wrapped up with the AT&T FirstNet team displaying network products and

services, including the Uplift Request Tool and the FirstNet Assist App.

The FirstNet Authority thanks ECN for hosting the user forums, and looks forward to continued collaboration.

## Upcoming Events



ECN is excited to announce the 11<sup>th</sup> Annual Minnesota Public Safety Communications Conference, April 15-17, 2020 at the InterContinental Hotel in St. Paul.

Details about the conference for sponsors, exhibitors and participants can be found on the ECN website, or by clicking [here](#).

Updates will be made as additional plans are confirmed, so check back often.



# METROPOLITAN EMERGENCY SERVICES BOARD

## EXECUTIVE COMMITTEE MEETING MINUTES

February 12, 2020

### Commissioners:

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

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

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

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

### 1. Call to Order

The meeting was called to order at 10:00 a.m. by MESB Vice-Chair, Commissioner Egan.

### 2. Oath of Office

Commissioner Egan administered the oath of office to Commissioner Irene Fernando.

### 3. Approval of February 12, 2020 Agenda

Jill Rohret asked that two items be added to the February 12, 2020 agenda: 6A. Invitation to Serve on or Nominate Individual for the NG9-1-1 Interoperability Oversight Commission and 8C. Discussion of AMC legislative initiative.

*Motion by Commissioner Ische, seconded by Commissioner Wolf to approve the amended February 2020 Executive Committee agenda. Motion carried.*

### 4. Approval of October 9, 2019 Executive Committee Minutes

*Motion by Commissioner Wolf, seconded by Commissioner Ische to approve the October 9, 2019 Executive Committee minutes. Motion carried.*

### 5. Radio Items

#### A. Approval of Rice/Steele PSAP Use of METCOM

Tracey Fredrick said the Rice/Steele PSAP requests a variance to use the metro METCOM talkgroup for hailing and interoperability with neighboring metro region PSAPs, Dakota Communications Center (DCC) and Scott County Sheriff's Office. The DCC serves as Rice/Steele PSAP's back-up center. The Radio TOC recommends approval of this variance request. Fredrick noted that a similar request from Goodhue County in 2011 was denied.

Commissioner Egan was advised by the Dakota County Risk Management team to recommend approval of this request.

Commissioner Gamache asked for more detail on the motion to deny METCOM usage by Goodhue County.

Fredrick said that Goodhue County was not a back-up center for any other PSAP.

Rohret said that this is a PSAP to PSAP talk group, and there is a desire to keep the chatter to a minimum. Due to that, the Radio TOC denied the Goodhue County request to keep users to a smaller group.

## METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve the Rice/Steele PSAP request to use METCOM. Motion carried.*

### **B. Discussion: Amendments to Metro ARMER Standard 6.2.0 – User Fees**

Rohret said that Metro Standard 6.2.0 was developed by the old Metropolitan Radio Board (MRB) to address funding requirements at that time. When the MESB was formed, it adopted all of the MRB standards and replaced all references to the MRB with the MESB. In 2007, the Legislature provided funding for all ARMER backbone expenses; due to this funding, the MESB stopped charging radio user fees in 2007. The question before the Executive Committee is whether the standard should be amended to create a generic standard or if the standard should be deleted because it is obsolete. The only scenario for charging user fees again would be the legislature where they no longer provided funding.

Commissioner McMahon asked if there would be any financial impact on the MESB to delete this standard.

Rohret said no, this standard which has not been in use since 2007 is outdated and the formulas are obsolete.

Commissioner McMahon said that it might be appropriate to come up with a user fee policy to protect ourselves in the future. A sub-committee could be formed to discuss this.

Commissioner Schmiesing said he was concerned that a new policy on user fees might raise an issue that does not need to be raised. Commissioner Ische agreed.

Commissioner Fernando said she would sum up this item as having several parts. The first being that there is a policy on the books that is not being followed. She is in favor of conveying that. Secondly, do we want to solve the potential future user fee question now? It might make more sense to come up with a set of protocols on how to respond should the situation arise when user fees are brought up again.

Commissioner Anderson asked if the formula was the real issue because it was an old outdated formula.

Rohret said that it would be difficult to come up with a formula for an unknown future fee/cost allocation. It is possible that the SECB could determine the exact fee, if needed, or it could pass an expense amount to the region to determine how the fee would be determined. She noted that the old formula was unpopular and difficult to administer; each year it was in place and charged, the MESB received a subsidy from the Statewide Radio Board to lower the amount charged. Rohret said that the MESB could delete this standard and could always develop a new standard in the future if one was needed.

Commissioner Egan said that this discussion will go before the full board. There seems to be two options for the Board. It could delete the standard or create a policy preemptively which could indicate to the legislature that the MESB currently charges a fee.

Commissioner Fernando said that perhaps coming up with a protocol should the user fee situation resurface. The MESB could write a position statement stating it is not in favor of charging user fees unless it is thought all the way through and this statement would stand to preserve and advocate for our responsibilities.

The consensus of the committee was to delete the standard but reserve the right to develop a new standard in the future if needed.

# METROPOLITAN EMERGENCY SERVICES BOARD

## **C. Discussion: Metro Mobility Update**

Fredrick said over the course of 2019, Metro Mobility made presentations to both the Radio TOC and the Board about improvements to its internal controls and systems to reduce its usage on the ARMER system.

Metro Mobility presented a plan of action to the Radio TOC in February 2019 and to the Board in March 2019. The agreement from the Radio TOC was to monitor the implementation process of the new system and analyze usage data from the time of implementation of improvements which was scheduled to begin during August 2019 and go through January 2020.

At the January Radio TOC, Metro Mobility indicated that about 50% of their installations are complete. Due to the fact that the improvement implementations have been delayed numerous times, at this date there are only a few weeks of data to review. The Radio TOC requested Metro Mobility to return at its March meeting for another presentation with additional data. Currently, Metro Mobility was scheduled to present at the March MESB meeting, though the MESB meeting will occur prior to the March Radio TOC meeting. Fredrick said she thinks it would be better for Metro Mobility to present at the May MESB meeting.

Commissioner Fernando asked for Fredrick to clarify if this issue was mostly about capacity or mostly about financial. Fredrick said both. Metro Transit does not pay rent or utilities but is one of the biggest users on the system. Fernando asked if the main stakeholders should be the ones to make the decision on the best course of action if usage remains high. Frederick said there is a sub-committee that has been meeting to discuss options in case Metro Mobility's usage does not reduce with this solution.

The consensus of the committee was for Metro Mobility to present at the May MESB meeting.

## **6. 9-1-1 Items**

### **A. Invitation to Nominate Individual for the NG9-1-1 Interoperability Oversight Commission**

Pete Eggimann said that NENA is constituting an NG9-1-1 Interoperability Oversight Commission to oversee and govern the establishment and implementation of interoperability and security between NG9-1-1 systems. There is a seat for someone "representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network with a region smaller than a US state." Eggimann noted that there are not many regional 9-1-1 authorities and it would make sense for the Board to nominate someone for this position.

Rohret noted that submissions are due by February 24, so this item will not go before the Board prior to its submission. It will be on the March Board agenda for ratification.

Commissioner Fernando volunteered to be nominated for the commission.

*Motion made by Commissioner Wolf, seconded by Commissioner Anderson to nominate Commissioner Fernando to serve on the NG9-1-1 Interoperability Oversight Commission. Motion carried.*

Jay Arneson noted that a participant by phone cannot vote in a motion.

## **7. EMS Items – None**

## **8. Administrative Items**

### **A. Approval of Draft MESB Policy 033 – PERA Phased Retirement Option (PRO)**

## METROPOLITAN EMERGENCY SERVICES BOARD

Rohret said the MESB approved PRO participation at the November 2019 meeting. The Executive Director was to bring back a policy for the board to review regarding how the MESB would implement the option. The draft policy mirrors the Dakota County PRO policy.

Rohret said that the Executive Director, per employment agreement, has hiring authority; as such, the Executive Director has the ability to offer the PRO to staff. The MESB policy caps this option at one one-year, at the discretion of the Executive Director. The policy lists the benefits available to staff.

*Motion made by Commissioner Schmiesing, seconded by Commissioner Wolf to recommend approval of draft MESB Policy 033 – Phased Retirement Option. Motion carried.*

### **B. Approval of Executive Director Travel Requests**

The Executive Director requested approval to travel to the 2020 APCO Annual Conference and the MTUG National Meeting in Orlando, August 2-7, 2020. The travel request is for \$2,259.00 and is included in the 2020 MESB operational budget.

*Motion made by Commissioner Wolf, seconded by Commissioner Fernando to approve Executive director's travel to the August 2020 APCO/MTUG conferences. Motion carried.*

### **C. Discussion of AMC Legislative Initiative Regarding the 9-1-1 Fee**

Rohret said MESB staff and lobbyists met with Carli Stark of the Association of Minnesota Counties (AMC). Ms. Stark has been directed to pursue legislation during the 2020 session to keep the 9-1-1 fee at 95 cents. Currently, statute requires the 9-1-1 fee to be lowered once the ARMER bonds are paid off. The MESB has made a recommendation to AMC to have a plan for use of the funds, such as increasing the amount of money distributed to PSAPs, and/or providing some funds for 9-1-1-related GIS work by counties, which is an initiative supported by the Minnesota Counties IT Leadership Association (MNCITLA).

The consensus of the committee was that the MESB would support such an initiative.

## **9. Old Business**

### **A. CLOSED MEETING for Attorney-Client Privileged Discussion re: Discrimination Claim**

*Motion made by Commissioner Wolf, seconded by Commissioner Schmiesing to close the meeting. Motion carried.*

*Motion made by Commissioner Wolf, seconded by Commissioner Gamache to open the meeting. Motion carried.*

Commissioner Egan stated the committee received an update regarding a discrimination claim.

## **10. New Business – None**

## **11. Adjournment**

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

Meeting adjourned at 11:45 a.m.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**4A. Approval of Rice/Steele  
PSAP Use of METCOM**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

The Executive Committee recommends approval for the Rice/Steele PSAP to use METCOM talkgroup.

### **BACKGROUND**

In 2007, the MESB approved the creation of the METCOM talkgroup, which is a region-wide talkgroup used to facilitate communications between PSAPs. This talkgroup is, according to the standard, only allowed in consoles; requests to include the resource in portable radios or to be used in PSAPs outside of the metro region require approval of the Board.

In 2011, the MESB Interoperability Subcommittee denied a request from Goodhue County to use the resource to hail and interoperate with Dakota Communications Center.

### **ISSUES & CONCERNS**

The Rice/Steele PSAP requests use of the metro-wide talkgroup METCOM for hailing and interoperability with neighboring metro region PSAPs, Dakota Communications Center and Scott County Sheriff's Office. The Rice/Steele PSAP's use of METCOM will conform to the requirements of Metro Standard 3.30.0 – METCOM Rice/Steele PSAP will add the talkgroup to six consoles in its dispatch center.

Dakota Communications Center is the back-up center for the Rice/Steele PSAP.

The Rice/Steele PSAP is located outside of the metro region, thus requires Board approval to use the resource. This is the first request from outside the metro region which is recommended for approval. A similar request from Goodhue County was denied in 2011. The Radio TOC decided to allow Rice/Steele PSAP to use the resource because it borders more than one metro region PSAP.

Additional requests could be received from counties outside of the metro region.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



# ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
<b>Entity:</b> Rice & Steele 911 Center	<b>Date:</b> 12/27/2019
<b>Requestor:</b> Jill Bondhus	
<b>Address:</b> 204 Pearl St E	
<b>Telephone:</b> 507-363-6464	
<b>Email:</b> jbondhus@rsc-psap.org	
<b>Requestor Signature:</b> <i>Jill Bondhus</i>	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID <small>(provided by Authorizing Agency)</small>
<b>Example: CM-CALL - CM-TAC12</b>	<b>Portables   Mobiles   Consoles</b>	<b>16 portables and 12 mobiles</b>	
METCOM	CONSOLES	6	

Reason for the Request
<p><b>Example:</b> Add regional talkgroups to fire department portable and mobile radios for interoperability with other neighboring departments.</p> <p>Add bordering radio region PSAP call/hailing channels for interoperability with other neighboring departments.</p>

Authorizing Entity Information			
<b>Approval:</b>	YES	NO	YES w/CONDITIONS (see below)
<b>Approved By:</b>			
<b>Approver's Entity:</b>			
<b>Approver's Telephone:</b>			
<b>Approver's Email:</b>			
<b>Approver's Signature:</b>			<b>Date:</b>

Conditions
<p><b>Example:</b> Request authorization must be reviewed and renewed every two years from approver's signature date.</p>

*Talkgroup Authorization Requests are considered by the talkgroup's owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.*

## METRO REGION

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

Document Section:	<b>3 - Interoperability Guidelines</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 3.30.0</b>	Date: 05/23/07
Procedure Title:	<b>800 MHz METCOM Talkgroup</b>	
Date Established:	<b>5/2/07</b>	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:		Date: 06/13/07

#### **1. Purpose or Objective**

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

#### **2. Technical Background:**

##### **▪ Capabilities**

The **METCOM** talkgroup is a metro region-wide talkgroup intended to facilitate communications between dispatch centers.

##### **▪ Constraints**

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

#### **3. Operational Context:**

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

#### **4. Recommended Protocol/ Standard:**

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

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

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

FINAL

FINAL

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

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

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.

<b><u>TG Requirements</u></b>	<b><u>For Whom?</u></b>
Mandatory	All Region Dispatch Centers
Highly Recommended	EOCs, Incident Command Centers
Optional	None
Not Allowed	Mobile and Portable Radios

<b><u>Cross Patch Standard</u></b>	<b><u>YES / NO</u></b>	<b><u>To Talkgroup(s)</u></b>
Soft Patch	No	NA
Hard Patch	No	NA

**No personnel in any dispatch center shall soft patch the 800 MHz METCOM talkgroup to an 800 MHz trunked talkgroup, RF control station or conventional resource (See Metro Standard 3.24.0).**

#### **5. Recommended Procedure:**

Any user transmitting information to another shall:

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

#### **6. Management**

The dispatch center managers for agencies on the regional 800 MHz radio system shall insure that there is a procedure for use of the METCOM talkgroup in the dispatch center for which they are responsible.

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

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly Interoperability Subcommittee meetings for resolution.





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**4B. Deletion of Metro Standard**

**6.2.0 – User Fees**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

The Executive Committee recommends Metro Radio Standard 6.2.0 – User Fees be deleted.

### **BACKGROUND**

When the Metropolitan Emergency Services Board was formed in 2005, it voted to implement all of the existing radio standards approved by the Metropolitan Radio Board. In so doing, all references to the Metropolitan Radio Board were replaced with Metropolitan Emergency Services Board.

Over the course of 2019, all radio standards were reviewed for accuracy and were, if necessary, amended by the MESB. Only one standard was not reviewed as it pertains to policy which should be determined by the Board, rather than the Radio TOC; that standard is Metro Standard 6.2.0 – User Fees, which was last revised in January 2005.

### **ISSUES & CONCERNS**

Metro Standard 6.2.0 – User Fees was approved by the Metropolitan Radio Board (MRB) to govern how it would charge user fees to ARMER system users in the metropolitan region, based on statute enacted at that time. Statute stated the MRB could determine how capital, operating and administrative costs of the first phase system (backbone) would be spread across users of the system. At that time, the MRB received a portion of the 9-1-1 surcharge revenues to pay for a portion of the system's capital and operating expenses; the Board's administrative expenses were not an eligible use of the 9-1-1 surcharge revenues.

The MRB began charging user fees in 2003 at a rate of \$45.96 per radio per year, or \$3.83 per radio per month. This fee was charged to all ARMER users at that time, regardless of whether the user primarily operated on the backbone system or a county/city-owned subsystem. This fee helped to cover the MRB's administrative and overhead costs, which were not an eligible use of the 9-1-1 surcharge revenues.

