



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

March 8, 2023
4. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the January 11, 2023 meeting of the Board are attached for review and approval.
- B. **January 2023 Treasurer's Report** – The Treasurer has reviewed the January 2023 financial statements and has given his approval of the report.
- C. **Approval of 2023 9-1-1 TOC Chair/Vice Chair** – The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve the 2023 9-1-1 TOC Chair and Vice Chair.
- D. **Correspondence** – Correspondence includes a letter to the Commissioner of Public Safety providing MESB appointments to the Statewide Emergency Communications Board and its committees and workgroups; the Audit Communication Letter from Redpath & Company; the resignation notice of Mike Mihelich as 9-1-1 Manager; and the retirement notice of Martha Ziese.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING MINUTES

January 11, 2023

Commissioners Present:

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

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

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

Others Present: Grady Harn, *Larkin Hoffman*; and Brittany McCormick, *Board Counsel*.

1. Call to Order

The meeting was called to order at 10:03 a.m. by the 2022 MESB Chair, Commissioner Irene Fernando.

2. Oath of Office

Commissioner Fernando administered the oath of office to the Board. Commissioner Warring administered the oath of office to Commissioner Fernando.

3. Approval of the Agenda for January 11, 2023

Jill Rohret requested an amendment to the agenda to add as item 11D. Announcement – MESB Staff Member Resignation.

Motion by Commissioner Hamann-Roland, seconded by Commissioner Degler to approve the revised January 11, 2023 agenda. Motion carried.

4. Election of Officers

Motion made by Commissioner Miron, seconded by Commissioner Degler to approve the 2023 Officers and Executive Committee members. Motion carried.

5. Thank you to 2022 Chair

Commissioner Warring thanked Commissioner Fernando for her service as chair.

6. MESB Policy 17 – Conflict of Interest

Rohret reminded members of the MESB's conflict of interest policy.

7. Approval of Consent Agenda

Motion made by Commissioner Hamann-Roland, seconded by Commissioner Wolf to approve the January 11, 2023 Consent Agenda. Motion carried.

8. Radio Items

A. Ratification of Amendment 1 to Pioneer Public TV ARMER Lease at Minnetrista

Tracey Fredrick said at its December 2022 meeting, the Executive Committee took action to approve the amendment to the lease with Pioneer Public ARMER for the Minnetrista tower site.

METROPOLITAN EMERGENCY SERVICES BOARD

The lease has been month-to-month since 2019. There will be a rent increase; the rent has not changed since 1999. Hennepin and Carver Counties have been notified of the change.

Motion made by Commissioner Fernando, seconded by Commissioner Droste to ratify Amendment 1 of the Pioneer Public TV ARMER lease for the Minnetrista tower site. Motion carried.

B. Approval of Amendment to Cooperative Agreement with Dakota County, MESB and MnDOT

Fredrick said Dakota County has reviewed its Cooperative Agreement with MnDOT and MESB and requests approval of the amended cooperative agreement.

Motion made by Commissioner Droste, seconded by Commissioner Wolf to approve the amendment to the Cooperative agreement with Dakota County, MESB and MnDOT. Motion carried.

9. 9-1-1 Items – None

10. EMS Items

A. Ratification of Approval and Acceptance of the EMSRB EMS Sustainability Pilot Project Grant

Greg Hayes said this request is to ratify the acceptance of the EMSRB EMS Sustainability Pilot Project Grant of \$12,000.00. This grant is the result of an Office of Legislative Auditor (OLA) audit of the EMSRB. Notice of the grant was given in November 2022, and the grant must be expended by June 30, 2023.

Commissioner Miron asked about the future of funding via seat belt fines.

Rohret said the seat belt dollars have been in steady decline for many years. When MESB had budgeted for its biennial grants, the EMSRB gives a figure to use for budgeting purposes; the last several grant cycles have resulted in the MESB receiving approximately half the amount used to create the budget. Due to this, EMS regions have sought and continue to seek stable funding for EMS regions.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to ratify the acceptance of the EMSRB EMS Sustainability Pilot Project Grant. Motion carried.

11. Administrative Items

A. Approval of 2023 Appointments to SECB/SECB Committees

Rohret stated that the MESB appoints members to the Statewide Emergency Communications Board (SECB) and its committees each January. A proposed list of appointments was included in the meeting materials. Should no one wish to serve on the Finance or Steering Committees, Rohret could serve as the representative to the Finance Committee, with Fredrick being the alternate; Fredrick could serve as representative to the Steering Committee with Rohret as the alternate.

Motion made by Commissioner Degler, seconded by Commissioner Hamann-Roland to approve 2023 SECB appointments and to have Rohret be the primary representative to the Finance Committee and Fredrick to serve as alternate; and have Fredrick to serve as primary representative to the Steering Committee and Rohret as the alternate. Motion carried.

B. Approval of Amendments to MESB Policy 004 – Per Diem Procedures

Rohret presented requested amendments to MESB Policy 004 – Per Diem Procedures. The

METROPOLITAN EMERGENCY SERVICES BOARD

amendments would pay board members who may receive per diem and/or mileage reimbursements to receive one annual payment in December.

Motion made by Commissioner Miron, seconded by Commissioner Hamann-Roland to approve amendments to MESB Policy 004 – Per Diem Procedures. Motion carried.

C. Discussion of 2023 MESB Legislative Initiatives

Rohret said the 2023 legislative initiatives were discussed at the November 2022 meeting. The list includes request for funding some of the metropolitan region's emergency communication needs, such as the CAD-to-CAD interoperability project. The second request is for funds to provide bi-directional amplifiers (BDAs) to schools in the region. The third request is for funds to implement indoor school mapping. Larkin Hoffman is pursuing sponsors for the bill in both the House and Senate.

Grady Harn said the legislature is moving rapidly to get a number of bills passed this month.

Commissioner Fernando said with the \$17 billion surplus it is important that the MESB state the importance of 9-1-1 and the need to be able to locate children in their schools.