When it became known that the MRB would have to sunset in 2005, it was learned that the successor agency would not receive a portion of the 9-1-1 surcharge revenues to pay for ARMER operating costs. By agreement with MnDOT in existence at that time, MnDOT paid 53.6% of the ARMER backbone operating costs, and the MRB paid 46.4% of those costs. For several years, no actual costs were exchanged between the two agencies as the MRB paid for

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**4B. Deletion of Metro Standard**

**6.2.0 – User Fees**

**Presenter:**

**Fredrick**

the entirety of the Zone 2 zone controller, thus no operating costs were paid. Once MnDOT's share of the zone controller was paid, and the Board no longer received 9-1-1 surcharge revenues, the Board would have to start paying its share of the system operating costs. A committee was formed to create a cost allocation formula.

The formula developed was tiered based on a user's investment in the ARMER system and was implemented by the MESB in 2006. A county like Hennepin County, which built its own subsystem, including prime site controller, paid \$26.86 per radio per year, while a backbone-only system user paid \$186.30 per radio per year. The amount varied year to year by the estimated rent, utility, and Motorola service contract expenses, and whether the Statewide Radio Board (SRB) would provide a subsidy to the MESB to reduce the amount charged in user fees. The SRB provided such an allocation in 2006 and the first half of 2007. It should be noted that the aforementioned fees included the subsidy provided by the SRB.

In 2007, the Minnesota Legislature passed legislation that allowed for the 9-1-1 surcharge revenues to pay all of the ARMER system's backbone operating costs, thereby eliminating the need for the MESB to charge user fees to pay for a portion of those costs. This legislation did not cover costs associated with county-owned infrastructure. As a result, the MESB stopped charging user fees to metro ARMER users effective July 1, 2007.

The Executive Committee discussed this standard and decided to delete the standard, noting that if a need arises in the future for a standard on this topic, the Board can implement a new version.

### **FINANCIAL IMPACT**

None to the MESB at this time.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

## METRO REGION

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

Document Section:	<b>6 – Financial Policies &amp; Procedures</b>	Radio TOC Approval – Signature:
Sub-Section:	<b>METRO 6.2.0</b>	
Procedure Title:	<b>User Fees for Administration</b>	
Date Established:	<b>8/27/01</b>	
Replaces Document Dated:	<b>8/27/01</b>	MESB Approval - Signature:
Date Revised:	<b>1/27/05</b>	9/07/01

This standard has been deleted per MESB action on March 11, 2020. Should the need for a new standard on this topic arise in the future, a new standard will be developed.

#### **1. Purpose or Objective**

~~The purpose of this standard is to outline a procedure for determining costs of operation, administration, and maintenance of the first phase backbone system and for billing each agency its prorated share. The standard is governed by Minnesota Statutes 473.902, which grants the Metropolitan Emergency Services Board (MESB) the power to assess user fees, and by the various cooperative agreements between the Board and the governmental entities who are full participants in the region wide system.~~

#### **2. Technical Background:**

##### **▪ Capabilities**

N/A

##### **▪ Constraints**

N/A

#### **3. Operational Context:**

~~Minnesota statutes provide for the MESB to assess each fully participating entity a user fee to cover the ongoing costs of administering, operating and maintaining the system. The MESB's Policy as adopted by resolution on June 1, 2001 states: "Whereas, all management and administrative costs of operating the Metropolitan Emergency Services Board previously borne by the Metropolitan Council will transfer to the MESB by July 1, 2002, and whereas, Minnesota Statutes 473.894 provides that the MESB shall determine how capital, operating and administrative costs of the first phase system will be spread across users of the system, therefore, the Board determines that fees shall begin being charged to users effective July 1, 2002 to cover operating and administrative costs not eligible to be paid by 9-1-1 surcharge revenues.. Fees to be set by the Board shall be based on the number of subscriber radios deployed by respective users and on the projected need of the MESB for funds. It shall be the policy of the Board to phase the user fees in as radios are deployed, and to use funds in~~

~~the unrestricted operating account to make up any shortfall during the ramp-up period prior to full deployment.”~~

#### **4. Recommended Protocol/ Standard:**

~~The standard is governed by the cooperative agreement among the parties. The agreements require the Metropolitan Emergency Services Board to provide an estimated charge rate by August 1st of the year prior to the budget year. The agreement provides for quarterly billing. Current MESB policy is to bill each entity on the basis of the number of subscriber radio sets projected to be in use when the system is fully deployed. For purposes of budgeting, each entity must, upon request of the MESB, supply the MESB with information concerning the entity’s projected use of subscriber radios.~~

~~To the extent possible, system maintenance costs, which are an eligible use of the Board’s 9-1-1 revenues, shall be paid by the Board without being charged back as a part of the user fees. If and when 9-1-1 moneys are not available to the Board, system maintenance may become a cost to be allocated to users.~~

~~Each “Active Radio” on the system, regardless of ownership or intended use, will be assessed a user fee for the administrative costs of the Board. A radio is considered to be an “Active Radio” when all of the following conditions are present: (1) The unit has to be a two-way radio connecting with the system over the air via the control channel; (2) The unit has to be assigned a unique system user ID; and (3) Installation/deployment and commencement of use has occurred. Radios that are “cache radios,” intended primarily for use in emergencies, but not used on a regular basis, shall be considered “active” only during each calendar month of use for purposes of assessing the fee. At other times such units shall be considered “inactive” and need not be reported as an active radio.~~

~~Radios purchased by Authorized Users but not yet deployed and/or installed, or radios that are no longer in service, are not considered “Active Radios” because they are not being used.~~

~~Initial functional tests on radios intended for future deployment conducted by a radio technician as part of inventorying, programming and bench testing does not constitute “commencement of use.”~~

~~Any exception to this policy for specific radios or users will require a formal Waiver by the Board in accordance with Interim Standard 1.5b.~~

#### **5. Recommended Procedure:**

~~Each year, during the MESB’s annual budgeting process, MESB staff shall prepare an estimate of the projected administrative costs to be covered by user fees for the upcoming calendar year. This procedure shall be accomplished by the regular June meeting of the Board. Administrative costs include salaries and benefits for MESB staff, rental of office space, the cost of office supplies, postage, travel, subscriptions, fees and dues; and services such as legal, financial, web site development and maintenance, general liability insurance, and intergovernmental relations.~~

**FINAL**

**FINAL**

~~Each entity shall be informed of the fee projected to be charged for the following calendar year no later than August 1<sup>st</sup> of the year preceding the budget year.~~

~~Billings shall be prepared and submitted quarterly beginning with the third quarter of 2002.~~

**6. Management**

~~The Executive Director of the Board is responsible for managing this procedure.~~





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 4C. Acceptance of FY2020 SECB Grant  
**Presenter:** Fredrick

### **RECOMMENDATION**

Staff recommends the Board accept the 2020 Statewide Emergency Communication Board (SECB) Grant to the MESB in the amount of \$25,000.00.

### **BACKGROUND**

Bi-annually, and if funding is available, the SECB provides a grant to each of the seven regions via ECN. In recent years, a portion of the grant is a guaranteed amount distributed evenly to each region for training and exercises. The remaining amounts are allocated on a competitive basis and may be used for equipment purchases.

For the past several SECB grants, the MESB has used these funds for metro personnel to attend the State's Public Safety Communications Conference, held annually in April.

### **ISSUES & CONCERNS**

At its February 27 meeting, the SECB approved the allocation of \$25,000.00 to each of the seven regions. However, the remaining \$825,000.00 of the grant has not yet been allocated, as applications are not due until early April 2020. It is possible that more funds could be received in the future.

Staff is seeking acceptance of this grant so that when the grant agreement is received it can be signed quickly. It is unknown if ECN will send an agreement for this portion and amend the agreement, as necessary, when the additional funds are allocated, or if they will wait until the entirety of the grant is allocated. If ECN quickly provides a contract for the \$25,000.00, it is possible that the funds could be used to provide conference assistance.

At this time, the staff foresees that the current \$25,000.00 allocation would be split evenly to provide radio technical training and resiliency training for 9-1-1 telecommunicators, both of which were included as MESB regional funding priorities for 2020. Should the contract be received and executed in a timely manner, funds could also be used to pay the registration fee for metro personnel to attend the Public Safety Communications Conference.

Funds must be spent and financial statement reports (FSR) submitted to ECN no later than June 1, 2021.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL







## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**4D. Discussion: Metro Mobility Update**

**Presenter:**

**Fredrick**

### **RECOMMENDATION**

No recommendation. This is an update to the Board on this issue.

### **BACKGROUND**

Over the course of 2019, Metro Mobility made presentations to both the Radio TOC and the Board about improvements to its internal controls and systems to begin reducing usage on the ARMER system.

### **ISSUES & CONCERNS**

Metro Mobility presented a plan of action to the Radio TOC in February 2019 and to the Board in March 2019. The agreement from the Radio TOC was to monitor the implementation process of the new system and analyze usage data from the time of implementation, which was scheduled to be during August 2019, through January 2020. Metro Mobility was asked to come back to the January 2020 Radio TOC meeting with information about how it is reducing usage, and, if it was found that usage remained unchanged, the Radio TOC was to make a decision about how to move forward with reducing ARMER system usage. It was thought, at the time, that four to five months of usage data would be available for the January 2020 presentation.

Metro Mobility presented at the January 22, 2020 meeting of the Radio TOC. As part of the presentation, it was mentioned that, due to procurement delays, only one of the two Metro Mobility garages had been equipped with the new system and was only equipped in November 2019. During review, the Radio TOC members could not accurately discern if the new equipment was working to reduce ARMER system usage, since there was only six weeks of data to compare.

The Radio TOC members decided not to take immediate action at the January 2020 meeting, as to give additional time to collect and analyze data. The Radio TOC requested Metro Mobility members return to continue discussions at the March 2020 Radio TOC meeting, at which time, four months of usage data will be available, as originally desired. A smaller workgroup, including members of the Radio TOC and Metro Mobility staff, has been formed to monitor system usage between now and the March 2020 Radio TOC meeting, and to make recommendations should usage not improve. This workgroup has met formally once and continues to correspond via email weekly about system usage.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 4D. Discussion: Metro Mobility Update  
**Presenter:** Fredrick

Metro Mobility was originally scheduled to present to the Board at its March 2020 meeting; however, a decision from the Radio TOC will not happen until its March 25, 2020 meeting. Metro Mobility has been asked to delay the Board presentation until its May 2020 meeting.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 4E. Discussion: 2021-2025 Motorola Maintenance Contract  
**Presenter:** Fredrick

### **RECOMMENDATION**

No recommendation; this is a discussion only item.

### **BACKGROUND**

Since 2004, the ARMER system has had a system maintenance agreement with Motorola. The level of services provided in the agreement had varied over time. All equipment which connects to the ARMER system must be covered under the agreement per SECB Standard LMR-37 (formerly State Standard 4.12.0); this includes base radio stations and consoles among other equipment. According to the standard, MnDOT will send estimates to system owners in May of each year.

From the mid-2000s through 2012, the agreement was the Software Maintenance Agreement (SMA) level, which provided the software for system upgrades, as well as technical support and a dedicated Motorola field technician, among other things. Though the software for upgrades was provided, the state and system owners still had to pay for equipment changes and labor for each upgrade. Often, those numbers were not known in time for proper budgeting.

The amount each agency pays towards the contract is determined by the equipment each agency owns.

In late 2012, the Statewide Emergency Communications Board (SECB) asked regions to consider moving to an SUAll agreement. This provided the same services as the SMA, including system upgrade software, but also included labor for upgrades and regular equipment replacements, such as routers, network management terminals, etc. The SUAll had a higher annual cost, but eliminated non-budgeted charges associated with system upgrades, thus making overall budgeting easier. The SUAll also provided for an upgrade every two years.

The SUAll agreement does not cover platform level changes. This means agencies need to pay for new consoles (going from Gold Elite to MCC 7500 consoles prior to May 2016, for example) separately from the annual maintenance contract. This is also the case for the platform level change needing to be made prior to the 7.19 upgrade for base stations.

For the 2016-2020 agreement, the state has an SUAll+ agreement as there were many platform level changes which needed to be made, particularly in the metro region. Motorola offered an equipment discount for this agreement and ECN provided a grant to each agency in order to accomplish the installation of current base radio stations across the state.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 4E. Discussion: 2021-2025 Motorola  
Maintenance Contract  
**Presenter:** Fredrick

### **ISSUES & CONCERNS**

The current SUAll+ agreement ends December 31, 2020. Motorola has provided the state with a proposal for a five-year SUAll contract for \$33 million, or \$6.6 million annually, starting January 1, 2021. For most system owners, this means a 6% increase from what they paid for the 2015 agreement.

In 2019, ECN issued an RFP for consulting services to assist in negotiations for the next Motorola contract, and contracted Tusa Consulting in the summer of 2019, contrary to SECB Standard LMR-37. Tusa and ECN have spent time meeting with various system owners and boards to understand what each gets from the current contract and what is desired moving forward. Tusa presented its plan of engagement to the Radio TOC on February 26, 2020 to understand metro region needs and concerns.

Negotiations are currently taking place between the State of Minnesota and Motorola to reduce the cost of Motorola's five-year proposal. However, the final deliverable of a negotiated contract from Tusa to ECN is not due until December 2, 2020. This is far later than usual, and could impact several local budgets, as entities are in the 2021 budgeting process now. Though we have an estimate of the allocation of costs based on the \$33 million proposal, if substantial savings are affected, counties/agencies could have budgeted a substantially higher number than the actual cost could be.

From a system owner perspective, ECN has not been providing consistent, transparent information to system owners about the process. As a result, a major concern of metro system owners is ECN, in violation of SECB Standard LMR-37, will unilaterally decide to return to an SMA agreement which could mean counties/agencies will incur unbudgeted expenses.

### **FINANCIAL IMPACT**

The primary impact to the MESB is staff time involved in processing the contract allocation and payments from local governments. The MESB itself does not pay a share of this contract, as it does not own equipment covered by the contract (system infrastructure).

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**2016-2020 SUAII  
Yearly  
Costs(Discounted  
20% due to large 7.19  
equipment order)  
\$ 4,499,234.60**

**Motorola SUAII Cost shares  
Total SUAII Contract:**

**2105 SUAII Cost  
\$ 5,674,912.00**

**SUAII Estimates for  
Calendar year 2021 and  
beyond  
\$ 6,600,000.00**

MESB	2015	2016-2020	2021 -	Increase over 2020 (SUA portion only)
MESB			\$ -	\$ -
Metro Transit	\$ 14,728.38	\$ 27,378.07	\$ 38,520.65	\$ 11,142.58
HCMC	\$ 4,419.06	\$ 5,753.99	\$ 8,095.80	\$ 2,341.81
MRCC East	\$ 1,951.08	\$ 4,682.38	\$ 6,588.06	\$ 1,905.68
Edina	\$ 2,773.74	\$ 2,218.89	\$ 3,121.96	\$ 903.07
MAC	\$ 17,064.73	\$ 13,895.79	\$ 19,551.23	\$ 5,655.44
Ridgeview	\$ 3,596.40	\$ 3,779.69	\$ 5,317.98	\$ 1,538.29
St Louis Park	\$ 2,773.74	\$ 3,121.59	\$ 4,392.04	\$ 1,270.45
White Bear Lake	\$ 1,951.08	\$ 1,560.79	\$ 2,196.02	\$ 635.23
Bloomington	\$ 3,596.40	\$ 4,193.20	\$ 5,899.78	\$ 1,706.59
Eden Prairie	\$ 17,770.85	\$ 13,726.88	\$ 19,313.57	\$ 5,586.69
U of M	\$ 2,019.63	\$ 3,535.10	\$ 4,973.84	\$ 1,438.75
Anoka County	\$ 77,797.69	\$ 65,357.04	\$ 91,956.66	\$ 26,599.62
Carver County	\$ 26,253.86	\$ 22,562.97	\$ 31,745.86	\$ 9,182.89
Chisago County	\$ 55,563.90	\$ 44,449.19	\$ 62,539.54	\$ 18,090.35
Dakota County	\$ 83,240.87	\$ 68,150.61	\$ 95,887.18	\$ 27,736.57
Hennepin County	\$ 264,181.75	\$ 213,704.91	\$ 300,680.54	\$ 86,975.63
Isanti County	\$ 7,051.58	\$ 7,201.81	\$ 10,132.87	\$ 2,931.06
Ramsey County	\$ 108,244.37	\$ 86,836.34	\$ 122,177.80	\$ 35,341.47
Scott County	\$ 55,891.59	\$ 45,369.43	\$ 63,834.31	\$ 18,464.88
Washington County	\$ 111,008.51	\$ 96,079.35	\$ 135,182.63	\$ 39,103.28
Minneapolis	\$ 66,125.50	\$ 53,556.20	\$ 75,353.01	\$ 21,796.81

		2016-2020 SUAll			
		Yearly			
		Costs(Discounted		SUAll Estimates for	
		20% due to large 7.19		Calendar year 2021 and	
		equipment order)		beyond	
Motorola SUAll Cost shares	2105 SUAll Cost				
Total SUAll Contract:	\$ 5,674,912.00	\$	4,499,234.60	\$	6,600,000.00
State ( Includes any SW users)	2015		2016-2020		2021 -
ARMER Infrastructure (MnDOT)	\$ 3,864,952.82	\$	2,982,012.27	\$	4,503,960.54
MnDOT	\$ 14,014.03	\$	9,009.39	\$	12,676.12
State Patrol	\$ 43,273.34	\$	38,152.27	\$	53,679.84
DOC	\$ 77,749.70	\$	66,991.32	\$	94,256.08
MSOP	\$ 9,966.08	\$	12,203.37	\$	17,170.02
North Memorial	\$ 7,192.80	\$	6,412.09	\$	9,021.74
Allina(Lakeview EMS, New River Ambulance)	\$ 8,595.44	\$	10,360.69	\$	14,577.38
Mayo/Gold Cross	\$ 11,801.07	\$	9,685.04	\$	13,626.75

Increase over 2020	
\$	1,521,948.28
\$	3,666.73
\$	15,527.57
\$	27,264.76
\$	4,966.64
\$	2,609.65
\$	4,216.69
\$	3,941.71



		2016-2020 SUAll Yearly Costs(Discounted 20% due to large 7.19 equipment order)				SUAll Estimates for Calendar year 2021 and beyond	
Motorola SUAll Cost shares Total SUAll Contract:	2105 SUAll Cost \$ 5,674,912.00		\$ 4,499,234.60		\$ 6,600,000.00		
Central MN Region	2015		2016-2020		2021 -		Increase over 2020
CM Regional Equipment	\$ 2,467.98		\$ 2,632.40		\$ 3,703.76	\$	1,071.36
St Cloud	\$ 18,462.57		\$ 13,913.34		\$ 19,575.92	\$	5,662.58
Stearns County	\$ 41,093.98		\$ 41,721.37		\$ 58,701.52	\$	16,980.15
Benton County	\$ 4,678.20		\$ 3,742.40		\$ 5,265.51	\$	1,523.12
Sherburne County	\$ 31,708.10		\$ 25,365.38		\$ 35,688.82	\$	10,323.44
Wright County	\$ 30,486.45		\$ 24,632.69		\$ 34,657.94	\$	10,025.25
Kandiyohi County	\$ 17,089.41		\$ 13,670.94		\$ 19,234.86	\$	5,563.93
Meeker County	\$ 13,092.65		\$ 10,473.67		\$ 14,736.34	\$	4,262.67
Grant County	\$ 3,737.62		\$ 2,989.97		\$ 4,206.85	\$	1,216.89
Douglas County	\$ 9,590.86		\$ 7,916.95		\$ 11,139.06	\$	3,222.11
Stevens County	\$ 3,714.31		\$ 2,971.32		\$ 4,180.62	\$	1,209.30
Pope County	\$ 3,079.49		\$ 3,197.27		\$ 4,498.53	\$	1,301.26
Wadena County	\$ -		\$ 2,463.49		\$ 3,466.10	\$	1,002.61
Otter Tail County	\$ 13,421.72		\$ 20,588.67		\$ 28,968.04	\$	8,379.37
Morrison County	\$ 10,565.02		\$ 9,232.05		\$ 12,989.40	\$	3,757.35
Mille Lacs County	\$ 4,536.98		\$ 8,912.87		\$ 12,540.32	\$	3,627.44
Wilkin County	\$ -		\$ 4,794.26		\$ 6,745.47	\$	1,951.21
Traverse County	\$ -		\$ -		\$ -	\$	-
Big Stone County	\$ -		\$ -		\$ -	\$	-
Wadena County	\$ -		\$ 2,463.49		\$ 3,466.10	\$	1,002.61
Todd County	\$ 5,993.09		\$ 3,366.18		\$ 4,736.18	\$	1,370.00
Swift County			\$ 4,794.26		\$ 6,745.47	\$	1,951.21

		2016-2020 SUAll Yearly Costs(Discounted 20% due to large 7.19 equipment order) \$ 4,499,234.60			SUAll Estimates for Calendar year 2021 and beyond \$ 6,600,000.00	
Motorola SUAll Cost shares Total SUAll Contract:		2105 SUAll Cost \$ 5,674,912.00				
South East MN Region		2015	2016-2020	2021 -	Increase over 2020	
Olmsted County	\$	23,880.48	\$ 20,664.35	\$ 29,074.52	\$	8,410.17
Rochester	\$	-	\$ -	\$ -	\$	-
Goodhue County	\$	49,499.52	\$ 29,970.98	\$ 42,168.86	\$	12,197.87
Wabasha County	\$	5,125.18	\$ 4,099.96	\$ 5,768.61	\$	1,668.64
Winona County	\$	13,280.49	\$ 10,623.93	\$ 14,947.76	\$	4,323.83
Houston County	\$	15,725.17	\$ 2,708.08	\$ 3,810.24	\$	1,102.16
Fillmore County	\$	3,691.01	\$ 2,952.68	\$ 4,154.38	\$	1,201.71
Mower County	\$	4,819.42	\$ 8,894.23	\$ 12,514.08	\$	3,619.86
Freeborn County	\$	31,613.49	\$ 15,418.19	\$ 21,693.23	\$	6,275.04
Dodge County	\$	1,951.08	\$ 2,463.49	\$ 3,466.10	\$	1,002.61
Rice County	\$	15,276.82	\$ 13,612.80	\$ 19,153.07	\$	5,540.27
Steele County	\$	12,973.37	\$ 10,378.24	\$ 14,602.08	\$	4,223.83
Rice/Steel Dispatch	\$	18,287.76	\$ 15,118.76	\$ 21,271.93	\$	6,153.17
South Central MN Region		2015	2016-2020	2021 -	Increase over 2020	
Regional Radio Board	\$	5,265.03	\$ 5,114.54	\$ 7,196.10	\$	2,081.56
McLeod County	\$	11,658.48	\$ 9,570.97	\$ 13,466.26	\$	3,895.28
Hutchinson	\$	3,079.49	\$ 2,218.89	\$ 3,121.96	\$	903.07
Sibley County	\$	4,513.67	\$ 2,952.68	\$ 4,154.38	\$	1,201.71
Nicollet County	\$	4,819.42	\$ 3,855.37	\$ 5,424.47	\$	1,569.10
LeSueur County	\$	10,085.48	\$ 8,799.90	\$ 12,381.36	\$	3,581.47
Brown County	\$	4,020.07	\$ 7,765.58	\$ 10,926.09	\$	3,160.51
Blue Earth County	\$	8,415.82	\$ 5,829.67	\$ 8,202.29	\$	2,372.61
Watonwan Caounty	\$	3,079.49	\$ 2,463.49	\$ 3,466.10	\$	1,002.61
Waseca County	\$	17,111.35	\$ 13,933.08	\$ 19,603.70	\$	5,670.62
Martin County	\$	4,914.03	\$ 2,952.68	\$ 4,154.38	\$	1,201.71
Faribault County	\$	4,513.67	\$ 3,855.37	\$ 5,424.47	\$	1,569.10

		2016-2020 SUAll Yearly Costs(Discounted 20% due to large 7.19 equipment order)		SUAll Estimates for Calendar year 2021 and beyond	
Motorola SUAll Cost shares Total SUAll Contract:		2105 SUAll Cost \$ 5,674,912.00		\$ 4,499,234.60	
				\$ 6,600,000.00	
South West MN Region		2015	2016-2020	2021 -	Increase over 2020
SW MN Emergency Communications Board			\$ 19,743.01	\$ 27,778.20	\$ 8,035.20
Murray County		\$ 15,419.41	\$ 2,708.08	\$ 3,810.24	\$ 1,102.16
Laq Qui Parle County		\$ -	\$ -	\$ -	\$ -
Chippewa County		\$ 9,684.09	\$ 7,502.34	\$ 10,555.72	\$ 3,053.37
Renville County		\$ 9,378.34	\$ 7,502.34	\$ 10,555.72	\$ 3,053.37
Yellow Medicine County		\$ 9,378.34	\$ 7,502.34	\$ 10,555.72	\$ 3,053.37
Redwood County		\$ 3,996.76	\$ 3,197.27	\$ 4,498.53	\$ 1,301.26
Lincoln County		\$ 2,256.83	\$ 2,049.98	\$ 2,884.30	\$ 834.32
Lyon County		\$ 22,329.76	\$ 7,991.53	\$ 11,244.00	\$ 3,252.47
Pipestone County		\$ 3,691.01	\$ 2,952.68	\$ 4,154.38	\$ 1,201.71
Cottonwood County		\$ 3,691.01	\$ 2,952.68	\$ 4,154.38	\$ 1,201.71
Rock County		\$ -	\$ -	\$ -	\$ -
Nobles County		\$ 3,691.01	\$ 2,952.68	\$ 4,154.38	\$ 1,201.71
Jackson County		\$ 5,993.09	\$ 4,794.26	\$ 6,745.47	\$ 1,951.21
North East MN Region		2015	2016-2020	2021 -	Increase over 2020
Itasca County		\$ 4,207.91	\$ 4,758.07	\$ 6,694.55	\$ 1,936.48
Kanabec County		\$ 2,773.74	\$ 3,121.59	\$ 4,392.04	\$ 1,270.45
Pine County		\$ 3,691.01	\$ 2,952.68	\$ 4,154.38	\$ 1,201.71
Cass County		\$ 19,343.50	\$ 15,963.32	\$ 22,460.22	\$ 6,496.90
Crow Wing County		\$ 14,008.55	\$ 12,109.05	\$ 17,037.30	\$ 4,928.25
Atkin County		\$ 10,201.00	\$ 8,649.63	\$ 12,169.94	\$ 3,520.31
Koochiching County		\$ -	\$ 2,463.49	\$ 3,466.10	\$ 1,002.61
Carlton County		\$ 4,207.91	\$ 4,419.14	\$ 6,217.69	\$ 1,798.54
St Louis County		\$ 35,023.42	\$ 34,203.67	\$ 48,124.20	\$ 13,920.53
City of Duluth		\$ 6,980.28	\$ 5,583.98	\$ 7,856.60	\$ 2,272.62
Lake County		\$ 2,562.59	\$ 2,049.98	\$ 2,884.30	\$ 834.32
Cook County		\$ 2,562.59	\$ 2,783.76	\$ 3,916.73	\$ 1,132.96
Leech Lake Band of Ojibwe		\$ 3,385.25	\$ 2,708.08	\$ 3,810.24	\$ 1,102.16

			<b>2016-2020 SUAll Yearly Costs(Discounted 20% due to large 7.19 equipment order)</b>	<b>SUAll Estimates for Calendar year 2021 and beyond</b>
<b>Motorola SUAll Cost shares Total SUAll Contract:</b>	<b>2105 SUAll Cost \$ 5,674,912.00</b>		<b>\$ 4,499,234.60</b>	<b>\$ 6,600,000.00</b>

North West MN Region		2015		2016-2020		2021 -	Increase over 2020
Hubbard County	\$	4,207.91	\$	3,441.86	\$	4,842.67	\$ 1,400.80
Polk County	\$	4,331.08	\$	3,779.69	\$	5,317.98	\$ 1,538.29
Becker County			\$	4,137.26	\$	5,821.08	\$ 1,683.82
Beltrami County			\$	2,081.06	\$	4,392.04	\$ 2,310.98
White Earth			\$	-	\$	-	\$ -
Clearwater County			\$	-	\$	-	\$ -
Pennington			\$	2,463.49	\$	3,466.10	\$ 1,002.61
RRRDC*			\$	2,081.06	\$	80,456.48	\$ 78,375.42
Clay County			\$	526.48	\$	740.75	\$ 214.27

\*cost for 2021 also based on Cass County, ND current plan being built. A cost will show up in earlier years depending on when Cass, ND adds equipment

## Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 4	<b>Maintenance</b>	<b>Status: Complete</b>
SECB Standard Number	<b>LMR-37</b>	
Legacy Standard Number	<b>4.12.0</b>	
Standard Title	<b>ARMER System Vendor Support Services Contract</b>	
Date Established	<b>10/6/2008</b>	<b>SECB Approval: 07/27/2017</b>
Replaces Document Dated	<b>05/28/2009</b>	
Date Revised	<b>04/17/2017</b>	

### **1. Purpose or Objective**

To establish policy and procedures for the ARMER system vendor support services contract for the backbone infrastructure and local subsystems connected to the backbone infrastructure.

### **2. Technical Background:**

#### **▪ Capabilities**

N/A

#### **▪ Constraints**

All equipment must be kept current with the current ARMER system revision level. This ensures new equipment delivered for system changes and/or additions is compatible with the existing equipment.

With the system at its current level of implementation, it is desirable to keep the backbone infrastructure and any local agency integrated equipment up-to-date to allow for system additions.

The contract for vendor support services must include all connected system infrastructure, whether it is backbone or locally-owned infrastructure. If an agency connects infrastructure equipment (subsystem, sites, channels, or consoles) to the system, that agency's equipment will need to be included in the contract.

The system support service may include a Vendor Support Services Agreement for the infrastructure equipment. This Agreement supplies the software for system upgrades. If equipment is required outside of the current Vendor Support Services Agreement, these costs will be quoted separately.

Future system maintenance funding may require the services provided to be reduced. In this case, the SECB may need to consider freezing the system and accepting no additional system upgrades. At that point, any future system changes may be high priced

upgrades or system change-outs, and funding will need to be identified.

In the future, the system vendor may discontinue delivery and/or support of certain revision levels of the system. At that time, a decision must be made whether to upgrade, change out the system, or maintain the system internally with no vendor support. If a decision is made to maintain system support internally, any system changes could require finding used equipment from another system that is going out of service.

The software subscription service for subscriber radios is limited to radios manufactured by the system vendor. The vendor does not cover all subscriber radio models they manufactured; radio models that have been announced to be in the End-Of-Support period are not included in the software subscription service. .

### **3. Operational Context**

The Vendor Support Services Agreement is desired in order to:

- Keep the entire system at the same software revision level.
- Facilitate system software upgrades.
- Have access to onsite technical support for day-to-day and emergency system support.
- Have access to factory technical support for system problems.

If the system is at a level of software no longer shipping from the factory, it becomes difficult to expand or add new subsystems. A new addition may require upgrading the entire backbone before the addition can occur.

There is a cost to the system support. This cost will be the responsibility of the agency owning the equipment that is covered.

The system vendor includes pricing in the contract to support certain models of the subscriber radios in the Subscriber Software Support Agreement (SSA). There is an additional charge per unit for this service.

The system vendor offers remote network monitoring services and depot repair, as well as other additional services.

### **4. Standardized Policy**

MnDOT will work with System Managers and the system vendor to establish the annual level of vendor support. They will also determine costs for the requested services for the succeeding year, which will be presented to the SECB annually in May. At that time, System Managers will receive budgetary estimates for their share of the contract cost for the succeeding year.