Rohret said the location mapping includes public schools K-12.

Commissioner Degler said he was not comfortable limiting mapping to just public schools. He asked if tax conformity had anything to do with estate tax limits.

Harn said it is primarily the federal conformity compared to the state tax level.

D. Announcement – MESB Staff Member Resignation

Rohret said that Mike Mihelich submitted his resignation effective February 3, 2023. Mike is returning to Ramsey County.

12. Reports

A. Legislative Report – covered under Agenda Item 7C.

B. Statewide Emergency Communications Board (SECB) Reports

1. Finance

Fredrick said the Finance Committee met in December. There is to be a MOU with Department of Public Safety – Emergency Communication Networks Division (ECN) that outlines the roles and responsibilities of ECN and SECB in relation to the SECB's annual financial allocation.

2. Legislative

Rohret said the Legislative Committee met in December and last week. There were updates on the efforts to change the classification of telecommunicators, the technical changes to the 9-1-1 statute, and the status of ECN's complaint to the Public Utilities Commissioner (PUC).

Rohret said a workgroup of the Legislative Committee met in November to discuss the SECB governance issues; the work continues on SECB governance language.

3. Steering

Commissioner Fernando said the Steering Committee met in November. The committee has been very functional the last few years, but there is a need for some sort of legislative clarity or intervention for these committees to go forward.

METROPOLITAN EMERGENCY SERVICES BOARD

Rohret said there is currently no chair of the Steering Committee so it is possible there will be discussion today about dissolving that committee if no chair is secured.

4. SECB

Rohret said the SECB met in December. Discussions included the governance language in Minnesota Statutes Chapter 403. Bob Jacobson is the new Commissioner of Public Safety.

13. Old Business – None

14. New Business – None

15. Adjournment

Motion by Commissioner Fernando, seconded by Commissioner Hamann-Roland to adjourn the meeting. Motion carried.

The meeting adjourned at 10:54 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: City of Minneapolis Councilmember Andrew Johnson, MESB Treasurer

RE: Treasurer's Report – January 2023

DATE: February 15, 2023

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

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

The review was conducted on February 15, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Johnson", written over a light blue horizontal line.

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



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 4C. Approval of 2023 9-1-1 TOC Chair
& Vice-Chair
Presenter: Rohret

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Susan Bowler as 9-1-1 TOC Chair and Val Sprynczynatyk as 9-1-1 TOC Vice Chair for 2023.

BACKGROUND

According to MESB bylaws, the 9-1-1 TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

The 9-1-1 TOC voted to appoint Susan Bowler as the Chair and Val Sprynczynatyk as the Vice-Chair for 2023. Ms. Bowler is the PSAP Manager for Carver Co. Sheriff's Office and Ms. Sprynczynatyk is the PSAP Manager for Anoka County 9-1-1.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

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

January 11, 2023

VIA ELECTRONIC MAIL

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

Dear Commissioner Jacobson:

At the January 11, 2023 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.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Jill Rohret". The signature is written in a cursive, flowing style.

Jill Rohret
Executive Director

cc: Dana Wahlberg, ECN
Aleta Nimlos, ECN

Enclosure

MESB 2023 Appointments to SECB/SECB Committees

SECB

Primary Representative:

Commissioner Trista Matascastillo

Ramsey County

220 Courthouse, 15 W. Kellogg Blvd., St. Paul, MN 55102

trista.matascastillo@co.ramsey.mn.us

Alternate:

Jill Rohret, Executive Director

Metropolitan Emergency Services Board

2099 University Avenue West, St. Paul, MN 55104

jrohret@mn-mesb.org

SECB Finance:

Primary Representative:

Jill Rohret

jrohret@mn-mesb.org

Alternate:

Tracey Fredrick, Radio Services Coordinator

Metropolitan Emergency Services Board

2099 University Ave. W.

St. Paul, MN 55104

tfredrick@mn-mesb.org

SECB Interoperability:

Primary Representative: Same as 2022

Jake Thompson

jake.thompson@chisagocounty.us

Alternate: Same as in 2022

Nate Timm

nate.timm@co.washington.mn.us

SECB IPAWS:

Primary Representative:

Kari Morrissey

Anoka County Emergency Communications

2100 Third Avenue

Anoka, MN 55303

kari.morrissey@co.anoka.mn.us

Alternate:

Scott Haas

Scott County Sheriff's Office

301 S. Fuller Street

Shakopee, MN 55379

shaas@co.scott.mn.us

SECB Land Mobile Radio:

Primary Representative: Same as 2022

Nate Timm

nate.timm@co.washington.mn.us

Alternate:

Nick Schatz

Scott Co. Sheriff's Office

301 S. Fuller Street

Shakopee, MN 55379

nschatz@co.scott.mn.us

SECB Legislative:

Primary Representative:

Commissioner Trista Matascastillo

trista.matascastillo@co.ramsey.mn.us

Alternate:

Commissioner Joe Atkins

Dakota County

1590 Highway 55

Hastings, MN 55033-2343

joe.atkins@co.dakota.mn.us

SECB NextGen 911

Primary Representative:

Janelle Harris

City of Edina

4801 W. 50th Street, Edina, MN 55424

(952) 833-9523

jharris@edinamn.gov

Alternate:

Brent Anderson

Dakota 911

2860 160th Street

Rosemount, MN 55068

banderson@dakota911mn.gov

SECB Steering:

Primary Representative:

Tracey Fredrick

tfredrick@mn-mesb.org

Alternate: Same as 2022

Jill Rohret

jrohret@mn-mesb.org

SECB Wireless Broadband & Applications: Same as 2022

Primary Representative:

Rod Olson

rodney.olson@minneapolismn.gov

Alternate:

Jake Thompson

jake.thompson@chisagocounty.us

The MESB also has a new 2023 chair, which will require a change to your website and some email lists.

Please remove Commissioner Irene Fernando and replace with Commissioner Mike Warring. Commissioner Warring's contact information is as follows:

Commissioner Irene Fernando

Isanti County

555 18th Avenue SW

Cambridge, MN 55008

(763) 689-3859

mike.warring@co.isanti.mn.us



December 7, 2022

Board of Commissioners
Metropolitan Emergency Services Board
<Sent Electronically>

We are engaged to audit the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board for the year ended December 31, 2022. Professional standards require that we provide you with the following information related to our audit. We are available to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. Our contact information is provided below:

	Direct Dial	Email
Andy Hering, CPA, Partner	651-407-5877	ahering@redpathcpas.com
Lyndsey Peck, CPA, Senior Manager	651-407-5853	lpeck@redpathcpas.com

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated January 20, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Metropolitan Emergency Services Board. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Metropolitan Emergency Services Board's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, the budgetary comparison information, and the schedules of OPEB and pension information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

During audit planning, we identified the following areas as significant risks of material misstatement and we will conduct audit procedures aligned with these risks:

- Management override of controls
- Cash disbursements

We expect to begin our audit on March 27, 2023 and issue our reports no later than June 30, 2023. Andy Hering is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

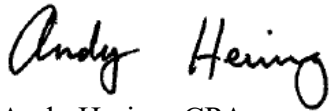
Additionally, audit standards require us to inquire of those directly charged with governance as to their knowledge or suspicions of fraud, as well as their views about fraud risks. As such, please contact us if there is anything which you would like to discuss in these regards.

Metropolitan Emergency Services Board
Auditor Communication Letter
December 7, 2022
Page 3

This information is intended solely for the use of the Board and management of Metropolitan Emergency Services Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

REDPATH AND COMPANY

A handwritten signature in black ink that reads "Andy Hering". The signature is written in a cursive, flowing style.

Andy Hering, CPA

APH/ajf

From: [Michael Mihelich](#)
To: [Jill Rohret](#)
Subject: Mihelich Letter of Resignation - January 5, 2023
Date: Thursday, January 5, 2023 11:04:12 AM

Jill – Please accept this email as a letter of my resignation from the MESB as the 9-1-1 Manager. My last day of work at the MESB will be Friday, February 3rd, 2023.

I have accepted a position back at Ramsey County Emergency Communications. I thank you and the MESB for the opportunity to serve as the 9-1-1 Manager.

Best regards,

Mike

Mike Mihelich

9-1-1 Manager

Metropolitan Emergency Services Board (MESB)

2099 University Avenue West

St. Paul, MN 55104

Office: (651) 643-8377 / Cell: (612) 357-0029

mmihelich@mn-mesb.org



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA 55104-3431
PHONE 651-643-8395
WWW.MN-MESB.ORG

February 14, 2023

Jill Rohret, Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Dear Jill:

With heartfelt gratitude I have decided to retire from my position as Senior Administrative Assistant to the Metropolitan Emergency Services Board effective April 28, 2023. It has been my privilege to have worked with so many dedicated board members and alongside this amazing staff for over 15 years.

I want to thank staff and board members for the support and camaraderie I felt during these years at the MESB. It is a great organization and I am proud to have been part of it.

Sincerely,

Martha Ziese

Martha Ziese



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 5A. Approval of South Metro Fire Dept.
Waiver to SECB Standard LMR-53
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of a waiver request to Statewide Emergency Communications Board (SECB) Standard LMR-53 for South Metro Fire Department.

BACKGROUND

South Metro Fire Department is an ARMER participant under the Dakota County ARMER participation plan.

ISSUES & CONCERNS

South Metro Fire Department requests approval of a waiver to SECB Standard LMR-53, Foreign Radio System and non-ARMER Radio Connections.

South Metro Fire Department will establish six interfaces for LMR talkgroups to Long-Term Evolution (LTE) devices. The LTE devices used will be compliant with the State of Minnesota's approved device list. Dakota County will provide system administration of these devices.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



To: MESB Radio TOC members; Jake Thompson, Chair

CC: Tracey Fredrick

Subject: South Metro Fire – LMR to LTE Connectivity

Good Afternoon,

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

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

In accordance with LMR-53 the donor radios will be on the ARMER approved radio list and comply with the standard for programming requirements. Dakota County Radio Services will provide the radio programming and administrative services for these radios and ID's. This equipment will be installed in a secured location at the South Metro Fire Station in West St. Paul. South Metro Fire maintains a full-time operating staff so in the event there is an issue with this equipment it can be disabled remotely or by on site staff. Dakota County Radio Services staff also will have access to this equipment, if needed, 24/7/365.

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

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

Again, this is following the same configurations approved for the City of Edina.

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

Respectfully,
Ron Jansen

Dakota County Radio Services

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



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 6A. Approval of Amendment 2
to Blue Peak Consulting Agreement
Presenter: Rohret

RECOMMENDATION

MESB staff recommends Board approval of Amendment 2 to the Agreement with Blue Peak Consulting for telecommunicator resiliency training.

BACKGROUND

In late 2017, the Board approved a list of regional funding priorities for 2018 which included resiliency training for telecommunicators, which was identified by the 9-1-1 TOC as a high priority project. In spring 2018, an RFP for this training was issued; no responses were received, and the grant funds were allocated to a different project. At industry conferences that year, staff discussed this project with a couple of training vendors. An RFP was re-released in December 2020 and in March 2021 the Board ratified awarding a contract for telecommunicator resiliency training to the sole respondent, Moetivations, Inc. Moetivations provided training to all PSAPs in the MESB region prior to June 30, 2021.

PSAPs were not pleased with the training received from Moetivations; the issue was related to the material covered versus the quality of instruction.

Resiliency training for telecommunicators was again included as a regional funding priority in 2021 and 2022; the MESB received 2021 SECB grant funds for additional resiliency training. At the May 11, 2022 MESB meeting, the Board awarded the resiliency contract to Blue Peak Consulting in the amount of \$75,000.00.

Amendment 1 to the Blue Peak Consulting Agreement was approved by the Board on September 14, 2022; the amendment changed the total amount to \$231,200.00.