SECB approval is required for the continuation and service levels of the recommended vendor support contract. This approval will require that all backbone-connected equipment be part of the vendor support services contract.

Subscriber radio equipment is not required to be included in the vendor support services contract.

Agencies owning equipment included in the vendor support services contract are responsible for the costs associated with the equipment they own. This includes any local agency owned subsystems or site- infrastructure, channels, and consoles. .

All contracts to be part of the ARMER system executed after the enactment of this standard will include a provision for the payment to MnDOT for the contracting agencies' share of the SECB-approved vendor support services contract. Existing contracts, either with Regional ESB/ECBs or individual users, will be amended to include this provision.

## **5. Standardized Procedure**

By the end of May, MnDOT will submit the estimate for the following calendar year for the coverage and costs of the vendor support contract to the SECB.

The Operations and Technical Committee (OTC), Steering Committee, and Finance Committee will review the support agreement coverage and estimated costs and make a recommendation to the SECB.

The SECB will take action on the recommendation.

If approved, MnDOT will contract through the Department of Administration for the following year's system support contract.

MnDOT will work with the System Managers and Regional ESB/ECBs or Regional Advisory Committees (RACs) to determine which equipment will be included in the vendor support contract.

In December, MnDOT will work with the system vendor to finalize the following year's costs. These costs will be forwarded to the appropriate Regional ESB/ECB or RAC and/or the local agencies.

When the yearly contract amendments have been completed with the vendor, MnDOT will invoice the appropriate Regional ESB/ECB or RAC and/or the local agencies for their share of the support contract.



## **6. Management**

The Chair of the SECB, or the Chair's designee, is responsible for managing this standard.

MnDOT will administer/manage the vendor support services contract with the system vendor. MnDOT will coordinate with the Regional ESB/ECBs or RACs and/or local agencies to determine equipment covered in the vendor support contract. MnDOT will also invoice the Regional ESB/ECB's or RACs and/or local agencies for their share of the support contract for the equipment they own.

Local System Managers/System Administrators are responsible for reviewing the equipment lists provided by MnDOT and the system vendor to check for accuracy.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**5A. Ratification of NG9-1-1 Interoperability  
Oversight Commission Nominations**

**Presenter:**

**Eggimann**

### **RECOMMENDATION**

The 9-1-1 Technical Operations Committee (TOC) and the Executive Committee recommend the Board ratify the nominations of Commissioner Irene Fernando, Darlene Pankonie, and Nancie Pass to serve on NG9-1-1 Interoperability Oversight Commission.

### **BACKGROUND**

NENA is organizing and establishing the NG9-1-1 Interoperability Oversight Commission to be the independent governance structure which oversees and manages two initiatives:

1. PSAP Credentialing Agency (PCA)
2. Forest Guide

The PCA work will be performed by a vendor with oversight by the Commission and is intended to establish and manage the security certificate process necessary to support 9-1-1 system interoperability. This would enable PSAPs to transfer and receive calls for other PSAPs across the U.S. and Canada utilizing the NG9-1-1 system.

The Forest Guide function will be performed by a vendor with oversight by the Commission and will enable NG9-1-1 systems to route calls between systems across the U.S. and Canada.

Commission members may have to travel occasionally for a face-to-face Commission meeting, but most meetings will be conducted electronically. Travel expense is expected to be covered by the Commission.

Nominations were due on February 24, 2020.

### **ISSUES & CONCERNS**

The Executive Committee recommended the nomination of Commissioner Irene Fernando for the seat "representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network with a region smaller than a US state or province, such as a county, metropolitan area or a council of governments."

The 9-1-1 TOC recommend two nominations for the seat "representing organization with a direct responsibility for handling 9-1-1 emergency calls." The 9-1-1 TOC recommended nominating Darlene Pankonie, Manager, Washington County Sheriff's Office Communications Division, and Nancie Pass, Interim Director, Ramsey County Emergency Communications Center.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**5A. Ratification of NG9-1-1 Interoperability  
Oversight Commission Nominations**

**Presenter:**

**Eggimann**

**FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

Hello Jill, hope all is well.

As you may know, prevailing standards for NG9-1-1 require that there be established two core services to provide from interoperability and security between NG9-1-1 systems: The PSAP Credentialing Agency (PCA) and Forest Guide. The PCA is a root certificate authority to serve as the root of trust for NG9-1-1, while the Forest Guide is a top level LoST server to help with resolving queries when the local ECRF does not have an answer for a location.

NENA's development group and the NENA Board have directed the NENA office to establish and run these services with independent oversight and governance. That is the NG9-1-1 Interoperability Oversight Commission. The purpose of the commission is to establish and approve policies, fee schedules, program budget and other details; NENA's staff will run these services but it does not actually assert any control over how they are run: that control is granted to the oversight commission. The bylaws and an open invitation to serve on this independent governance group are attached. There are two seats that reflect your membership:

- "One member representing organizations with a direct responsibility for handling 9-1-1 emergency calls" (i.e., PSAPs), and:
- "One member representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network within a region smaller than a US state or province, such as a county, metropolitan area or a council of governments"

NENA's office was directed to solicit invitations from known organizations to serve on each seat; the duly-elected NENA Board will review all nominations and make appointments. On behalf of the NENA Board, I request that MESB and/or your member organizations provide nominees. More information is attached, and also available at NENA's website: <https://www.nena.org/news/news.asp?id=487480>

Please send any nominations directly to me: [babley@nena.org](mailto:babley@nena.org)

Thank you,

Brandon Abley  
Technical Issues Director  
NENA: The 9-1-1 Association  
[babley@nena.org](mailto:babley@nena.org)  
m: +1.202.618.4401

### **SUBJECT: Nominations Sought for the NG9-1-1 Interoperability Oversight Commission**

NENA invites members of the 9-1-1 community to submit nominees to represent stakeholder interest categories on the NG9-1-1 Interoperability Oversight Commission (Commission). This body will provide independent oversight of the PSAP Credentialing Agency (PCA) and the Forest Guide, two functional elements required to be operated centrally for NG9-1-1 to work according to prevailing standards. These requirements come from specifications developed under NENA's standards Development Group (NDG) and the Internet Engineering Task Force (IETF).

### **REQUEST:**

Members of the 9-1-1 community are invited to nominate an individual to serve on this Commission.

Please send all nominations to NENA's Technical Director, Brandon Abley, at [babley@nena.org](mailto:babley@nena.org) by February 24<sup>th</sup>, 2020.

In submitting a nominee, please provide the following documentation (or equivalent):

- The nominee's resume or CV
- A short statement describing the nominee's qualifications, such as related technical expertise and/or subject domain in 9-1-1
- A short statement clarifying the rationale that the nominee represents the identified stakeholder group
- Evidence that the nominee represents the identified stakeholder group, if applicable, such as an affirmative vote of a board of directors nominating the nominee to sit on the Commission

### **BACKGROUND:**

These programs are central to interoperability for the architecture defined for NG9-1-1 across standards bodies, and must be managed by a neutral party with independent oversight and no profit motive. Accordingly, NENA's Board of Directors (Board) has directed its staff to establish the PCA and Forest Guide programs in full conformance with standards for NG9-1-1. Additionally, the Board has directed the NENA staff to solicit applications for individuals to serve on an independent oversight body that will oversee the work done by the NENA staff to establish and manage these programs. This body is the Commission. Among other things, the Commission will approve contracts entered into to manage these services, approve any related policies, and approve the budget and fee schedule for the programs. These programs will be operated with no profit motive and books fully open to the public.

The PCA serves as the root of trust for an NG9-1-1 Public Key Infrastructure (PKI). The public internet

uses several hundred such roots of trust operated by a variety of Certificate Authorities (CAs), any of which are suitable for secure communications over the internet. However, it is common for critical infrastructure industries to establish a dedicated root of trust that is only available to members of that industry within a PKI. The PCA is that shared root of trust, to be overseen by the independent Commission.

The Forest Guide serves as the top-level element for location-based routing (LBR). In NG9-1-1, when an individual places an emergency call, the correct PSAP to which that call is delivered is typically determined by the caller's location. This is LBR. Standards for NG9-1-1 envision a Forest Guide, which serves as a top-level routing node for a large region—such as the United States—that provides assistance when an LBR mechanism does not know which PSAP serves a location. The NENA Forest Guide provides that service for at least the United States, to be overseen by the independent Commission.

Both of these services are critical for NG9-1-1 interoperability and must be managed by a neutral party with independent oversight. The Board has designated the NENA staff as that neutral party, and the Commission as the independent oversight. The Commission controls all policy and financial matters for the operation of these services. The accounting for these services is fully open to the general public. The NENA staff will execute the work of deploying and managing these programs under the direction of the Commission.

Per the Commission's own bylaws approved by the NENA Board, the Commission's membership shall be representative of 9-1-1's needs and interests, including stakeholder entities that are involved with the Public Key Infrastructure (PKI) for NG9-1-1. The voting seats on the Commission are as follows:

- The president of the Board;
- One member from the NENA Development Steering Council;
- One member from the NENA 9-1-1 Core Services Committee;
- One member representing a U.S. state, provincial, or national non-U.S. 9-1-1 authority with responsibility for operating an NG9-1-1 network;
- One member representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network within a region smaller than a US state or province, such as a county, metropolitan area or a council of governments;
- One member representing commercial providers of NG9-1-1 core services;
- One member representing commercial providers of NG9-1-1 end-user products;
- One member representing organizations with a direct responsibility for handling 9-1-1 emergency calls;
- One member representing elected officials who does not represent a public safety agency, with oversight of 9-1-1 services; and
- One member representing public safety associations not otherwise represented.


Additionally, there are **non-voting** seats for the following:

- One member representing the United States National 911 Program;
- One member representing the United States Federal Communications Commission;
- One member representing the Canadian Radio-television and Telecommunications Commission;
- and
- One member representing the NENA staff.

The NENA staff will collect all nominations and will present them to the Board by the last day of February. The Board will then evaluate each nominee, and in the case that multiple individuals are nominated for one seat, the Board will consider each individual's qualifications as well as how each proposed nominee will provide a well-rounded group that truly represents the 9-1-1 industry. Self-nominations are allowed, but not encouraged.

The bylaws of the Commission are attached.

Thank you,

A handwritten signature in black ink, reading "Brian L. Fontes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Fontes, CEO  
NENA: The 9-1-1 Association



# Bylaws of the NG9-1-1 Interoperability Oversight Commission

*Approved on January 19, 2020 by a vote of the NENA Board of Directors*

## Article 1: Name

- A. The name of this commission is the NG9-1-1 Interoperability Oversight Commission ("Commission") established by the National Emergency Number Association ("NENA," or "Association"), a 501(c)(3) non-stock corporation chartered in the state of Wisconsin, by its Board of Directors ("Board").

## Article 2: Background

- A. The NENA i3 family of standards for NG9-1-1 ("i3 Family") require that certain services ("Interoperability Services") be established in order to provide baseline interoperability for NG9-1-1 systems in the United States, Canada, and beyond.
- B. These services include the establishment of a root of trust for NG9-1-1 and a Forest Guide, as specified in the i3 Family, as well as the establishment of a conformance test program.

## Section 1: Root of Trust

- A. Best convention in modern web services and telecommunications demands secure communications over Transport Layer Security (TLS). TLS requires the sharing of security certificates issued by a shared root of trust. Over the general internet, several reputable Certificate Authorities (CAs) operate as shared roots of trust within the general public trust framework.
- B. Critical Infrastructure (CI) industries and other fields with special security requirements, such as public safety and military, will routinely establish a shared Public Key Infrastructure (PKI) independent of the general trust framework for the internet, with a shared root of trust specific to that industry. The rationale for these industry-specific PKIs is to establish trust within a specific industry and for special purposes. NG9-1-1 is one such field.
- C. The i3 Family requires shared root of trust specific to NG9-1-1. This is the PSAP Credentialing Agency (PCA). The PCA enables an entity and its functional elements to initiate communications with another entity and its functional elements using a certificate that identifies it as a verified 9-1-1 entity when establishing a connection. The PCA allows for and promotes interoperability by enabling a querier to establish a secure connection with any other entity in the NG9-1-1 ecosystem using its credentials that mark it as a known and validated 9-1-1 entity. This secure connection can also be established with special privileges provided only to 9-1-1 entities because it shares the

root of trust for NG9-1-1. It is safe for an entity to provide these special privileges to even a completely unknown entity if both share the same root of trust exclusive to NG9-1-1, because only legitimate 9-1-1 entities will have a certificate with credentials traceable to the PCA.

- D. The i3 Family requires that the PCA be established and that credentials throughout the NG9-1-1 ecosystem are traceable to the PCA. Without PCA deployment, no NG9-1-1 deployment can be fully conformant with standards.
- E. Without a shared root of trust, NG9-1-1 cannot achieve universal, interoperable, secure communications, as it is not feasible for every jurisdiction to independently establish trust with every other jurisdiction.
- F. Infrastructure owners must leverage PKI according to best practices and possess root certificates that are managed at a much higher level of security than most certificate-owning entities; accordingly, every NG9-1-1 deployment will have to contend with highly secure certificates. For interoperability purposes, the i3 Family specifies that all certificates for NG9-1-1 be traceable to the same entity.
- G. The PCA shall be operated as a world-class root CA, and will require funds to sustain its operation, which will be assessed on entities that establish a position on the chain of trust for NG9-1-1. This is normal practice in cybersecurity; any web service operator pays a fee to purchase a security certificate from a root CA provider or a fee to operate an intermediate CA that has trust established by a reputable root CA or other intermediate CA closer to the root CA in the chain of trust.
- H. Accordingly, the PCA does not necessarily impose a new cost category on NG9-1-1 providers, because providers would otherwise incur cost in acquiring or generating certificates. However, i3 does require that their security certificate is traceable to the PCA.
- I. The PCA must be administered by a neutral party. NENA, under oversight by the Commission, is hereby acknowledged as this neutral party for the PCA for the United States, and potentially beyond.

## Section 2: The Forest Guide

- A. In NG9-1-1, emergency call routing is managed by rules and in normal cases determined by the location of the caller. This is called Location-to-Service Translation (LoST). A LoST server performs this location-based routing function.
- B. The Forest Guide is a LoST server that contains routing information for NG9-1-1 systems. The i3 Family requires the existence of a top-level LoST server, which is described in the i3 Standard for Next-Generation 9-1-1 as the United States Forest Guide ("Forest Guide"). The United States Forest Guide will contain routing information for every NG9-1-1 system in the U.S., as well as routing information for other Forest Guides, such as a Canadian or other non-U.S. entity Forest Guide(s). The Forest Guide is an implementation of IETF RFC 5582.

- C. The Forest Guide does not contain routing information for individual answering points; however, it will provide information for queries to find the correct LoST server that finds the answering point that serves that location.
- D. The Forest Guide is queried recursively. In NG9-1-1, this occurs when a query to the Emergency Call Routing Function (ECRF)/Location Validation Function (LVF) lacks service information for a given location. The ECRF/LVF will then query the Forest Guide to determine whether it can identify the appropriate ECRF/LVF for routing at that location.
- E. In most cases, neighboring jurisdictions should provision routing information for each other, and queries will not recur to the Forest Guide. The Forest Guide provides for interoperability in cases where such prior coordination has not occurred; for example, jurisdictions geographically far apart or in neighboring countries.
- F. In limited cases, the Forest Guide may also be consulted for service discovery; for example, initial provisioning of an originating service provider external ECRF, so that it may populate and sync the routing data an NG9-1-1 system will use to route a call.
- G. In general, the Forest Guide will not be consulted as the initial target for a LoST query; queries should arrive at the Forest Guide through recursion. The Forest Guide is to be used for interoperability; it is not intended to be the initial routing element for live emergency calls.
- H. There should be one Forest Guide for each larger coverage region, such as a federation of states or subcontinent.
- I. Each Forest Guide must be administered by a neutral party. NENA, under oversight by the Commission, is hereby acknowledged as this neutral party for the Forest Guide for the United States, and potentially beyond.