ISSUES & CONCERNS

When the MESB received its FY22 SECB grant allocation, it included \$11,900.00 to provide financial assistance for public safety communications personnel in the metro region to attend the Statewide Public Safety Communications Conference. In January, MESB staff learned that the conference was not going to be held, which freed up the allocation for other uses.

Staff recommend transferring \$11,900.00 to the resiliency training project. With the additional allocation, the amount of funds available for the resiliency training project went from \$231,200.00 to \$243,100.00. This amendment makes that adjustment in the agreement.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 6A. Approval of Amendment 2
to Blue Peak Consulting Agreement
Presenter: Rohret

The new amount of funds to be allocated for this project will provide training to nearly all current PSAP staff in the metro region. Blue Peak's original cost for training all current metro region PSAP staff was \$257,850.00.

FINANCIAL IMPACT

None to the MESB as this project utilizes grant funds. MESB pays the bills and then applies for reimbursement via the grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

**SECOND AMENDMENT TO
MESB RESILIENCE PROGRAM AGREEMENT**

THIS SECOND AMENDMENT is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD (herein after referred to as “MESB” or “CLIENT”), 2099 University Ave. W., St. Paul, MN 55104 and BLUE PEAK CONSULTING (herein after referred to as “BLUE PEAK” or “COMPANY”), 1640 Hampshire Avenue North, Golden Valley, MN 55427.

WITNESSETH:

WHEREAS, the MESB entered into an agreement with BLUE PEAK on August 1, 2022 to provide professional and consulting services to provide public safety telecommunicators resilience training and resources; and

WHEREAS, the parties amended the Agreement with the First Amendment on October 28, 2022; and

WHEREAS, the agreement and the First Amendment are referred to together as “the Agreement;” and

WHEREAS, the parties wish to amend the Agreement to allow BLUE PEAK to provide additional resilience training services to more public safety telecommunicators in the metro region.

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

Section 2, paragraph (a) is amended to read:

- (a) Compensation: In consideration for the services provided by the Company to Client as set forth in paragraph 1 above, Client agrees to pay Company an event fee of \$243,100 (the Event Fee). Company’s obligation to render services hereunder is conditioned upon Client’s payment of said fee on a timely basis. The Event Fee shall be paid according to the following schedule:

\$40,600 is due upon signing of this Agreement

\$63,533 on or before 10/1/22

\$63,533 on or before 2/1/23

\$75,434 on or before 6/30/23

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

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

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

**METROPOLITAN EMERGENCY
SERVICES BOARD**

By:

Mike Warring, Chair

Dated: _____

BLUE PEAK CONSULTING

By:_____

Margaret Gavian, Owner

Dated: _____

Approved as to form:

Board Counsel

Dated: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 7A. Recommendation for RFP Award
for EMS Team-building &
Leadership Development
Presenter: Hayes

RECOMMENDATION

MESB staff recommends the Board award the request for proposal for Metro Region EMS Team-building and Leadership Development to the sole respondent.

BACKGROUND

For the last several years, there has been a great deal of turnover on the EMS Technical Operations Committee (TOC) due to retirements at EMS providers, fire departments, etc.

The RFP for EMS Team-building and leadership development was meant to provide the many new EMS TOC members with some team-building as they prepare to plan for EMS operations over the next several years.

ISSUES & CONCERNS

An RFP was issued on January 9, 2023 for EMS Team-building and Leadership Development. The deadline for submissions was Friday, January 27, 2023. One response was received.

FINANCIAL IMPACT

None to the MESB; this item falls under the budget for the EMS Volunteer Training Reimbursement (VTR) grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 7B. Approval of Subgrant Agreement
with West Central EMS for Narcan Funds
Presenter: Hayes

RECOMMENDATION

MESB staff recommends Board acceptance of a subgrant agreement with West Central EMS for funds for Naloxone reimbursement for fiscal years 2023 through 2025 and authorize the Chair to execute the agreement once it is available.

BACKGROUND

For several years, the Minnesota Department of Health (MDH) has offered grants for naloxone purchases to the EMS regions. A few years ago, MDH opted to have a grant agreement with only one EMS region, West Central EMS, thereby requiring all other EMS regions to have a subgrant agreement with West Central EMS. The last naloxone grant expired September 2022.

Metro Region EMS has always provided reimbursement to public safety agencies for the purchase of naloxone, rather than having the region make the purchases. This has been a very successful program; all grant funds go towards reimbursement and none go to management of the grant.

ISSUES & CONCERNS

The term of this grant is from October 1, 2022 through September 2024; it will not cover most of FY 2025.

The agreement with West Central EMS will be in the amount as follows:

Fiscal Year 2023	\$97,196.30
Fiscal Year 2024	\$120,999.47
Fiscal Year 2025	<u>\$9,828.73</u>
Total	\$228,024.50

The grant agreement is not yet available, but staff would like the Board to accept the grant and authorize the Chair to execute the agreement once it becomes available.

FINANCIAL IMPACT

None to the MESB other than staff time to process reimbursement requests.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 7C. Approval of Amendment 1
to MOU with EMSRB for Seatbelt Funds
Presenter: Hayes

RECOMMENDATION

MESB staff recommends Board approval of Amendment 1 to the Memorandum of Understanding (MOU) with the Emergency Medical Services Regulatory Board (EMSRB) for seatbelt funds.

BACKGROUND

In July 2021, the EMSRB changed the way it distributed seatbelt fine funds to EMS regions; it went from a grant agreement to a memorandum of understanding. The MOU was fully executed in September 2021.

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

ISSUES & CONCERNS

Amendment 1 to the MOU for Seatbelt Funds changes for what these funds may be used; as a result, the MESB needed to amend its budget for these funds and remove one expense (which will be covered by a different grant). Because the budget is an Exhibit to this MOU, it required an amendment to the MOU.

Additional changes in the Amendment include updates to the MESB's authorized representative for agreement execution.

FINANCIAL IMPACT

None to the MESB as the affected expense will be covered by the EMS Fund Grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

AMENDMENT 1
to
Memorandum of Understanding (MOU)
Relief Funding for Minnesota's Regional EMS Systems.

Between
Emergency Medical Services Regulatory Board ("EMSRB" or "State")
And
Metropolitan Emergency Services Board ("MESB" or "Regional EMS System")

I. Purpose and Scope Name

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

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

II. MOU Term

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

III. Responsibilities

A. The EMSRB shall undertake the following activities during the duration of the MOU term:

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

B. MESB shall undertake the following activities during the duration of the MOU term:

- Adhere to the Updated Workplan, approved by the ~~ESMRB~~EMSRB, which is attached and incorporated into this agreement as Exhibit AB.
- Submit complete and accurate invoices in a timely manner (as outlined in section IV. A, below).

- Engage in collaborative communication with the EMSRB on all matters related to funds distribution.
- Participate in all QA activities conducted by the EMSRB.

IV. Special Terms and Conditions

A. Invoices

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

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

B. Modifications

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

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

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

C. Authorized Representatives

EMSRB's Authorized Representative is Jana Carr-Weerts, Grants and Financial Manager, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012 (651) 201-2852, jana.s.carr-weerts@state.mn.us, or his/her successor.

MESB's Authorized Representative authorized for executing this MOU is ~~Irene Fernando, Dakota County Board Chair~~, Mike Warring, Chair, MESB, ~~2099 University Avenue West, St. Paul, MN, 55104, irene.fernando@hennepin.us~~ mike.warring@co.isanti.mn.us. MESB's Authorized Representative for management of this MOU is Greg Hayes, EMS Coordinator, MESB, 2099 University Avenue West, St. Paul, MN, 55104, ghayes@emsmn.org, 651-~~683-643~~-8378. If the MESB's Authorized Representative changes at any time during the term of this MOU, it must immediately be communicated to the State.

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

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

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

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

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

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

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

V. Funding

All funds disbursed are for use through June 30 of each fiscal Year. Final invoices must be submitted on or before September 30, 2023. If funds are not spent or invoiced, they will either be split between the eight Regional EMS Systems evenly to be used in the next fiscal year, or if it's at the end of a legislative biennium, they will revert to the State's General Fund.

VI. Termination

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

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

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

VII. Supersedes Previous Agreements.

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

VIII. Amendment Effective Date and Signature

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

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

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Work Plan for Metro Region		
Goal Area and Title of Goal/Objectives	Short Description of Goals/Objectives	Activities Designed to Achieve the Goal/Objective
Personnel Education and Training: Provide Training and workshops on current EMS topics or issues to EMS providers in the Metro Region, based on input from the Metro Region EMS System committees and board. Enhance the knowledge and skills of EMS providers and leaders. Use education to bolster relationships with other first responder disciplines and promote public safety responder integration with the EMS system.		
The National Association of Emergency Medical Technicians' (NA EMT) Advanced Medical Life Support (AMLS) course is the most comprehensive EMS continuing education course. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. It provides an in-depth study of the typical medical emergencies that affect the adult patient.	Provide EMS personnel Advanced Medical life Support (AMLS) training emphasis/objectives: The student will learn the Advanced Medical life Support curriculum's emphasis on the utilization of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. It provides an in-depth study of the typical medical emergencies that affect the adult patient. The course also evaluates situational and environmental factors affecting patient care. The course also evaluates situational and environmental factors affecting patient care. AMLS is accredited by CAPCE. It is recognized by the National Registry of Emergency Medical Technicians (NREMT) and by the Continuing Education Certification Board for Emergency Medical Services (CECBEMS). AMLS is appropriate for paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians	Provide a minimum of one (1) AMLS classes per fiscal year with up to 24 students per class].
Action oriented leadership is based on the simple reality that everything one does is a blend of task, process, and people. Each of us, from highest level leader to individual contributor, finds ourselves executing tasks, working on or within processes, and interacting with other people throughout the day. Execution, management, and leadership have evolved over time as the disciplines that study and improve how one works in each of these domains.	Provide EMS Leadership training emphasis/objectives: Students will complete the Metro Region EMS leadership program, a self-paced online hybrid program with twelve (12) course/modules: Course 1: Foundation: Six Dimensions of Human Action Course 2: Achieving High Performance Leadership Course 3: Optimizing Team Performance Course 4: Sharpening Your Trust Edge Course 5: Case Study Practice Course 6: Problem Solving: Beyond Symptoms to Root Causes: Part one Course 7: Problem Solving: Beyond Symptoms to Root Causes: Part two Course 8: Motivation & Training Course 9: Change: Possibilities, Resistance, & Dissatisfaction Course 10: Practice Framing and Resolving Case Studies Course 11: Metaphors Course 12: Presentations and wrap up	leadership training: enroll students for Cohort 2022 and 2023 and complete all training modules by June 2023.
Recently, clinical documentation was developed to track a patient's condition and communicate the author's actions and thoughts to other members of the care team. Over time, other stakeholders have placed additional requirements on the clinical documentation process for purposes other than direct care of the patient. More recently, new information technologies, such as electronic health record (EHR) systems, have led to further changes in the clinical documentation process.	Provide EMS Documentation Specialist training emphasis/objectives: The quality of the course material creates a high level of motivation to improve documentation performance. The course provides a solid platform for any QA committee members to conduct their reviews. The class covers documentation framework, fundamentals, special situations, narrative improvement, CMS compliance, medical necessity and signature requirements all designed to protect providers and agencies "(including medical directors)."	Provide a minimum of one (1) EMS Documentation per fiscal year (with up to 50 students per class).
The purpose of this course is to teach a new integrated practice to first responders in a hostile event situation where there are viable victims to reduce morbidity and mortality. The 3ECHO response model is an integrated practice for first responders that move beyond the separation of law enforcement and rescue/medical personnel during active shooter, post blast response, and other hostile events.	3ECHO Hostile Event Response training emphasis/objectives: Students will learn to attain the primary objectives in the response phase of an active shooter, a bomb incident or a complex organized attack such as identify and neutralize the threat, assess number of casualties, and the integration of disciplines into Rescue Taskforces (RTFs) to be completed as soon as possible during an event response with the goal of providing the ability to rescue viable victims while the response to the hostile event is ongoing and risk to all responders is mitigated.	Provide a minimum of two (2) 3ECHO classes per fiscal year (with up to 70 students per class). Provide access to all public safety disciplines into 3ECHO: Hostile Event Response trainings; maintain and update material and support agencies adopting the objectives of a 3ECHO type response.
The Ambulance Strike Team Leader (ASTL) must have the capability and experience to manage, coordinate, and direct the actions of the Ambulance Strike Team (AST) at a wide variety of emergency situations. AST assignments may include but are not limited to evacuation assistance, incident rehab, emergency call response, inter-facility transports, on-scene stand-by, search and rescue support, vaccination clinics, hospital, shelter staffing or primary healthcare providers and evacuation centers.	Provide Ambulance Strike Team Leader (ASTL) training emphasis/objectives: Students will be trained to be an ASTL who ensures readiness of self and AST members for assignments; ensures staff availability, qualifications, and capabilities of resources to complete assignment; understands organization structure, reporting procedures, and chain of command within the ICS structure; understand and comply with ICS and NIMS concepts and principles; supervise the operational deployment of the team at the incident, as directed by the on-scene Division/Group Supervisor, or other members of the IMT; provides oversight of the safety and condition of the team, personnel and associated equipment; communicates IAP operational objectives of an incident action plan (IAP) and required resources needed to accomplish the assignment, given a tactical approach from the Operations section, assigned resources, and operational procedures, so that the required resources are identified and communicated to supervisors, assigned resources are allocated and the assignments are carried out, the tactical assignments are carried out, and the results are monitored and communicated to Incident Command.	Provide at least one (1) FEMA approved ASTL Credentialing Class
Transportation Coordination-EMS Response Readiness: The core mission of the Metro Region EMS System is the commitment to strive for competence, commitment, cooperation, and regional EMS coordination in order to provide an effective and efficient regional EMS response in the wake of any disaster through ongoing collaboration with state, county, and local emergency management, public safety, public health and healthcare provider agencies. This plan calls for ensuring readiness and capabilities of the Metro Region EMS System to provide EMS surge capacity capabilities upon request to the metropolitan region, the State of Minnesota and other state or federal jurisdictions. Maintain the capability to support and coordinate with any other MN EMS regional system response strategy for EMS surge capacity through continued development of regional components of MN Ambulance Strike Team (MNAST) that includes supporting and maintaining the Major Incident-Response (MIR) bus and other logistical equipment. Maintain support of the EMSRB emergency operations and coordination with the MN EOC (statewide EMS MAC). Provide a real-time, reliable system for EMS resource allocation during mass casualty incidents and large scale, multi-jurisdictional events.		
	Provide one stop emergency notification process for EMS surge and MNAST requests.	Provide Ziplt notification service to key EMS leaders to communicate urgent EMS needs and incident updates.
Equipment and Vehicle Purchases (Minn Stat. §1693686 funds only)		
	Maintain and upgrade as necessary regional EMS equipment including the regional MIR bus.	Maintain functionality and readiness of MCI bus and equipment. (See Transportation Coordination-Response)