### Section 3: Establishment of the Commission

- A. NENA, at the direction of its standards development community, including the NENA Development Steering Council (DSC), i3 Core Services Workgroup, and the Board, has or will execute an open and competitive Requests for Proposal (RFP) to establish the Interoperability Services.
- B. NENA and its selected vendor have developed (or will develop) a set of policies for the Services, which will be presented to the Commission for consideration.
- C. The Services shall be operated without profit motive for NENA.
- D. Because the Services are part of the critical infrastructure chain for NG9-1-1, and because operating the Services requires investment by NENA and its stakeholders, the Services require independent oversight by affected stakeholders. This oversight is the responsibility of the Commission.
- E. The i3 Family may require that additional functional elements be established by a neutral third party and governed in a similar manner. It is assumed that the Commission shall oversee implementation and governance of these elements as they are introduced. These bylaws will be updated according to such increased scope over time.

## Article 3: Purpose

- A. The Commission shall oversee:
- a. The PCA;
  - b. Forest Guide;
  - c. Any additional NG9-1-1 Interoperability Services that arise in the future;
  - d. NENA's administration of Services contracts, including direct management of the vendor(s) and related accounting and expense management;
  - e. Financially sustainable operation of the Services, including reasonable fee schedules;
  - f. The Services' not-for-profit mandate;
  - g. Licensing of one or more certification marks related to conformance with the i3 Family and/or integration with interoperability services overseen by the Commission;
  - h. Development of tools for Conformance testing and establishment of an NG9-1-1 Conformance Test program;
  - i. Initial passage, maintenance, and update of policies such as the PCA Certificate Policy (CP) and, when necessary, enforcement of those policies; and
  - j. Administration of the Services performed by staff employed by NENA ("The Office").
- B. The Commission shall deliver or delegate the delivery of regular reports of deployment and management of the Services to the Board and/or NENA Membership.

## Article 4: Commission Membership

### Section 1: Members

#### Subsection 1: Membership

The Commission's membership shall be representative of 9-1-1's needs and interests, including stakeholder entities that are involved with the PKI for NG9-1-1.

These members shall include the following, their successor, or their delegate:

- A. The NENA chief executive officer ("CEO") (non-voting)
- B. The president of the Board ("President")
- C. One member from the NENA Development Steering Council ("DSC member")
- D. One member from the NENA 9-1-1 Core Services Committee ("CS member")
- E. One member representing a U.S. state, provincial, or national non-U.S. 9-1-1 authority with responsibility for operating an NG9-1-1 network ("State Member")
- F. One member representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network within a region smaller than a US state or province, such as a county, metropolitan area or a council of governments ("Local Member")
- G. One member representing commercial providers of NG9-1-1 core services ("Core Services Member")

- H. One member representing commercial providers of NG9-1-1 end-user products ("Product Member")
- I. One member representing organizations with a direct responsibility for handling 9-1-1 emergency calls ("PSAP Member")
- J. One member representing elected officials who does not represent a public safety agency, with oversight of 9-1-1 services ("Elected Member")
- K. One member representing public safety associations not otherwise represented ("Association Member")
- L. One member representing the United States National 911 Program ("Federal Member") (non-voting)
- M. One member representing the United States Federal Communications Commission ("FCC Member") (non-voting)
- N. One member representing the Canadian Radio-television and Telecommunications Commission ("CRTC Member") (non-voting)

#### Subsection 2: Restrictions

- A. No individual organization, government entity, company or equivalent may have more than one Commissioner serving on the Commission at the same time, unless that organization is a trade association.

### Section 2: Nomination and Selection

#### Subsection 1: Call for Applications

- A. The Board shall direct the NENA Office to issue a call for nominations for any open seats on the Commission no later than the last day of January on each calendar year for any open positions on the Commission. The NENA Office shall endeavor to seek nominations from bodies that can meaningfully represent an interest area or body of members, such as professional associations, rather than from individuals.
- B. Nominations will be accepted through the last day of February.
- C. The NENA Office shall review each nomination application for completion and provide an overview of each nomination to the Board.

#### Subsection 2: Selection

- A. The Board shall review nominations and convene a vote to appoint Commission members.
- B. In order to be appointed, Commission members must be affirmed by a two-thirds (2/3) vote of all
- C. Board members serving during the nomination deadline.

- D. In the case of competing nominations (e.g., more than two State Members are nominated simultaneously), the Board shall select their preferred representative from those nominated through a two-thirds (2/3) vote of the whole voting body the Board.
- E. In considering nominees, the Board shall endeavor to ensure that nominees represent the whole of NENA's membership and stakeholder base, including, for example, members from both urban and rural communities and applicable communities outside of the United States where jurisdictions elect to utilize the PCA overseen by the Commission.

### Section 3: Tenure and Succession

#### Subsection 1: Tenure

- A. Each commissioner shall serve in two-year terms, with the exception of the current NENA CEO or their delegate, who has a permanent seat.
- B. Commissioners may serve unlimited consecutive terms, at the discretion of the Board.
- C. For the first term only, the following positions are established for a three-year term as designated by the Board:
  - i. The DSC Member;
  - ii. The State Member;
  - iii. The Local Member;
  - iv. The Core Services Member; and
  - v. The Elected Member.

#### Subsection 2: Departure from the Commission

##### *Item 1: Resignation and Removal*

- A. A commissioner may resign at any time.
- B. If a Commissioner becomes unable to discharge the duties attendant upon their position, they shall notify the Board of such inability within fourteen (14) days.
- C. A commissioner may be removed at any time upon a 2/3 vote of Commission's standing members (not including the commissioner proposed for removal), or upon a 2/3 vote by the Board.
- D. If a Commissioner no longer meets the eligibility requirements or qualifications for the position to which they were elected or appointed, they shall promptly resign.
- E. An individual whose affiliation changes so that they may no longer represent the interest group for which they were appointed to represent (e.g., a State

221 Member who accepts employment in the private sector or an elected  
222 official's term in office ends) must resign from the Commission immediately.

223 *Item 2: Clause Filling A Commission Vacancy*

- 224 F. When a vacancy occurs among the Commission, the Board may appoint  
225 another eligible and qualified member to serve out the remainder of the term.  
226 G. Commissioners appointed to fill a seat vacated more than one year before  
227 the end of that seat's term shall complete the term and afterward be subject  
228 to the regular nomination and appointment requirements of the seat.  
229 H. When a vacancy occurs among the Commission due to death, disability,  
230 resignation, or removal the Board shall appoint an otherwise eligible and  
231 qualified member to serve the remainder of that Commissioner's term,  
232 provided, however, that the Commission may leave vacant a Commissioner's  
233 seat when no more than 6 months remains in the current term for the vacant  
234 seat.

235 **Article 5: Powers**

- 236 A. The Commission may set policies and procedures for certain services required for NG9-1-1  
237 interoperability, including, but not limited to:  
238 i. approval of a vendor contract to provide services for the PCA;  
239 ii. execution of a Certificate Policy (CP) governing terms of utilization and management  
240 of the PCA, including architecture, minimum service level agreement (SLA), certificate  
241 issuance, expiration and revocation;  
242 iii. approval of a fee schedule for credential issuance from the PCA;  
243 iv. approval of a vendor contract to provide services for the Forest Guide;  
244 v. approval of Forest Guide Policy (FGP) governing the terms of utilization and  
245 management of the Forest Guide, including architecture, management and  
246 provisioning of geospatial data and routing policies; and  
247 vi. approval of a fee schedule for the Forest Guide, if required.  
248 B. The Commission may resolve conflicts or appeals under documented policies for the  
249 Services.  
250 C. The Commission may review and approve the finances of Commissioned-sanctioned  
251 activities, such as and including the Services.  
252 D. The Commission shall conduct an audit, review its results, and issue an audited financial  
253 statement to the Board at least once each two calendar years.  
254 E. The Commission may periodically review the interim financial reports prepared by the NENA  
255 Office to ensure adequate management of financial performance.

256 **Article 6: Meetings**

- 257 A. The Commission shall meet at least once per calendar quarter.



- B. The Commission may meet by telephone conference call or other electronic means, provided that all members may hear and speak to one another at the same time.
- C. Special meetings of the Commission may be called by the Chair or by any six (6) members of the Commission.
- D. Notice shall be sent to all Commissioners at least fourteen (14) days in advance of a regular meeting, and at least twenty-four (24) hours in advance of a special meeting.
- E. Notice of regular or special meetings may be sent by electronic mail or other methods approved by the Commission, and may be waived by a vote of a majority of the whole number of voting parties in the Commission, provided, however, that any action taken at a meeting subject to a notice waiver must be re-considered by the Commission at the next subsequent meeting for which notice is not waived upon the request of any member of the Commission.
- F. A majority of the number of Commissioners in office at the time of a meeting shall constitute a quorum for the conduct of business.
- G. In general, the Commission may act by consensus. If consensus cannot be achieved, the Commission shall act by plurality vote, unless these Bylaws require a simple or larger majority for a particular action.
- H. Each authorized Commissioner may participate in meetings, make motions, offer new business, speak in debate, and cast one vote.
- I. Non-voting members shall participate in meetings, may make motions, offer new business, and speak in debate, but shall neither vote nor be counted as a Commissioner for purposes of calculating a quorum or required majority.
- J. The CEO shall keep, or cause to be kept by a designee, minutes of the Commission's discussions and actions. The minutes of each meeting shall promptly be posted to the Commission's website, once approved, as corrected, at a subsequent meeting.
- K. The CEO may be excused from part of a meeting by a majority vote of the whole number of the Commission.
- L. When necessary or prudent to protect the interests of the Commission, the Commission may hold confidential discussions among its members and invited guests in an executive session. No action shall be taken, however, until the Commission has returned to open session. The minutes of the meeting during which an executive session is held shall note the occurrence, and a general statement of the subjects discussed.

## Article 7: Chair

- A. The Board shall designate an individual to convene and chair the Commission, in consultation with the Commission.
- B. This individual shall be a member of the Commission in good standing.
- C. This individual shall not also be the President or the President's delegate to the Commission.
- D. In the event that the Chair's seat is made vacant, the Board shall meet promptly and designate a new Chair.
- E. The Commission shall not meet during such time that the Chair's seat is vacant.



298 F. The Chair shall be a voting member.

## 299 Article 8: Administration

### 300 Section 1: Office & Staff

- 301 A. The Office shall employ such staff as is necessary for conduct of the Commission's  
302 business, including but not limited to oversight of the contract services for the PCA.  
303 B. The Office shall provide a direct staff liaison for the Commission. Such individual may  
304 also be nominated as the CEO's delegate to the Commission.

### 305 Section 2: Property

- 306 A. All property of the Commission shall be held in accordance with the bylaws of the  
307 Association.

## 308 Article 9: Dissolution

### 309 Section 1: Procedure

- 310 A. This Commission may be dissolved by a vote of four-fifths (4/5) of the whole number of  
311 the Commission.

### 312 Section 2: Distribution of Assets

- 313 A. Should the Commission be dissolved, all assets attributable to the Commission shall be  
314 deposited into the NENA general fund.

## 315 Article 10: Parliamentary Procedure

- 316 A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall  
317 govern this Commission in all cases in which they are consistent with these Bylaws and any  
318 special rules of order which the Commission or the Association may adopt.

## 319 Article 11: Amendment

### 320 Section 1: Proposal

- 321 These Bylaws may be amended provided each of the following conditions is met:  
322 A. An amendment is proposed by any Commission member; and  
323 B. The amendment is approved by two-thirds (2/3) of the whole number of  
324 Commissioners, and

- C. The amendment is approved by two-thirds (2/3) of the whole number of Officers and Directors of the Board.

## Section 2: Review

When one or more authorized proponents submits a timely proposed amendment, the Commission shall:

- A. Review the submission(s) and edit for composition and conformance with the structure and defined terms of these Bylaws;
- B. Consolidate similar amendments for joint presentation to the Commission, subject to the approval of the proponent(s) of each amendment consolidated;
- C. Submit final proposals for amendments to the membership at least one week prior to the next regularly scheduled meeting of the Board; and
- D. Provide a written recommendation for action by the Board based on the Commission's review of the proposed change(s).

## Section 3: Adoption

A duly proposed and reviewed amendment shall be incorporated into these Bylaws only if it receives the affirmative vote of two-thirds (2/3) of the whole voting body of the Board.

## Section 4: Effective Date

- A. All amendments to these bylaws shall become effective immediately upon adoption by the Board, unless a proviso is simultaneously adopted to change the effective date. Such provisos shall automatically be removed from these Bylaws upon their execution.
- B. Adopted amendments shall be incorporated into the official publication of these bylaws on the Association's website within thirty (30) days.

## Article 12: Finances

- A. The Office shall collect fees and administer expenditures on behalf of the Commission.
- B. The Office shall be reimbursed for reasonable management costs for executing the work of the Commission, including executive staff time, the administering of any and all contracts on behalf of the Commission and attendant travel costs or other expenses.
- C. Members of the Commission shall serve on a volunteer basis and shall not be offered a salary, reimbursed for time served as a member or receive any other consideration with respect to executing their duties as Commissioner.
- D. Members of the Commission shall be reimbursed for reasonable costs incurred on executing work of the Commission, including travel costs.
- E. The Office shall maintain an accounting of the Commission's revenues and expenditures separate and distinct from the general fund of the Association.

- F. The revenues and expenditures of the Commission shall be generally open and available to the public.

## Article 13: Conflict of Interest Policy

### Section 1: Policy

- A. At each meeting of the Commission, immediately following a call to order, the Chair shall recite the conflict of interest policy, section 1, in full.
- B. As a general policy, members of the Commission must not hold any personal or financial interest in such areas as governed by the Commission.
- C. In those cases where a Commissioner does have a financial or personal interest in any matter coming before the Commission, the Commission shall ensure that:
- i. The interest of such officer or director is fully disclosed to the Commission;
  - ii. Any transaction in which a Commissioner has a financial or personal interest shall be duly approved by the Commission members not so interested or connected as being in the best interests of the organization;
  - iii. Compensation to the interested Commissioner shall be reasonable and shall not exceed fair market value;
  - iv. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, if appropriate; and rationale for approval.
- D. An individual's employment affiliation shall not be considered, on its own, to constitute a conflict of interest.

### Section 2: Removal of Member

If a Commissioner is found upon two-thirds (2/3) of the whole voting body of the Commission to hold substantial conflicts of interest, whether disclosed or not, the individual shall be removed from the Commission immediately.



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

February 24, 2020

**VIA ELECTRONIC MAIL**

Mr. Brandon Abley  
National Emergency Number Association  
1700 Diagonal Road, Suite 500  
Alexandria, VA 22314

Dear Mr. Abley:

Thank you for your February 10, 2020 correspondence to the Metropolitan Emergency Services Board regarding nominations for NENA's NG9-1-1 Interoperability Oversight Commission. I am writing today to submit three nomination(s) for NENA's consideration.

The Metropolitan Emergency Services Board (MESB) is a joint powers board of ten counties in the Twin Cities metropolitan region. Established in 1979 as the Metropolitan 9-1-1 Telephone Board, and changed in 2005 to the MESB, one of the purposes of the Board is to jointly plan, coordinate, and administer a regional 9-1-1 system, pursuant to Minnesota Statutes. The MESB's 2017 – 2021 joint powers agreement is enclosed; it details the Board's 9-1-1 specific duties. Please note that at the time the agreement was executed, the MESB had nine member counties; Sherburne County became the tenth county when it joined the MESB in 2019 and will be listed in the 2022 – 2026 joint powers agreement, when executed.

The MESB's 9-1-1 Technical Operations Committee met on February 20, 2020 and voted to submit two nominations for the seat "representing organizations with a direct responsibility for handling 9-1-1 emergency calls." The MESB 9-1-1 Technical Operations Committee is a committee under the MESB which has representation from all 23 primary and secondary PSAPs in the ten-county metropolitan region. As proof of committee recommendation, enclosed is a completed action sheet for the nomination, which includes the motioner/seconder and motion, as well as the result.

The first nomination is Nancie Pass, Director, Ramsey County Emergency Communications Center (RCECC). Ms. Pass has worked as a 9-1-1 professional for over 25 years, in small, medium and large PSAPs. In her career, she has held the positions of telecommunicator, PSAP supervisor, PSAP manager, assistant director and now director. Ms. Pass is very active in the 9-1-1 community of the state of Minnesota, serving as the metro region representative to the Statewide Emergency Communication Board's (SECB) NG9-1-1 Committee and is Second Vice-President of the Minnesota APCO-NENA Chapter. Under Ms. Pass' leadership, RCECC has implemented ground-breaking and award-winning programs; one of these programs,

Ramsey County Fire Closest Unit Dispatch, received the Local Government Innovation Award from the University of Minnesota's Humphrey School of Public Affairs.

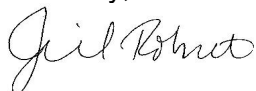
The second nomination is Darlene Pankonie, Manager, Washington County Sheriff's Office Communications Division. Ms. Pankonie has worked as a 9-1-1 professional for over 25 years. She has held the positions of call-taker, dispatcher, supervisor, senior supervisor and now manager. Ms. Pankonie is very active in 9-1-1 in the state of Minnesota. She chairs the SECB NG9-1-1 Committee, a position she has held since 2015. She also is President of the Minnesota APCO-NENA Chapter and is an Emergency Number Professional (ENP). As the Communications Division Manager, Ms. Pankonie has implemented multiple hardware and software systems to ensure optimal PSAP and telecommunicator performance. It is her desire to ensure operations staff has the best tools to perform its multiple functions.

The MESB Executive Committee met on February 12, 2020 and voted to nominate Hennepin County Commissioner Irene Fernando for the seat "representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network with a region smaller than a US state." Since her appointment to the MESB in January 2019, Commissioner Fernando has been an active commissioner. In 2020, the MESB appointed Commissioner Fernando as its representative to the SECB Steering Committee. The SECB approved Commissioner Fernando as the committee's chairperson at its January 23, 2020 meeting. Commissioner Fernando has also worked to implement a pilot program, 9-1-1 Em with the Hennepin County Sheriff's Office's PSAP to embed a social worker in the PSAP to assist with 9-1-1 calls related to mental health issues.

As proof of this nomination, enclosed are draft minutes from the February 12, 2020 MESB Executive Committee meeting. Due to the timing of the receipt of your correspondence, no action sheet was developed. It is my intent to have the full Board of the MESB ratify both nominations at its March 11, 2020 meeting. I will send you that proof when it is available.

Thank you, and the NENA Board of Directors, for considering these nominations. Should any questions arise about the nominees, please contact me at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Sincerely,



Jill Rohret, ENP  
Executive Director

Enclosures (6)





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**March 11, 2020**

**Agenda Item:**

**6A. Approval of Amendments to  
EMS TOC Bylaws**

**Presenter:**

**Robinson**

### **RECOMMENDATION**

Staff recommend the Board approve amendments to the EMS Technical Operations Committee (TOC) and subcommittee bylaws.

### **BACKGROUND**

The EMS TOC and its subcommittee have established bylaws which were last amended in May 2016.

### **ISSUES & CONCERNS**

The addition of Sherburne County to the MESB in 2019 requires the EMS TOC and subcommittee bylaws to be amended.

There are two substantive amendments being made to include Sherburne County. First, on page 1, there was a language change to the definition of the metro region to include all county members to the MESB joint powers agreement. This change was made to mirror language in both the 9-1-1 and Radio TOC bylaws.

Second, on page 2, the fourth paragraph includes a reference to Sherburne County.

All other changes made are to make the bylaws consistent in how statutes are referenced, how subcommittee is spelled, how Vice Chair is written, etc.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM  
TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be an Emergency Medical Services Technical Operations Committee (EMS TOC) composed of the following representatives from the Metro Region and selected as follows:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- Public health representative of the Administrator of the Community Health Services (CHS) agency of each Metro Region county as recommended by the county board of commissioners: one seat each
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Metro Region Health Care Preparedness Coordinator (RHPC): one seat
- Chair of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee, or designee
- Chair of the EMS Education and Research ~~Sub-Committee~~ Subcommittee, or designee
- Chair of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee, or designee.

Ex officio members may be added at the discretion of the EMS TOC.

~~The Metro Region for the purpose of this committee consists of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, and Washington Counties.~~

The Metro Region for the purpose of this committee consists of representatives from each county party to the Joint Powers Agreement for Metropolitan Emergency Services Board (MESB).

Each agency eligible for representation may, at its option, nominate a representative to the EMS TOC. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive ~~Sub-Committee~~ Subcommittee and submitted to the MESB ~~Board~~ for approval. The Board reviews recommendations for membership on the EMS TOC and makes the appointment to the Committee.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the Board.

Resignation of a non-dedicated seat creates a vacancy which will be filled by nomination from all eligible agencies.



Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7). In addition, there shall be alternates appointed for each representative to the EMS TOC. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the last EMS TOC meeting of the odd-numbered calendar years, at which regular business transactions are conducted, there shall be elected a Chair and Vice Chair.

One of the two executive officers shall be a representative from an agency serving the counties of Anoka, Carver, Hennepin, Sherburne and Scott and the other is to be a representative from an agency serving the counties of Chisago, Dakota, Isanti, Ramsey and Washington.

Each officer elected and approved by the Board shall serve for a period of two years and shall be eligible for re-election for successive two-year terms.

In the event the Chair resigns prior to the end of the term of office, the Vice Chair will assume the Chair position for the remainder of the term and a special election for Vice-Chair will occur at the next meeting. In the event the Vice Chair resigns prior to the end of the term of office, a special election to fill the position will take place at the next meeting of the EMS TOC.

## SECTION 2. CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of the EMS TOC. The Chair of the Board shall appoint the Chair of EMS TOC subject to the approval of the Board. The Chair shall preside at all meetings of the EMS TOC and perform the usual duties of a Chair. The Chair shall attend all meetings of the Board upon request.

## SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the EMS TOC, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

## SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC of the MESB is to support EMS agencies within the Metro Region by:

1. Providing an informational network for EMS agencies;
2. Encouraging decisions and planning to achieve greater levels of systems interoperability;
3. Promoting best practices as a means to improve quality
4. Pursuing strategic grant opportunities for the metro EMS system;
5. Advising the Metro Region EMS System Coordinator and the Metro Emergency Services Board on matters of policy, procedure and technology;
6. Promoting the sharing of resources, best practices, standards and policies.

The EMS TOC shall have the powers necessary and appropriate to effectively carry out the directives of the Board. The EMS TOC shall recommend to the Board those actions that are needed for the coordination and improvement of emergency medical services within the Metro

Region. The EMS TOC shall perform other such duties as may be prescribed by the Board, including:

1. Develop a work plan for the EMS activities listed in Minnesota Statutes, Section 144E.50, Subd. 5 for state funding:
  - a. Personnel training
  - b. Transportation coordination
  - c. Public safety agency cooperation
  - d. Communications system maintenance and development
  - e. Public involvement
  - f. Health care facilities involvement
  - g. System management
2. Review and approve metro EMS-targeted grant requests prior to their submission for MESB approval.
3. Review and approve sub-committee recommendations prior to their submission for MESB approval.

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

#### SECTION 5. VOTING

Each member of the EMS TOC may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the EMS TOC.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS TOC shall agree to a time and place for holding regular meetings of the EMS TOC; notice of regular meetings shall be given to each member of the EMS TOC at least five (5) days prior to such meeting.

Special meetings of the EMS TOC may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Committee and otherwise comply with provisions of open meeting law.

#### SECTION 7. QUORUM

A simple majority of the total voting members of the EMS TOC shall constitute a quorum for the transaction of business at any noticed meeting.

#### SECTION 8. ATTENDANCE

EMS TOC members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. *If an eligible agency holding a voting seat on the EMS TOC does not meet the minimum attendance requirement, the agency's membership will be changed to non-voting status until the minimum attendance requirement is met, at which time,*

*the agency's membership will be automatically reinstated to full voting status. This amendment is effective June 1, 2016.*

#### SECTION 9. MEDICAL DIRECTOR

The physician representatives on the committee function as the medical directors for the Board and EMS TOC.

#### SECTION 10. METRO REGION EMS SYSTEM REPRESENTATIVE ON THE MINNESOTA EMS REGULATORY BOARD

The Metro Region EMS System Representative shall be recommended by the EMS TOC to the Board for submission to the Secretary of State for appointment. Members of the Board, the EMS TOC and/or its sub-committees are eligible to serve as the Metro Region EMS System's representative on the EMS Regulatory Board. The representative shall serve as an ex officio member of the EMS TOC unless already designated a member of it.

BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM  
EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION

The EMS Executive Committee shall be composed of:

- Chair of the EMS Technical Operations Committee (EMS TOC)
- Vice Chair of the EMS TOC
- Chair of the EMS Education & Research ~~Sub-Committee~~ Subcommittee
- Chair of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee
- Chair of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee
- Public Health representative serving on the EMS TOC: one seat, appointed by the EMS TOC

SECTION 2. CHAIR

The Chair of the EMS TOC shall serve as the Chair of its Executive Committee. The Chair shall preside at all meetings of the EMS Executive Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The Vice Chair of the EMS TOC shall serve as the Vice Chair of its Executive Committee. In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS Executive Committee is to improve emergency medical services within the Metro Region, by:

1. Approving actions which need to be taken more quickly than the EMS TOC could be convened.
2. Ensuring that work of all sub-committees and the EMS TOC are coordinated and progressing in a timely manner.
3. Collaborate with MESB staff in developing agendas for, and preparing minutes from, EMS TOC and EMS Executive Committee meetings.
4. Working with MESB staff to assure attendance and quorum requirements are enforced.
5. Monitoring financial reports for revenues and expenditures.
6. Working with MESB staff to assure audit compliance with Minnesota Statutes, Section 144E.50, Subds. 4 and 6.
7. Reviewing and forwarding nominations for seats on the EMS TOC and its sub-committees.

The Executive Committee shall have the powers necessary and appropriate to effectively carry out its work.

All meetings of the EMS Executive Committee shall be held in accordance with the Minnesota Open Meeting Law, ~~Minnesota Statutes, Chapter~~ Minnesota Statutes, Chapter 13D.

## SECTION 5. VOTING

Each member of the EMS Executive Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

## SECTION 6. MEETINGS

The EMS Executive Committee shall agree to a time and place for holding regular meetings of the EMS Executive Committee; notice of regular meetings shall be given to each member of the Committee at least five (5) days prior to such meeting.

Special meetings of the Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Committee and otherwise comply with provisions of open meeting law.

## SECTION 7. QUORUM

A simple majority of the total voting members of the Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Executive Committee.

## SECTION 8. ATTENDANCE

EMS Executive Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. *If an Executive Committee member does not meet the minimum attendance requirement, the member and alternate will be replaced at the next EMS TOC meeting. This amendment is effective June 1, 2016.*

BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM  
EDUCATION AND RESEARCH SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS Education and Research ~~Sub-Committee~~ Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the East Metro Region: two seats
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the West Metro Region: two seats
- EMS education, affiliated with MNSCU: three seats
- EMS education, other: three seats
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Chair of EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee, or designee: one seat

Each agency eligible for representation may, at its option, nominate a representative to the EMS Education and Research ~~Sub-Committee~~ Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Education and Research ~~Sub-Committee~~ Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first ~~Sub-Committee~~ meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the ~~Sub-Committee~~ Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Education and Research ~~Sub-Committee~~ Subcommittee and shall perform duties as prescribed by the EMS Education and Research ~~Sub-Committee~~ Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

### SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

### SECTION 4. POWER AND DUTIES

The purpose of the EMS Education and Research ~~Sub-Committee~~ Subcommittee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for education and research, for recommendation to EMS TOC.
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to pre-hospital education, research and public education.
3. Encouraging decisions and planning to take advantage of new training technologies.
4. Reviewing, developing, and/or recommending education classes or programs which will benefit regional EMS providers.
5. Identifying methods and resources needed to educate the public about EMS.
6. Developing RFPs and evaluation criteria for proposals.
7. Assessing, reviewing, and recommending pre-hospital grant application(s) submitted to Metro EMS for education/research.
8. Promoting educational best practices as a means to improve quality and uniformity amongst EMS agencies and educational training sites in the Metro Region.
9. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to pre-hospital education and research opportunities.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure, pre-hospital education and research.

The EMS Education and Research ~~Sub-Committee~~ Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Education and Research ~~Sub-Committee~~ Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Education and Research ~~Sub-Committee~~ Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Education and Research ~~Sub-Committee~~ Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Education and Research ~~Sub-Committee~~ Subcommittee members shall not hold themselves out as representing EMS Education and Research ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Education and Research ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board.

## SECTION 5. VOTING

Each member of the EMS Education and Research ~~Sub-Committee~~ Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

## SECTION 6. MEETINGS

The EMS Education and Research ~~Sub-Committee~~ Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the ~~Sub-Committee~~ at least five (5) days prior to such meeting.

Special meetings of the ~~Sub-Committee~~ Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the ~~Sub-Committee~~ Subcommittee.

All meetings of the EMS Education and Research ~~Sub-Committee~~ Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

## SECTION 7. QUORUM

A simple majority of the total members of the EMS Education and Research ~~Sub-Committee~~ Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Education and Research ~~Sub-Committee~~ Subcommittee.

## SECTION 8. ATTENDANCE

EMS Education and Research ~~Sub-Committee~~ Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*



BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM  
COMMUNICATIONS and INFORMATION TECHNOLOGY SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS System Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the East Metro Region: one seat
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the West Metro Region: one seat
- EMS Communications (PSAPs, EMS ECC and MRCCs): one seat each

Each agency eligible for representation may, at its option, nominate a representative to the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS ~~Communications~~ communications agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Communications seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS System Communications and Information Technology ~~Sub-Committee~~ Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first ~~Sub-Committee~~ meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the ~~Sub-Committee~~ Subcommittee a Chair and a Vice-Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS System Communications and Information Technology ~~Sub-Committee~~ Subcommittee and shall perform duties as prescribed by the EMS

Communications and Information Technology ~~Sub-Committee~~ Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

### SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

### SECTION 4. POWER AND DUTIES

The purpose of the Metro Region EMS System Communications and Information Technology ~~Sub-Committee~~ Subcommittee is to support EMS agencies, Secondary Public Safety Answering Points (PSAPs) and EMS Dispatch Centers through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for communications and information technology, for recommendation to EMS Technical Operations Committee;
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to public safety interoperable communications;
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines;
4. Promoting communication best practices as a means to improve quality;
5. Interfacing with primary PSAPs and first responder agencies as a means to close gaps and enhance cooperation and interoperability within the entire public safety delivery system;
7. Developing plans for the distribution of regional assets and maintaining inventories;
6. Providing guidance and planning for the use of accepted grant funds;
8. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to emergency communications, 9-1-1 systems, Computer Aided Dispatch systems, mobile computing systems and strategic technology planning;
9. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure and technology.

The EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee members shall not hold themselves out as representing EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board.

### SECTION 5. VOTING

Each member of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the ~~Sub-Committee~~ Subcommittee at least five (5) days prior to such meeting.

Special meetings of the ~~Sub-Committee~~ Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the ~~Sub-Committee~~ Subcommittee.

All meetings of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota-Statutes, Chapter 13D.

#### SECTION 7. QUORUM

A simple majority of the total members of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee.