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

March 8, 2023

Agenda Item:

**7D. Approval of Amendment 2 to
EMSRB EMS Fund Grant Agreement**

Presenter:

Hayes

RECOMMENDATION

MESB staff recommends Board approval of Amendment 2 to Emergency Medical Services Regulatory Board (EMSRB) EMS Fund Grant Agreement.

BACKGROUND

MESB receives two biennial grants via the EMSRB; the EMS Fund Grant and the Seatbelt (Relief) Grant. The MESB entered into the grants for the FY 2022-2023 biennium in July 2021.

ISSUES & CONCERNS

The EMSRB is offering Amendment 2 to the EMS Fund Grant, which will extend the term of the agreement from June 30, 2023 to December 31, 2023. Additionally, the grant budget includes a revision which is also part of the amendment. A budget item which had originally been included under the Seatbelt Grant was moved to this grant.

The amendment also updates contact info for the MESB's authorized representatives.

FINANCIAL IMPACT

There is no detrimental impact to the MESB and the amount of the grant does not change. Due to high call volumes, MESB has been struggling to hold meaningful trainings under the grant and is happy to have additional time to spend the funds and schedule the trainings.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Amendment # 2 for Grant Contract Agreement #201616/28493
(Metro Region FY23 EMS Fund Grant §144E.50)

Grant Contract Agreement Start Date:	<u>July 1, 2021</u>	Total Grant Contract Agreement Amount:	<u>\$ 269,472.38</u>
Original Grant Contract Agreement Expiration Date:	<u>June 30, 2023</u>	Original Grant Contract Agreement Amount:	<u>\$190,000.00</u>
Current Grant Contract Agreement Expiration Date:	<u>June 30, 2023</u>	Previous Amendment(s) Total:	<u>\$79,472.38</u>
Requested Grant Contract Agreement Expiration Date:	<u>December 31, 2023</u>	This Amendment:	<u>\$0.00</u>

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

Recitals

1. The State has a Grant Contract Agreement with the Grantee identified as Grant Contract Agreement SWIFT ID 201616/28493, “Original Grant Contract”, or “EMS Fund Grant §144E.50” to develop, maintain and improve Regional EMS Systems throughout Minnesota.
2. The Original Grant Contract was amended by the parties on July 19, 2022 by Amendment #1 to increase the total Grant Contract Agreement Amount by \$79,472.38. Together, the Original Grant Contract and Amendment #1 are referred to here as “the Agreement.”
3. The Agreement is being amended with this Amendment #2 to extend the expiration date by six months to allow additional time for the EMS Regional Systems to expend the entirety of EMSRB grant funds strategically and impactfully.
4. The State and the Grantee are willing to amend the Agreement as stated below.