#### SECTION 8. ATTENDANCE

EMS Communications and Information Technology ~~Sub-Committee~~ Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*

BY-LAWS  
OF THE  
METRO REGION EMS SYSTEM  
EMERGENCY PREPAREDNESS SUB-COMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- EMS Communications (PSAPS, EMS ECC and MRCCs): two seats

Each agency eligible for representation may, at its option, nominate a representative to the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS Licensed Provider agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Licensed Provider seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first ~~Sub-Committee~~ meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the ~~Sub-Committee~~ Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee and shall perform duties as prescribed by the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

#### SECTION 4. PURPOSE, POWERS AND DUTIES

The purpose of the Metro Region EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Promoting the exchange of information, experience and concepts related to operations.
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. Promoting operational best practices as a means to improve quality.
5. Reviewing and recommending policy procedure, standard and best practice for EMS to governing entities in both the Metro Region and the State of Minnesota.
6. Coordinating emergency response strategies and tactics for major incidents and events through the Metro Region EMS System Coordination Center, the Minnesota EMS Multi-Agency Coordination Center, the Metro MACC or similar bodies.
7. Providing assistance with Mitigation, Preparedness, Response, and Recovery activities.
8. Developing plans for the distribution of regional assets and maintaining inventories;
9. Providing guidance and planning for the use of accepted grant funds.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure and technology.

The EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Emergency Preparedness Sub-Committee Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee members shall not hold themselves out as representing EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee, EMS TOC, or MESB Board.

#### SECTION 5. VOTING

Each member of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual

member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

## SECTION 6. MEETINGS

The EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the ~~Sub-Committee~~ Subcommittee at least five (5) days prior to such meeting.

Special meetings of the ~~Sub-Committee~~ Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the ~~Sub-Committee~~ Subcommittee.

All meetings of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, ~~Minnesota Statutes, Chapter 13D.~~

## SECTION 7. QUORUM

A simple majority of the total members of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee.

## SECTION 8. ATTENDANCE

EMS Emergency Preparedness ~~Sub-Committee~~ Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 7A. Approval of Exec. Director Travel Request  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Committee recommends approval for the Executive Director to travel for the 2020 APCO Annual Conference and MTUG National Meeting.

### **BACKGROUND**

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

### **ISSUES & CONCERNS**

The Executive Director is seeking approval for one travel request.

The travel request is for the 2020 Association of Public-Safety Communications Officials (APCO) annual conference and the 2020 Motorola Trunked Users Group (MTUG) annual meeting, which are being held in Orlando, FL in August 2020. The APCO conference is August 2-5, 2020; the MTUG meeting is August 6-7, 2020.

The travel request is for \$2,259.00 and is included in the 2020 MESB operational budget.

### **FINANCIAL IMPACT**

None; the travel request was included in the 2020 MESB operational budget.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# METROPOLITAN EMERGENCY SERVICES BOARD

# REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret  
Travel Purpose: APCO 2020 Annual Conference and MTUG National Meeting  
Location: Orlando, FL (GSA Per Diem: \$66; \$49.50 travel day)  
Travel Dates: August 1 - 7, 2020

## Travel Cost Estimate

Registration	\$350.00
Air Fare	\$400.00
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	\$1,000.00*
WiFi Charges (at hotel only)	-
Meals	\$429.00
Other	-
Total Estimated Cost	\$2,259.00

Is travel cost included in current budget? Yes

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

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

\*Estimate made using non-conference hotel room rates. Actual costs could be less.

Submitted by: \_\_\_\_\_ Date: January 31, 2020

### Board approval

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion carried/Motion denied

Date:





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** February 12, 2020  
**Agenda Item:** 7B. Approval of Draft MESB Policy 033 -  
Phased Retirement Option  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Director recommends approval of draft MESB Policy 033 – PERA Phased Retirement Option which states how the MESB will handle implementation of the PERA Phased Retirement Option (PRO) for eligible employees.

### **BACKGROUND**

Legislation passed in 2009 created a phased retirement option (PRO) for Coordinated and Basic PERA members; at that time, it was only available for a limited time. In 2019, the Minnesota Legislature, made the PRO a permanent option for Coordinated and Basic PERA members, though the option is at the discretion of the employer. Dakota County has opted to implement this option and currently has six employees participating in the option.

At the November 13, 2019 MESB meeting, the Board voted to allow this retirement option for MESB employees, subject to the approval of the Executive Director and the approval of a policy governing the option.

### **ISSUES & CONCERNS**

Phased retirement requires the PERA member to be at least 62 and a vested PERA member. The employee must have worked a minimum of 1,044 hours in each of the five years immediately preceding the offer of a phased retirement.

Phased retirement requires the employee to reduce his/her hours by at least 25% per pay period and cannot exceed working 1,044 hours per year (this equates to working half time or less). A phased retirement agreement must be executed between the employee and employer for a term of up to five years.

Once in a phased retirement, neither the employee nor the employer is required to make PERA contributions.

The draft policy being considered by the Board mirrors the policy implemented by Dakota County. The draft policy states that the PRO option must be offered by the Executive Director to retiring employees. The term of the PRO Agreement is for one year, which will be the maximum length of PRO offered by the MESB. The Executive Director has the sole discretion to renew the agreement beyond one year.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** February 12, 2020  
**Agenda Item:** 7B. Approval of Draft MESB Policy 033 -  
Phased Retirement Option  
**Presenter:** Rohret

### **FINANCIAL IMPACT**

The MESB would have to enroll the participating employee in PERA's exempt plan and report these individuals on the salary deduction report. The MESB would also have to report once the phased retirement agreement has been concluded or when the employee fully retires. If employees participate in PRO, coverage as a full-time employee for group health, dental, vision and life insurance will end, as the employee will be a part-time employee. Benefits offered to the employee as a part-time employee would be determined by whether the employee works more or less than .50 FTE.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

## Metropolitan Emergency Services Board

**Subject: PERA Phased Retirement Option**

**Number: 033**

**Effective Date: xx-xx-2020**

**PURPOSE:** The intent of this policy is to establish a consistent process for approving MESB employees' participation in Public Employees Retirement Association (PERA) Phased Retirement Option (PRO).

In 2009, the Minnesota Legislature created a phased retirement option (PRO) for coordinated and basic members; at that time, PRO was only available for a limited time. In 2019, the Legislature made the program a permanent option for coordinated and basic members, though the option is at the discretion of the employer. In November 2019, the MESB voted to participate in this program.

The Executive Director's employment agreement gives the Executive Director the duty to "select, hire, direct and discipline employees of the Board." Given this duty, the Executive Director will determine whether the MESB would agree to PRO for any given employee, based on if doing so would be beneficial for the MESB.

For an employee to be eligible to participate in the PRO, he/she must be at least 62 years of age and a vested PERA member who has worked a minimum of 1,044 hours (half-time) in each of the five years immediately preceding the offer of a phased retirement. Additionally, the employee may not be a current PERA benefit recipient and must reduce her/his hours by at least 25% in each pay period under PRO and may not work more than 1,044 hours in one year. According to PERA, the maximum length of PRO is five years.

### **Process**

If an employee meets the aforementioned conditions and is interested in participating in PRO, he/she should discuss participation with the Executive Director. The Executive Director will deliberate and determine if PRO would be of benefit to the MESB.

If the Executive Director decides to offer PRO to an employee, the maximum length of PRO offered by the MESB will be for one year. The MESB and the employee will enter into a Phased Retirement Option Agreement, which will be submitted to PERA prior to the effective date of the PRO. Employees must also submit a completed Application for PERA Retirement Benefits.

At the sole discretion of the Executive Director, the Phased Retirement Option Agreement may be renewed. If the agreement is terminated or not renewed, the employee will not be able to return to employment status except through normal PERA and MESB rules.

### **Supplemental Benefits Under PRO**

If an employee participates in PRO, coverage as a full-time employee under group health, dental, vision, and life insurance will end; the employee will be treated as a part-time employee. If working more than .50 FTE, the employee will be eligible for prorated medical and dental benefits; life insurance, vision, and disability will remain in place. If working less than .50 FTE, these benefits will end.

## Metropolitan Emergency Services Board

**Subject: PERA Phased Retirement Option**

**Number: 033**

**Effective Date: xx-xx-2020**

If working less than .50 FTE, employees participating in PRO will not be eligible to participate in both short- and long-term disability programs. Coverage terminates on the date the employee's benefit-eligible status ends.

If working less than .50 FTE, PRO employees will no longer be eligible to participate in health care/dependent care Flexible Spending Account. Contributions to the health and/or dependent care flexible spending account will end of the last date of employment.

Contributions to deferred compensation plans can continue at the same level for employees in the PRO program.

Flex leave will be pro-rated and continue to accrue on hours worked.

PRO-participating employees will continue to be eligible for paid holidays, pro-rated based on the number of hours worked.

Contributions to PERA by the employee and by the MESB will end.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 7C. Approval of Resolution Regarding  
the Amendment to Joint Powers Agreement  
with Dakota County for Human Resources Services  
**Presenter:** Rohret

### **RECOMMENDATION**

A resolution and amendment to the Joint Powers Agreement with Dakota County for Human Resources Services is before the Board for approval.

### **BACKGROUND**

The Metropolitan Emergency Services Board has contracted with member agencies to provide services to the MESB to keep assessments to counties at a reasonable level. Current services provided are: accounts payable/receivable (Washington County); board legal counsel and investment account (Hennepin County); and human resources consulting, including employee benefits and payroll services (Dakota County).

In December 2007, the MESB and Dakota County executed a joint powers agreement for human resources services, payroll services and employee benefits programs.

### **ISSUES & CONCERNS**

On February 12, 2020, the MESB Executive Director was notified by Dakota County Employee Relations of the County's intent to amend the joint powers agreement and begin charging the MESB for the services provided by the County. The hourly rate which will be charged is \$94.00 and would begin upon execution of the amendment to the joint powers agreement. Dakota County will also charge for any administrative costs incurred by the County, as well as an annual administrative fee for participation in the County benefit plans.

This cost was not included in the MESB's 2020 budget. Dakota County has stated that since the County began to track the amount of time it spent working on MESB items in September 2019 (through February 12, 2020), the County spent 4.40 hours on MESB items. As such, the MESB Executive Director provides a conservative estimate of 20 hours per year for this agreement, at an expense of \$1,880.00 per year at the \$94.00 rate. The County does reserve the right to increase the hourly rate and administrative fee on an annual basis.

Currently, the MESB pays for actual payroll and benefit costs including salary, PERA contributions, benefit plan contributions, a \$6.00 per employee fee for administering the benefits

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** March 11, 2020  
**Agenda Item:** 7C. Approval of Resolution Regarding  
the Amendment to Joint Powers Agreement  
with Dakota County for Human Resources Services  
**Presenter:** Rohret

plan, an annual fee for MESB employee participation in the County's wellness program, and annual HRA/HSA employer contributions.

The proposed First Amendment included in this packet has been reviewed by MESB Counsel; feedback was sent to Dakota County. At the time of this writing, the MESB is waiting for a response.

### **FINANCIAL IMPACT**

The costs incurred under this amended agreement in 2020 were not included in the 2020 budget, though it is likely that the MESB will not go over budget because of this one item.

The Dakota County costs would be included in the 2021 budget and will likely result in a small increase in assessments.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**RESOLUTION 2020-01**  
**RESOLUTION APPROVING AMENDMENTS TO THE**  
**MESB-DAKOTA COUNTY AGREEMENT FOR**  
**HUMAN RESOURCES SERVICES**

**WHEREAS**, at its September 11, 2007 meeting, the Metropolitan Emergency Services Board (MESB) approved a single-entity to manage salary-merit increases and health benefit plans; and

**WHEREAS**, at its November 14, 2007 meeting, the MESB authorized execution of a joint powers agreement with Dakota County for human resources services, employee benefit programs and payroll services; and

**WHEREAS**, the joint powers agreement for human resources services between the MESB and Dakota County was executed on December 6, 2007; and

**WHEREAS**, Dakota County has provided human resources services, employee benefit programs and payroll services since January 1, 2008 and these services have been free of charge; and

**WHEREAS**, the Joint Powers Agreement between the MESB and the County of Dakota for Human Resources Services, Payroll Services, and Employee Benefits Programs had no determined termination date; and

**WHEREAS**, the MESB received notification from Dakota County on February 12, 2020 that Dakota County intended to begin charging the MESB for human resources services; and

**WHEREAS**, the parties agree to amend its joint powers agreement as follows:

1. The effective date of the First Amended and Restated Joint Powers Agreement Between the MESB and the County of Dakota for Human Resources Consulting Services, Payroll Services, and Employee Benefit Plan Participation shall be when the agreement is executed by both parties;
2. Dakota County shall provide MESB human resources consulting services on an ad hoc basis and reserves the right to decline to provide said services;
3. Dakota County shall charge the MESB an hourly rate of \$94.00 for services performed;
4. Dakota County shall charge the MESB any applicable administrative costs as stated in the First Amended and Restated Agreement;
5. Dakota County shall provide the MESB with a monthly detailed invoice for services provided;
6. The First Amended and Restated Agreement shall terminate on December 31, 2022;

**NOW, THEREFORE BE IT RESOLVED**, that the Metropolitan Emergency Services Board approves the First Amended and Restated Joint Powers Agreement Between the MESB

and the County of Dakota for Human Resources Consulting Services, Payroll Services, and Employee Benefit Plan Participation.

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Anderson	_____	_____	_____
Beer	_____	_____	_____
Degler	_____	_____	_____
Egan	_____	_____	_____
Fernando	_____	_____	_____
Gamache	_____	_____	_____
Holberg	_____	_____	_____
Ische	_____	_____	_____
Johnson, A.	_____	_____	_____
Johnson, J.	_____	_____	_____
Johnson, W.	_____	_____	_____
McDonough	_____	_____	_____
McMahon	_____	_____	_____
Matascastillo	_____	_____	_____
Meisner	_____	_____	_____
Miron	_____	_____	_____
Schmiesing	_____	_____	_____
Wolf	_____	_____	_____



**FIRST AMENDED AND RESTATED JOINT POWERS AGREEMENT BETWEEN  
THE METROPOLITAN EMERGENCY SERVICES BOARD  
AND THE COUNTY OF DAKOTA  
FOR HUMAN RESOURCES CONSULTING SERVICES  
PAYROLL SERVICES, AND EMPLOYEE BENEFIT PLAN PARTICIPATION**

---

This First Amended Joint Powers Agreement (“**Agreement**”) is made and entered into by and between the Metropolitan Emergency Services Board (“**MESB**”) and the County of Dakota (“**County**”) (the MESB and the County are sometimes collectively referred to as the “**Parties**”) pursuant to Minn. Stat. § 471.59.

**WHEREAS**, the MESB is a joint powers organization established under Minnesota law to plan, coordinate, and administer regional 911 and radio systems and emergency medical services in the Twin Cities metro area; and

**WHEREAS**, the County is a political subdivision of the State of Minnesota and a member of the MESB; and

**WHEREAS**, the County’s Employee Relations Department (“**Department**”) presently provides human resources consulting and payroll services to the MESB pursuant to the Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services, and Employee Benefit Programs; and

**WHEREAS**, the MESB desires that the Department continue to provide human resources, consulting, and payroll services to the MESB, and the County is willing to permit the Department to so continue pursuant to the terms and conditions of this Agreement; and

**WHEREAS**, the County presently provides MESB employees access to its group medical, dental, vision, life, and short- and long-term disability insurance plans (collectively referred to as “**County Benefit Plans**”) pursuant to the Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services and Employee Benefit Programs; and

**WHEREAS**, the MESB desires that its employees have continued access to the County Benefit Plans, and the County is willing to permit such continued access subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to enable, subject to the terms and conditions set forth herein: (a) the MESB to continue obtaining human resources consulting and payroll services from the Department, and (b) MESB employees to continue participating in the County Benefit Plans.

2. **Duration.** This Agreement will be in full force and effect on the date it is executed by both Parties and will continue in force until terminated pursuant to paragraph 5.h. herein (the “Agreement Term”).
3. **Human Resources Consulting and Payroll Services.**
  - a. **Scope of Human Resources Consulting Services.** The Department will provide human resources consulting services to the MESB upon request on an *ad hoc* basis. The Director of the Department (“**Director**”) has sole and complete discretion to decline to provide human resources consulting services to the MESB. Nothing in this Agreement obligates the Department to provide human resources consulting services to the MESB or limits the MESB’s ability to obtain human resources consulting services from other sources.
  - b. **Scope of Payroll Services.** The Department will provide payroll processing services to the MESB, including withholding payroll taxes and other required or elective amounts from MESB employees’ paychecks and paying MESB employees in accordance with the MESB’s compensation schedule. The MESB is solely responsible for providing the Department all information necessary to process payroll for MESB employees, including rates of pay, hours worked, use of paid time off, pay for periods in which no work is performed (e.g., holiday pay, etc.), wage garnishments or child support withholding amounts, employee contribution amounts to pension, retirement, and other post-employment benefit plans/accounts, and IRS Forms W-4 and other applicable tax withholding forms.
  - c. **Hourly Rate.** The MESB will pay the County for human resources consulting and payroll services provided by the Department at an hourly rate of \$94.00. Effective January 1 of each calendar year during the Agreement Term, the Director may adjust the hourly rate then in effect to reflect the present cost of providing human resources consulting and payroll services to the MESB, and will provide written notice of any adjusted hourly rate to the MESB pursuant to paragraph 5.i. of this Agreement prior to the new hourly rate taking effect.
  - d. **Payroll Withholding Costs.** The MESB will reimburse the County for all employer-share costs associated with withholdings made by the Department from MESB employees’ paychecks including, without limitation, federal and state payroll taxes and employer contribution amounts to pension, retirement, and other post-employment benefit plans/accounts. The County will not, under any circumstances, be responsible for any MESB employee- or employer-share payroll withholding costs.
  - e. **Administrative Costs.** The MESB will reimburse the County for all administrative costs incurred by the County in the Department’s provision of human resources consulting and payroll services to the MESB. Reimbursable costs include, for example, long-distance telephone charges, postage charges, copying charges, printing charges, mileage charges (reimbursable at the Internal Revenue Service’s then-applicable standard mileage rate), parking charges, delivery fees, messenger

services fees, investigatory fees, and other reasonable expenses incurred by the County in the Department's provision of human resources consulting and payroll services to the MESB.

- f. **Billing.** The Department will invoice the MESB on a monthly basis for human resources consulting and payroll services provided to the MESB and any administrative costs incurred by the County in connection with providing such services. Said invoices will identify the persons providing services and itemize the services provided by each such person, the amount of time that each such person spent providing services, and any administrative costs incurred by the County in connection with such services.

#### 4. **Participation in the County Benefit Plans.**

- a. **Eligibility.** The County will allow MESB employees to participate in the County Benefit Plans on the same basis as County employees. Eligibility for participation in the County Benefit Plans is governed by the terms and conditions of applicable plan documents.
- b. **Premium Costs.** MESB employees are responsible for paying their respective employee-share premium costs associated with their participation in the County Benefit Plans. The MESB will timely remit to the County all employer-share premium costs associated with MESB employees' participation in the County Benefit Plans. The County will not under any circumstances be responsible for any premium or other costs associated with MESB employees' participation in the County Benefit Plans.
- c. **Administrative Fee.** The MESB will pay the County an annual administrative fee in connection with MESB employees' participation in the County Benefit Plans. Such fee will be established on an annual basis by the Director and communicated to the MESB in writing pursuant to paragraph 5.i. of this Agreement.

#### 5. **General Provisions.**

- a. **Compliance with Laws and Standards.** The Parties agree to comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Parties are responsible, including, without limitation, the Minnesota Government Data Practices Act ("**MGDPA**") and the Health Insurance Portability and Accountability Act ("**HIPAA**"). Each party will rely on its own appointees for such compliance.
- b. **Legal Advice and Representation.** In providing services to the MESB under this Agreement, the County (including the Department) will rely solely and exclusively on legal advice and representation provided by the Dakota County Attorney's Office ("**DCAO**"), notwithstanding any other agreement to the contrary that may now or in the future exist between the MESB and any of its members for legal representation. The MESB acknowledges and agrees that the DCAO does not and

will not provide legal representation, services, or advice to the MESB under any circumstances whatsoever, and that no attorney-client relationship exists between the DCAO and the MESB either now or in the future. The MESB also acknowledges and agrees that to the extent it claims to have received legal advice either directly or indirectly from the DCAO, MESB shall not rely on any such alleged advice and hereby warrants that it will not rely on such advice and will not claim to have relied on such advice.

- c. **Non-Employee Status.** In implementing the terms of this Agreement, the County's employees and agents are not employees of the MESB, and the MESB's employees and agents are not employees of the County.
- d. **Liability and Indemnification.** ~~The MESB agrees to defend, indemnify, and hold harmless the County and its elected officials, employees, agents, attorneys, and insurers from all claims, demands, and causes of action of any kind or nature whatsoever, including the costs of defense thereof, resulting from or relating in any way to the County's provision of services under this Agreement or MESB employees' participation in the County Benefit Plans. Each Party to the Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party, its officers, employees or agents. Each Party hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to the Agreement.~~ Nothing in this paragraph is intended to waive any liability limits or immunities to which the Parties are otherwise entitled under law.
- e. **Disposition of Property.** Upon termination of this Agreement, any MESB property or surplus monies acquired by the County (including the Department) in connection with services provided under this Agreement or MESB employees' participation in the County Benefit Plans will be returned to the MESB as appropriate.
- f. **Complete Agreement.** This Agreement represents the complete and exclusive agreement between the Parties with respect to its subject matter, and upon execution will supersede any and all prior agreements between the Parties with respect to its subject matter, including, without limitation, the: (i) Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services and Employee Benefit Programs; and (ii) Joint Powers Agreement for Metropolitan Emergency Services Board.
- g. **Modification.** Any amendments, changes, or modifications to this Agreement will be valid only if reduced to writing, approved by the Parties' respective Boards, and signed by the Chairs of the County Board of Commissioners and the MESB Board.

h. **Termination.** This Agreement will terminate upon 180 days' written notice of either party to the other party, termination of the MESB joint powers organization, or upon December 31, 2022, whichever occurs first.

i. **Notice.** All notices and other communications required under or contemplated by this Agreement will be in writing and delivered personally, via First Class mail (postage prepaid) or e-mail to the following persons:

MESB: Jill Rohret  
Executive Director  
Metropolitan Emergency Services Board  
2099 University Avenue West  
St. Paul, MN 55104  
[jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org)

County: Matt Smith  
Dakota County Manager  
Dakota County Administration Center  
1590 Highway 55  
Hastings, MN 55033  
[matt.smith@co.dakota.mn.us](mailto:matt.smith@co.dakota.mn.us)

j. **Liaisons.** To assist in the day-to-day performance and administration of this Agreement, the Parties designate the following persons as their liaisons:

MESB: Jill Rohret  
651-643-8394  
[jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org)

County: Andy Benish  
651-438-4382  
[andrew.benish@co.dakota.mn.us](mailto:andrew.benish@co.dakota.mn.us)

k. **Recordkeeping.** Records relating to the performance of this Agreement will be maintained by the County and the MESB for at least six (6) years after the termination of this Agreement. The Parties will at all times have full and mutual access to all records relating to the performance of this Agreement.

l. **Counterparts.** This Agreement, any amendments or modifications to this Agreement, and any other documents required to be executed in order to consummate or carry out this Agreement may be executed in one or more counterparts, each of which will be deemed an original. All such counterparts will together constitute one and the same instrument. A photocopy, facsimile, or digital image of an executed counterpart will be enforceable and admissible as an original.

**IN WITNESS HEREOF**, the Parties have executed this Agreement on the dates indicated below.

Approved as to form:	<b>COUNTY OF DAKOTA</b>
_____ Asst. Dakota County Attorney/Date County Attorney File No. KS-17-427	By: _____ Mike Slavik Title: Board Chair
Approved by Dakota County Board Res. # _____	Date of Signature: _____

	<b>METROPOLITAN EMERGENCY SERVICES BOARD</b>
	By: _____ <del>George McMahon</del> <u>Trista Matascastillo</u> Title: Board Chair
Approved by MESB Board Res. # _____	Date of Signature: _____
 <u>Approved as to form:</u>  _____ <u>MESB Counsel</u>	



Employee Relations Department  
Will Volk, Director  
Dakota County Administration Center ♦ 1590 Hwy. 55, Hastings, MN 55033  
Phone: 651.438.4435 ♦ Fax: 651.438.8178  
♦ www.dakotacounty.us ♦

November 30, 2007

Martin D. Moody  
Executive Director  
Metropolitan Emergency Services Board  
2099 University Ave. W.  
St. Paul, MN 55104-3431

RECEIVED  
DEC 11 2007  
MESB

Dear Martin:

Enclosed please find a final signed copy of the joint powers agreement between Dakota County and the Metropolitan Emergency Services Board (MESB) for human resources and other services for your files.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Benish", written over a faint circular stamp.

Andy Benish  
Employee Relations

Enclosures

JOINT POWERS AGREEMENT BETWEEN  
THE METROPOLITAN EMERGENCY SERVICES BOARD  
AND THE COUNTY OF DAKOTA  
FOR HUMAN RESOURCES SERVICES, PAYROLL SERVICES  
AND EMPLOYEE BENEFIT PROGRAMS

This Agreement is made and entered into by and between the Metropolitan Emergency Services Board and the County of Dakota, pursuant to Minn. Stat. § 471.59.

WHEREAS, the Metropolitan Emergency Services Board (MESB) was established by a joint powers agreement for the purpose of overseeing the 911 system, interoperable regional radio system and facilitating coordination of emergency medical services in the metropolitan area; and

WHEREAS, the County of Dakota (County) is a member of MESB and a signatory party to the joint powers agreement establishing the MESB; and

WHEREAS, MESB has requested that the County consider providing human resources, employee benefit programs and payroll services to MESB; and

WHEREAS, the County is willing and able to provide these services to MESB, pursuant to Resolution No. 07-523,

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to enable the County to provide human resources services, employee benefit programs, and payroll services to MESB and for MESB to secure such services and programs from the County.
2. Term. The term of this Agreement shall commence on January 1, 2008, and shall continue in full force until terminated pursuant to paragraph 6E of this Agreement.
3. Services to be Provided by the County.
  - A. Human Resources Services.
    - i. Services to be Provided. The County agrees to provide human resources services to MESB, upon request of MESB. These services include consultation and assistance in connection with staffing, performance management, development of compensation plan, and job evaluation. The County also agrees to permit MESB employees to participate in the County's training programs, including EDGE, on the same terms as employees from other jurisdictions are permitted.
    - ii. Status of MESB Employees. Any and all persons who are hired by MESB, including those hired with the consultation and/or assistance of the County, are and shall remain employees of MESB. MESB retains the exclusive authority to make all decisions respecting staffing, performance management, the compensation plan and job evaluation, as well as all decisions respecting the relationship between MESB and its employees. Nothing in this Agreement shall be construed to create the relationship of employer and employee between the County and any MESB employee.
  - B. Employee Benefit Programs. The County agrees to provide MESB employees access to the County's employee benefit programs under the same terms and conditions that apply to full-time and part-time County employees who participate in such programs. The employee benefit programs referred to in this paragraph include medical plans, dental plans, basic life insurance, accidental death and dismemberment insurance, supplemental life insurance for employee and



spouse and children, short-term disability insurance, long-term disability insurance, long-term care insurance, and employee assistance program.

MESB employees may participate in these programs only to the extent that the MESB governing board has specifically authorized and on the condition that the County is also providing payroll services pursuant to this Agreement.

C. Payroll Services. The County will provide payroll services to MESB, on the same terms and conditions which apply to County employees, including paid time off and holiday pay as determined by MESB. MESB employees shall be eligible to participate in the State of Minnesota deferred compensation plan, the Minnesota Post-Employment Health Care Saving Plan, and medical and dependent care flexible spending accounts, and PERA only to the extent specifically directed or authorized by the MESB governing board.

4. Costs and Premiums. The County shall have no duty to pay any part of any premium in connection with any MESB employee who is receiving any services or participating in programs pursuant to this Agreement. MESB agrees to reimburse the County for any loss or expense including but not limited to payroll, payroll taxes, contributions to PERA, deferred compensation, post-employment health care savings plan, fees for County training programs, and premiums incurred by the County, excluding ordinary administrative overhead expenses, in connection with any MESB employee who is participating in any programs or receiving services pursuant to this Agreement.

5. Data. Dakota County and MESB agree to abide by the Minnesota Government Data Practices Act and all other applicable state and federal laws, rules and regulations relating to data practices, data privacy and confidentiality.

MESB agrees to provide the County with all such information, data and authorizations the County requires in order to provide services pursuant to this Agreement, in the format and at the time of the County's choosing. MESB agrees that it will be solely responsible for responding to data practices requests for MESB data in the possession of Dakota County pursuant to this Agreement. Dakota County will return and will not retain all data received from MESB to MESB, as soon as such data is no longer needed by Dakota County in order to provide services pursuant to this Agreement or upon termination of this Agreement, whichever occurs first.

6. General Provisions.

A. Compliance with Laws and Standards. Dakota County and MESB agree to abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the parties are responsible.

B. Liability and Indemnification. Each party to the Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. Each party hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to the Agreement; and

It is understood and agreed that liability arising from the parties' acts or omissions is governed by the provisions of the Municipal Tort Claims Act, MN Stat. Ch. 466, and other applicable laws.

C. Accounting. All funds shall be accounted for according to generally accepted accounting principles.

- D. Amendments. Any alterations, variations or modifications of the provisions of this Agreement shall be valid only when reduced to writing, approved by the parties' boards, and signed by authorized representatives.
- E. Termination. This Agreement shall terminate upon 180 days' written notice of one party to the other.
- F. Disposition of Property. Upon termination of this Agreement, any property acquired as a result of activities undertaken pursuant to this Agreement and any surplus moneys shall be returned to the MESB.
- G. Relationship of the Parties. Nothing contained in this Agreement is intended or shall be construed in any manner as creating or establishing a partnership, joint venture, or agency relationship between the parties. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between the County and the MESB's employees.
- H. Notice. All notices and communications required by this Agreement shall be given in writing, by certified mail, as follows:

To MESB: Martin D. Moody  
Executive Director  
Metropolitan Emergency Services Board  
2099 University Ave. W.  
St. Paul, MN 55104-3431

To Dakota County: Brandt Richardson  
Dakota County Administrator  
Dakota County Administration Center  
1590 Highway 55  
Hastings, MN 55033

- I. Liaison. To assist the parties in the day-to-day performance of this Agreement and to develop services, ensure compliance and provide ongoing consultation, a liaison shall be designated by MESB and the County. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:
- |                                 |                              |
|---------------------------------|------------------------------|
| MESB's Liaison: Martin D. Moody | County Liaison: Andy Benish  |
| Phone Number: (651) 643-8398    | Phone Number: (651) 438-4382 |
- J. Access to Records/Audits. The County and MESB shall have full access to all records relating to the performance of this Agreement. The County and MESB agree to maintain records relating to the performance of this Agreement and shall retain all such documentation for six (6) years following the last day activities are performed pursuant to this Agreement.
- K. Counterparts. The Agreement may be signed in one or more counterparts, each of which shall constitute an original and all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated

below.

Approved as to form:

Karen Schipper 11/20/07  
Assistant County Attorney/Date

Approved by Dakota County Board  
Resolution No. \_\_\_\_\_

COUNTY OF DAKOTA

By: Michael E. Turner  
Michael E. Turner, Chair  
Dakota County Board of Commissioners  
Date of Signature 12/6/2007

Attest: Mary Scheide  
Mary Scheide  
Clerk to the County Board  
Date: 12-6-07

Approved as to form:

[Signature]  
Board Counsel

METROPOLITAN EMERGENCY  
SERVICES BOARD

By: Myra Peterson  
Myra Peterson  
(please print name)  
Title Chair  
Date of Signature 12-05-07

K/07/k07-261 mesb jpa