Grant Contract Agreement Amendment #2

REVISION 1. Clause 2. “**Grantee’s Duties**” is amended as follows:

The Grantee, who is not a state employee, will: Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

The Grantee, who is not a state employee, will complete to the satisfaction of the State all of the duties set forth as follows:

Workplan & Budget	From	To
<u>Exhibit A</u>	July 1, 2021	June 30, 2022
<u>Revised Exhibit B (FY23 EMS Fund Grant Work Plan and Budget)</u>	July 1, 2022	June 30 <u>December 31,</u> <u>2023</u>

Revised Exhibit B is attached, hereto, and incorporated into the Agreement.

REVISION 2. Clause 4.1 “**Consideration**” is amended as follows:

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

- (a) Compensation:** The Grantee will be paid on a reimbursement basis for actual expenses incurred during the grant period in performing the duties described in Exhibits A, Revised Exhibit B, and in accordance with the time periods outlined in the table in Clause 2, above.
- (b) Travel Expenses:** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (c) Total Obligation:** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed **(\$269,472.38)** as detailed below:

 - a. \$95,000.00** is appropriated for Fiscal Year 2022 (July 1, 2021 through June 30, 2022)
 - b. \$174,472.38** is appropriated for Fiscal Year 2023 and the first six months of Fiscal Year 2024 (July 1, 2022 through ~~June 30~~, December 31, 2023)

The EMSRB will be retaining the allowable five percent (5%).
- (d) Modification of Budget Line Items:**

 - i) No more than ten percent (10%) of the funds identified in the budget line items in Exhibit B may be transferred to other lines or used for any other purpose without prior written approval of the State.
 - ii) Modifications of less than ten percent (10%) of any budget line items in Exhibit B are permitted without prior approval, provided that such modification(s) are clearly noted/indicated on submitted invoices and that the total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed \$269,472.38.
 - iii) This modification refers to ten percent (10%) of the full value of the Grant Contract Agreement for one fiscal year.

REVISION 3. Clause 4.2 "**Payment**" is amended as follows:

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following:

Invoices must be submitted quarterly, at minimum, and the State maintains the right to seek and obtain additional information from the Grantee prior to paying Grantee for invoiced services.

(b) Modification of Work Plan

Modifications of the work plan (Exhibits A and Revised Exhibit B) without prior approval from the state will not be accepted or paid.

(c) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

The total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed \$269,472.38.

REVISION 4. Clause 5.2 “**Costs Not Included in Exhibit A**” is amended as follows:

Costs Not Included in Exhibits A and Revised Exhibit B.

The Grantee shall not seek, nor shall the State pay, compensation to the Grantee for any indirect, overhead, lobbying costs to affect legislation, trade association memberships, regional conference expenses, or administrative costs not otherwise included in Exhibits A and Revised Exhibit B.

REVISION 5. Clause 6.2 “**Grantee’s Authorized Representative**” is amended as follows:

- The Grantee’s Authorized Representative(s) for executing the contract is ~~Joe Atkins, Dakota County Board Member, Mike Warring, Metropolitan Emergency Services Board, Chair, Dakota Administration Services Center 1590 Highway 55, Hastings, MN 55033-2343~~ 2099 University Avenue West, St. Paul, MN, 55104, mike.warring@co.isanti.mn.us.
- The Grantee's representative for management of the grant is: ~~Ron Robinson~~ Greg Hayes, EMS Regional Coordinator, MESB, 2099 University Avenue West, St. Paul, MN, 55104, greg.hayes@emsmn.org, 651-683 643-8378.
- If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

3. STATE AGENCY

By: _____

Title: _____

Date _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: March 8, 2023
Agenda Item: 7E. Approval of FY 2024-2025
EMS RB Grant Budget & Grant Acceptance
Presenter: Hayes

RECOMMENDATION

MESB staff recommends Board approval of the FY 2024-2025 Emergency Medical Services Regulator Board (EMS RB) Grant Budget and acceptance of the grants once they are available.

BACKGROUND

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

For fiscal years 2024-2025, the grant period is July 1, 2023 through June 30, 2025.

The EMS RB generally opens for regional grant proposals in April before the beginning of the new biennium. Staff wishes to have the proposed grant budget approved before applying for the grant.

ISSUES & CONCERNS

The proposed budget uses current funding levels as the basis for the budget; the funding plan can be scaled up or down depending upon the amount of funding available. The final funding amount will not be known until the current legislative session ends.

This funding plan does include anticipated carry over funds from the Volunteer Training Reimbursement grant from the EMS RB, though this is not guaranteed.

FINANCIAL IMPACT

The two EMS RB grants provide the entirety of the MESB's EMS budget, except for salary and benefits for the EMS Coordinator.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

2024-25

Metropolitan Emergency Services Board

Metro Region EMS Grant Funding Plan

Project	EMS Fund Grant		VTR		Seatbelt	TOTALS
Issuing Agency	EMSRB		EMSRB		EMSRB	
Contract Number						
Governing Law	144E.50 subd. 5		144E.50 subd. 5		169.686 subd 3	
Funding Amount (est)	\$148,000		\$40,000		\$50,000	\$238,000
Budget Line Items	\$169,500		\$56,000		\$59,500	\$285,000
Fiscal Year	2023	2024	2023	2024	2023	
Personnel Training	\$62,000		\$56,000		\$22,000	\$140,000
EMS Leadership Course	\$12,500	\$12,500				\$25,000
Teambuilding Seminar			\$10,000	\$10,000		\$20,000
Act of Violence Training	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$35,000
Incident Management Team	\$7,500	\$7,500				\$15,000
Medical Unit Leader			\$3,500	\$3,500		\$7,000
NIMS ICS Trainings	\$4,000	\$4,000	\$4,000	\$4,000	\$8,000	\$24,000
Verbal Judo			\$3,500	\$3,500		\$7,000
EMS Documentation Class					\$7,000	\$7,000
						\$0
SUB TOTAL	\$31,000	\$31,000	\$28,000	\$28,000	\$22,000	
Transportation and Coordination	\$9,000		\$0		\$17,000	\$26,000
MCI Bus Storage					\$12,000	\$12,000
MCI Bus Equipment	\$2,000	\$2,000			\$2,000	\$6,000
EMS Trailer	\$750	\$750			\$1,000	\$2,500
EMS Tents	\$750	\$750			\$1,000	\$2,500
EMS EOC	\$1,000	\$1,000			\$1,000	\$3,000
						\$0
SUB TOTAL	\$4,500	\$4,500	\$0	\$0	\$17,000	
Public Safety Agency Cooperation	\$2,500		\$0		\$0	\$2,500
Medical Surge Exercise	\$0	\$2,500				\$2,500
						\$0
						\$0
						\$0
SUB TOTAL	\$0	\$2,500	\$0	\$0	\$0	
Communication System Maintenance and Development	\$20,000		\$0		\$7,500	\$27,500
Communication System Maintenance	\$1,250	\$1,250			\$2,500	\$5,000
Computer Systems Maintenance	\$1,250	\$1,250			\$5,000	\$7,500
ZipIt	\$2,500	\$2,500				\$5,000
						\$0
SUB TOTAL	\$5,000	\$5,000	\$0	\$0	\$7,500	
Public Involvement	\$10,000		\$0		\$7,000	\$17,000
State Fair Booth	\$1,500	\$1,500				\$3,000
Contracted services for website and publishing	\$3,500	\$3,500			\$7,000	\$14,000
						\$0
						\$0
SUB TOTAL	\$5,000	\$5,000	\$0	\$0	\$7,000	
Health Care Facilities Involvement	\$0		\$0		\$0	\$0
						\$0
						\$0
						\$0
						\$0
SUB TOTAL	\$0	\$0	\$0	\$0	\$0	
System Management	\$60,000		\$0		\$0	\$60,000
Operational Expenses	\$30,000	\$30,000				\$60,000
						\$0
						\$0
SUB TOTAL	\$30,000	\$30,000	\$0	\$0	\$0	
Equipment Purchases	\$6,000		\$0		\$6,000	\$12,000
MCI Response Bags	\$2,500				\$2,500	\$5,000
Vital Signs Monitoring System	\$3,500				\$3,500	\$7,000
						\$0
						\$0
SUB TOTAL	\$6,000	\$0	\$0	\$0	\$6,000	

Project	Personnel Training				
Fund Ammount	\$148,000.00	Expenses		\$0.00	\$148,000.00
Item Description	Date	Invoice #	Cost	Grant Fund	
EMS Leadership Course					
Teambuilding Seminar					
Act of Violence Training					
Incident Management Team					
Medical Unit Leader					
NIMS ICS Trainings					
Verbal Judo					
EMS Documentation Class					



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

March 8, 2023

Agenda Item:

**8A. Approval of Executive Director
Travel Requests**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Board approve the Executive Director travel requests to attend the 2023 National Emergency Number Association (NENA) conference and the 2023 Association of Public-Safety Communications Officials (APCO) conference and Motorola Trunked Users Group (MTUG) National meeting.

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director seeks approval for two travel requests to attend three conferences/meetings.

The first request is to attend the 2023 NENA annual conference in Dallas, TX June 17-22, 2023. The travel request for this conference is for \$2,489.50, which was included in the 2023 MESB operational budget.

The second request is to attend the 2023 APCO annual conference and 2023 MTUG national meeting in Nashville, TN. The APCO conference is August 6-9, 2023; the MTUG meeting is August 10-11, 2023. The travel request for these two meetings is for \$2,925.50, which was included in the 2023 MESB operational budget.

FINANCIAL IMPACT

These items were included in the 2023 MESB operational budget.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: NENA 2023 Annual Conference
Location: Dallas, TX (GSA Per Diem: \$69; \$51.75 travel day)
Travel Dates: June 17 - 22, 2023

Travel Cost Estimate

Registration	\$550.00
Air Fare	\$600.00
Cab Fare/Ground Transportation	\$60.00 roundtrip
Lodging	\$900.00**
Meals	\$379.50
Other	-
Total Estimated Cost	\$2,489.50

Is travel cost included in current budget? Yes

Notes: Meal costs are derived by using the GSA meal per diem rate.

**Estimate made using non-conference hotel rates.

Submitted by: 

Date: February 27, 2023

Board approval

Motion by: Seconded by:

Motion carried/Motion denied

Date:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2023 Annual Conference and MTUG National Meeting
Location: Nashville, TN (GSA Per Diem: \$79; \$59.25 travel day)
Travel Dates: August 6 - 11, 2023

Travel Cost Estimate

Registration	\$440.00*
Air Fare	\$550.00
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	\$1,500.00**
Meals	\$355.50
Other	-
Total Estimated Cost	\$2,925.50

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 did not include meals for one day where I know all meals will be provided by the MTUG meeting.

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

**Estimate made using maximum conference hotel rate of \$289.00 per night; actual rate may be lower.

Submitted by: 

Date: February 27, 2023

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

March 8, 2023

Agenda Item:

**8B. Approval of Appointments to SECB
Legislative Committee**

Presenter:

Rohret

RECOMMENDATION

MESB staff recommends the Board change its appointment to the Statewide Emergency Communications Board's (SECB) Legislative Committee to:

SECB Legislative

Primary: ~~Commissioner Trista Matascastillo~~ Jill Rohret

Alternate: Commissioner Joe Atkins

BACKGROUND

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, and has maintained seats on all SECB committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January. Statute states the MESB representative to the SECB is the Chair, though some Chairs have chosen to delegate that assignment.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

ISSUES & CONCERNS

At the January 2023 MESB meeting, the Board approved its 2023 appointments to the Statewide Emergency Communications Board and its committees. At the time of the appointments, Commissioner Matascastillo did not know of a scheduling conflict during the time of the Legislative Committee meeting.

Staff recommends reverting to the 2022 appointments to this committee as staff already attend this meeting regularly.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL