



# METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

May 8, 2024, 10:00 a.m.

1. **Call to Order** – Commissioner Trista Martinson, 2024 Board Chair
2. **Approval of Agenda** – Commissioner Martinson
3. **Consent Agenda** – Rohret (**page 3**)
  - A. Approval: March 13, 2024 Meeting Minutes
  - B. Approval: February 2024 Treasurer’s Report
  - C. Approval: March 2024 Treasurer’s Report
  - D. Correspondence
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Amendments to Radio TOC Bylaws (**page 13**)
  - B. Approval of Dakota County Request for a Waiver to State Standard IOP-11 (**page 17**)
  - C. Approval of Amendments to University of Minnesota’s ARMER Participation Plan (**page 19**)
5. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager
  - A. Approval of 2024 Regional Needs Document (**page 25**)
6. **EMS Items** – Greg Hayes, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director – None
8. **Reports**
  - A. Legislative Report – Margaret Vesel/Matthew Bergeron
  - B. Statewide Emergency Communications Board (SECB) Reports:
    - 1) Finance – Rohret/Fredrick
    - 2) Legislative – Rohret/Anderson
    - 3) Steering – Fredrick/Rohret
    - 4) Other SECB Committees – Fredrick/Jacobson
    - 5) Board – Commissioner Hamann-Roland/Rohret
  - C. DPS-ECN Update – Kent Wilkening, ECN
9. **Old Business**
  - A. Discussion: Change of Human Resources Consulting Arrangement – Rohret
10. **New Business**
  - A. Introduction: New GIS Specialist Elizabeth Spracher-Moore – Rohret
  - B. Discussion: SECB Governance – Rohret
11. **Adjourn**



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

May 8, 2024, 10:00 a.m.

## *Metropolitan Emergency Services Board Members*

### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

### Carver County

Commissioner Gayle Degler\* (2024 Vice Chair)  
Commissioner John Fahey

### Chisago County

Commissioner Rick Greene\*

### City of Minneapolis

Council Member Elliott Payne\* (2024 Secretary)

### Dakota County

Commissioner Joe Atkins\*  
Commissioner Bill Droste

### Hennepin County

Commissioner Kevin Anderson  
Commissioner Irene Fernando\*

### Isanti County

Commissioner Mike Warring\*

### Ramsey County

Commissioner Trista Martinson\* (2024 Chair)  
Commissioner Mai Chong Xiong

### Scott County

Commissioner Dave Beer  
Commissioner Tom Wolf\* (2024 Treasurer)

### Sherburne County

Commissioner Gregg Felber\*

### Washington County

Commissioner Gary Kriesel  
Commissioner Fran Miron\*

\*Denotes Executive Committee member



## METROPOLITAN EMERGENCY SERVICES BOARD

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

**May 8, 2024**  
**3. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the March 13, 2024 meeting of the Board are attached for review and approval.
- B. **February 2024 Treasurer’s Report** – The Treasurer has reviewed the February 2024 financial statements and has given his approval of the report.
- C. **March 2024 Treasurer’s Report** – The Treasurer has reviewed the March 2024 financial statements and has given his approval of the report.
- D. **Correspondence** – Correspondence includes a letter nominating Darlene Pankonie to the NENA NG9-1-1 Interoperability Oversight Commission (NIOC).

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# METROPOLITAN EMERGENCY SERVICES BOARD

## BOARD MEETING MINUTES

March 13, 2024

### Commissioners Present:

Kevin Anderson, Hennepin County  
Joe Atkins, Dakota County  
Dave Beer, Scott County - **absent**  
Gayle Degler, Carver County  
Bill Droste, Dakota County  
John Fahey, Carver County - **absent**  
Gregg Felber, Sherburne County  
Irene Fernando, Hennepin County  
Mike Gamache, Anoka County - **absent**

Richard Greene, Chisago County  
Gary Kriesel, Washington County  
Trista Martinson, Ramsey County  
Mandy Meisner, Anoka County  
Fran Miron, Washington County  
Elliott Payne, City of Minneapolis - **absent**  
Mike Warring, Isanti County  
Tom Wolf, Scott County  
Mai Chong Xiong, Ramsey County

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

**Others Present:** Matthew Bergeron, *Larkin Hoffman*; Brittany McCormick, *Board Counsel*; and Kent Wilkening, *ECN*.

### 1. Call to Order

The meeting was called to order at 10:03 a.m. by the 2024 MESB Chair, Commissioner Trista Martinson.

### 2. Oath of Office

Chair Martinson administered the oath of office to Commissioners Gregg Felber and Mandy Meisner.

### 3. Approval of Agenda

*Motion made by Commissioner Tom Wolf, seconded by Commissioner Richard Greene to approve the March 13, 2024, agenda. Motion carried.*

### 4. Consent Agenda

*Motion made by Commissioner Fran Miron, seconded by Commissioner Joe Atkins to approve the March 13, 2024, consent agenda. Motion carried.*

### 5. Radio Items

#### A. Approval of Amendments to Scott County's ARMER Participation Plan

Tracey Fredrick stated Scott County requests approval of an amendment to its ARMER participation plan in order to add a radio gateway solution to its dispatch system. The selected solution, ActiveComms, uses donor radios connected to the gateway device via internet connection. All usage will be in accordance with the SECB Standard LMR-53. Access will be restricted to this specific group.

*Motion made by Commissioner Wolf, seconded by Commissioner Bill Droste to approve the amendment to Scott County's ARMER participation plan. Motion carried.*

#### B. Approval of Amendments to Isanti County's ARMER Participation Plan

Fredrick stated Isanti County requests approval of an amendment to its ARMER participation plan to allow usage of a new computer on its system. The computer requested, a Provisioning

# METROPOLITAN EMERGENCY SERVICES BOARD

Manager computer, allows employees to make changes in line with system administration standards.

*Motion made by Commissioner Wolf, seconded by Commissioner Mike Warring to approve the amendment to Isanti County's ARMER participation plan. Motion carried.*

## **C. Approval of Amendments to MRCC East ARMER Participation Plan**

Fredrick stated Medical Resource Control Center (MRCC) East requests approval of an amendment to its ARMER participation plan to align with its upcoming move of site location. MRCC East will move from its current location in Mendota Heights at the end of March 2024. The dispatch site will move to the HealthPartners campus in Bloomington, which is already an ARMER location. The new Bloomington location will have five console positions and eight backup positions. The backup location will be at Regions Hospital. Hennepin County has no concerns about the move.

*Motion made by Commissioner Miron, seconded by Commissioner Meisner to approve the amendment to MRCC East's ARMER participation plan. Motion carried.*

## **D. Approval of Amendments to Sherburne County's ARMER Participation Plan**

Fredrick stated Sherburne County requests approval of an amendment to its ARMER participation plan to add three new consoles to its backup location. This brings the total number of consoles at the backup location to 12. Sherburne County needs a new site ID with the addition of the new consoles. The additions are on schedule to be complete by the end of April 2024. There are no concerns about the additions or the design.

*Motion made by Commissioner Wolf, seconded by Commissioner Kevin Anderson to approve the amendment to Sherburne County's ARMER participation plan. Motion carried.*

## **E. Approval of MESB Change Management Plan & Amendments to Standards**

### **i. Creation of Metro Radio Standard 3.15.0**

### **ii. Amendments to Metro Radio standard 3.14.0**

### **iii. Amendments to Metro Radio Standard 3.34.0**

Fredrick stated the creation of a new standard, and amendments to previous standards, are the result of system-wide radio changes that are expected to be completed in 2025 and relate to the addition of new region-wide talkgroups. The Radio Technical Operations Committee (TOC) request approval to add an additional 14 new encrypted talkgroups. As a result of this addition, the previous encrypted talkgroups will be accessible to anyone with a public safety need. The 14 new LSEC talkgroups will be open to only law enforcement without a waiver.

Commissioner Meisner asked if the talkgroups are for law enforcement only, and additionally questioned the process to receiving a waiver for groups in need.

Fredrick responded by saying that the talkgroups are for law enforcement only, but groups in need of access can always apply for a waiver to gain access. A waiver can be applied for through Fredrick and the Radio TOC, which will then discuss approval at the monthly meeting.

*Motion made by Commissioner Greene, seconded by Commissioner Wolf to approve the MESB change management plan and amendments to standards. Motion carried.*

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## 6. 9-1-1 Items – None

### 7. EMS Items

#### A. Approval of Amendments to EMS TOC/Subcommittee Bylaws

Greg Hayes stated the EMS TOC requests approval of amendments to its TOC/Subcommittee bylaws. Though there are many changes, the two major updates for the EMS TOC bylaws relate to membership and quorum. The amendments to the membership section allows agencies to opt out and not participate in the EMS TOC. This changes the number of members required to meet quorum as those who decide not to participate will not be counted. Language was added to ensure law enforcement and fire services are included as voting members. The EMS TOC quorum will now be set at 33% due to the size of the group and circumstances where members may get called away to emergency visits and cannot attend.

Commissioner Meisner stated that she liked the large scope of the EMS TOC and that adding law enforcement and fire services was appropriate for the group. She asked why attendance was so low for quorum.

Hayes responded by stating that the group is quite large, and due to constraints of the current bylaws, all of those who have never attended a meeting and have no desire to participate are still counted towards the total quantity of quorum. The new changes and amendments should help improve attendance and allow the committee to operate without those who have no desire to show.

Chair Martinson suggested a hybrid meeting approach as having an online option could allow those who usually do not attend to participate.

*Motion made by Commissioner Droste, seconded by Commissioner Felber to approve the amendments to the EMS TOC/Subcommittee Bylaws. Motion carried.*

### 8. Administrative Items

#### A. Acceptance of MESB Cost Study Report

Rohret stated the MESB Cost Study Report created by 911 Authority has been completed. The full report can be found in the meeting packet. One section is being amended to include mention of the 9-1-1 funds disbursed to PSAPs; that change is at members' seats. She stated that this report is not a perfect estimate due to some agencies not providing exact costs, though it is a thorough look at the costs and financial impacts of running emergency communications in the metro region. Cost estimates came from the 2023 calendar year. Estimated total costs of emergency communications in 2023 equaled \$164,422,205, of which an estimated \$159,401,448 was provided by local governance. 9-1-1 accounts for the highest proportion of funds spent on emergency communications.

Commissioner Fernando and Commissioner Droste both mentioned the possibility of future collaboration and consolidation in the form of metro wide or shared PSAPs.

*Motion made by Commissioner Fernando, seconded by Commissioner Droste to approve, and accept the MESB Cost Study report. Motion carried.*

#### B. Approval of Amendments to MESB Policies

Rohret presented the amendments to MESB policies as follows.

# METROPOLITAN EMERGENCY SERVICES BOARD

## **i. Policy 009 – Acceptable Use of MESB Technology**

Overall Clarification and data storage addition.

## **ii. Policy 010 – Use of Internet & Online Services**

Various language changes and overall clarification.

## **iii. Policy 011 – Access & Disclosure of Email Messages**

Various language changes and overall clarification.

## **iv. Policy 014 – Flexible Time Off**

Numerous content changes and overall clarification.

## **v. Policy 024 – Wireless Devices**

Various language changes and overall clarification.

## **vi. Policy 028 – Remote Access**

Various language changes and overall clarification.

## **vii. Policy 029 – Software installation**

Various language changes and overall clarification.

## **viii. Policy 031 – Other Post Employment Benefits**

Numerous content and language changes.

*Motion made by Commissioner Wolf, seconded by Commissioner Miron to approve the amendments to MESB policies. Motion carried.*

## **C. Approval of Executive Director Travel Request**

Rohret stated the request for travel is for her to attend the 2024 Association of Public-Safety Communications Officials (APCO) conference and the Motorola Trunked Users Group (MTUG) National meeting. The APCO conference is scheduled for August 4-7, 2024; the MTUG meeting is scheduled for August 8-9, 2024. Both of these meetings will take place in Orlando, Florida. The travel request for these two meetings is for \$2,930.50, which was included in the 2024 MESB operational budget.

*Motion made by Commissioner Degler, seconded by Commissioner Wolf to approve the Executive Director travel request. Motion carried.*

## **D. Appointment of New Alternate to Statewide Emergency Communications Board**

Rohret stated that due to scheduling conflicts, Commissioner Droste is not able to fulfill the role of alternate to the Statewide Emergency Communications Board. A new alternate from the MESB board is needed.

*Motion made by Commissioner Xiong, seconded by Commissioner Anderson to appoint Jill Rohret as the alternate to the Statewide Emergency Communications Board. Motion carried.*

## **9. Reports**

### **A. Legislative Report**

# METROPOLITAN EMERGENCY SERVICES BOARD

Matthew Bergeron of Larkin Hoffman gave an update on the legislative session. The February forecast showed a projected surplus, however, there remains concern with the overall structural integrity of the budget. Senator Erin Murphy was elected as the new Senate Majority Leader. The school resource officer bill is getting closer to law. Changes to the EMSRB are coming and will be an important topic over the coming months and plans for restructuring will be discussed.

Commissioner Atkins suggested inviting the authors and senators to speak at a MESB board meeting regarding details to their EMSRB ideas.

Commissioner Felber stated that he was wary of making an entire board into a singular appointed director position.

## **B. Statewide Emergency Communications Board Reports**

### **1. Finance**

Rohret said the committee met in February and discussed SCIP goals and committee vacancies. The committee will begin to discuss new policies for the SECB.

### **2. Legislative**

Rohret said the committee talked updates on the bill and discussed SCIP goals and committee vacancies.

### **3. Steering**

Fredrick said the committee reviewed SECB policy and procedure manuals. The committee will begin reviewing their Bylaws and revising standards in upcoming meetings. The committee will meet again on March 13, 2024.

### **4. Other SECB Committees**

Fredrick said the LMR committee met on March 12, 2024, and approved the Sherburne, Isanti, and MRCC plans that were presented to the MESB board earlier in this meeting. The Wireless, Broadband, and Applications Committee met in February and is creating a report for the SECB regarding coverage needs.

### **5. Board**

Rohret stated that Dana Wahlberg was recognized due to her retirement. Commissioner Cunningham is named the interim Director of ECN. The Board approved action items from its committees.

## **10. Old Business**

### **A. Discussion re: ECN Presentation on Funding via the 9-1-1 Special Revenue Fund**

Rohret stated this is a continued discussion item from the January 2024 Board meeting. ECN reached out and inquired about the type of funding options counties would prefer for funding from the 9-1-1 fee. ECN provided the following six options for funding; maintain the status quo and current PSAP distribution formula, increase the annual PSAP distribution under the current formula, revise the PSAP funding distribution formula, provide direct funding to PSAPs for specific projects via one-time legislative appropriations, statewide procurement of 911 technology solutions to meet common PSAP technology needs, and increase SECB appropriation to expand the SECB grant program. MESB will prepare a letter on this subject for ECN so please reach out to Rohret regarding which funding options you prefer.



# METROPOLITAN EMERGENCY SERVICES BOARD

Kent Wilkening stated that there is currently an interim director at ECN, and a decision on funding will likely not be made until a permanent director has been appointed.

## **11. New Business**

### **A. Discussion: Change of Human Resources Consulting Arrangement Required**

Rohret stated that Dakota County will continue to provide payroll and benefits for the MESB, but no longer wants to do HR consulting. Dakota County is looking to end their HR consulting for the MESB at the end of May 2024. The MESB could issue an RFP, create an in-house HR position, or contract out to another county. This will impact the future 2024, and 2025 MESB budgets.

Commissioner Irene Fernando suggested reaching out to county administrators about HR consulting opportunities.

## **12. Adjourn**

Chair Martinson called the meeting adjourned at 11:24 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: Scott County Commissioner Tom Wolf, MESB Treasurer  
RE: Treasurer's Report – February 2024  
DATE: March 18, 2024

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 March 18, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas J. Wolf".

Tom Wolf  
Commissioner, Scott County  
Treasurer, Metropolitan Emergency Services Board



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: Scott County Commissioner Tom Wolf, MESB Treasurer  
RE: Treasurer's Report – March 2024  
DATE: April 30, 2024

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 April 30, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Wolf". The signature is fluid and cursive, written over a white background.

Tom Wolf  
Commissioner, Scott County  
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

March 13, 2024

**VIA ELECTRONIC MAIL**

Mr. Steve McMurrer, Chair, NIOC  
Fairfax Dept. of Public Safety Communications  
4890 Alliance Drive  
Fairfax, VA 22030-6661

Dear Mr. McMurrer:

I am writing today to submit a nomination to NENA’s NG9-1-1 Interoperability Oversight Commission (NIOC) 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.

On March 13, 2024, the MESB approved a nomination for the NIOC position of “organizations with a direct responsibility for handling 9-1-1 emergency calls.” To that end, the MESB nominates Darlene Pankonie, Manager, Washington County Sheriff’s Office Communications Division. Ms. Pankonie is a 9-1-1 professional with over 30 years’ experience at many levels. Ms. Pankonie has worked as a call-taker, dispatcher, supervisor, senior supervisor, and now manager. She actively participates in 9-1-1 in the state of Minnesota, chairing the Statewide Emergency Communication Board’s NG9-1-1 Committee, a position she has held since 2013. She also is President of the Minnesota APCO-NENA Chapter and is an Emergency Number Professional (ENP). As the Communications Division Manager, Ms. Pankonie 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. Ms. Pankonie served on the NIOC from 2019-2024.

Thank you 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

cc: Michelle Melancon, NENA  
Darlene Pankonie, Washington Co.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** May 8, 2024  
**Agenda Item:** 4A. Approval of Amendments to Radio TOC Bylaws  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio Technical Operations Committee (TOC) recommends approval amendments to the Radio TOC bylaws.

### **BACKGROUND**

The Radio TOC bylaws outline the composition of the committee, the meeting dates, and conduct of the committee.

The bylaws were last updated in 2018. The changes to the document reflect current practices and updating language.

### **ISSUES & CONCERNS**

Updates to the bylaws include:

- Responsibility of the Radio TOC to make recommendations for appointments to SECB committees and workgroups;
- Removing redundant language that references Radio Technical Operations Committee and Joint Powers Agreement;
- Clarifying when an alternate has voting rights.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

BY-LAWS  
OF THE  
METROPOLITAN EMERGENCY SERVICES BOARD  
RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee (“Committee”) composed of one representative from each party to the MESB Joint Powers Agreement (“Agreement”). Additional seats will be awarded to:

The Metropolitan Council.  
The Metropolitan Airports Commission.  
The Minnesota State Fire Chiefs Association.  
Metro Region EMS.

Further, there will be an additional member seat designated by the Bboard to represent other system users that but are not represented by the one of the entities listed above.

The governing body of each member to this-the Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the Radio-Technical-Operations-Committee; or the governing body of each party to the Aagreement shall, by resolution designate an appointing authority to make representative and alternates appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, in the representative’s absence.

SECTION 2. COMMITTEE CHAIR

The Radio-Technical-Operations-Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Chair of Radio-Technical-Operations-Committee. The Chair of the Board shall appoint the Committee Chair of Radio-Technical-Operations-Committee subject to the approval of the Board. The Committee Chair shall preside at all Committee meetings of the Radio-Technical-Operations-Committee and perform the usual duties of a cChair.

SECTION 3. COMMITTEE VICE CHAIR

The Radio-Technical-Operations-Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Vice Chair of the Committee. The Chair of the Board shall appoint the Committee Vice

Chair ~~of the Radio Technical Operations Committee~~, subject to the approval of the Board. The Committee Vice Chair shall perform the duties of the Committee 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 ~~Radio Technical Operations~~ Committee shall have the following powers and duties:

a. Present to the Board plans, standards, studies, and reports, prepared for the Board ~~purposes and action~~ and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of ~~metropolitan region of~~ the ARMER system as required by the Board.

c. Prepare and submit to the Board's Executive Director by May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.

d. To make recommendations to the Board for primary and alternate appointments to the following SECB ~~C~~committees and subcommittees/workgroups: Land Mobile Radio, Interoperability, ~~and~~ Wireless Broadband and Applications; and COMU and STR workgroups.

ed. Perform other such duties as may be prescribed by the Board.

#### SECTION 5. VOTING

Each member of the ~~Radio Technical Operations~~ Committee may cast one vote on any motion before the ~~Radio Technical Operations~~ Committee. 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 ~~Radio Technical Operations~~ Committee. Absentee or proxy voting is not permitted, except as permitted by a designated alternate in a representative's absence.

#### SECTION 6. MEETINGS

The ~~Radio Technical Operations~~ Committee may provide, by resolution, the time and place for holding regular meetings ~~of the Radio Technical Operations Committee~~. Notice of regular meetings ~~of the Radio Technical Operations Committee~~ shall be given to each Committee member ~~of the Radio Technical Operations Committee~~ at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of ~~the Minnesota's Open M~~meeting

Law, Minnesota Statutes Chapter 13D. Special meetings of the ~~Radio-Technical Operations-Committee~~ may be called by the Committee Chair provided that at least three (3) days' notice be given to each member ~~of the Radio-Technical Operations-Committee~~ and the meeting otherwise complies with the provisions of Open Meeting Law.

#### SECTION 7. QUORUM

The majority of the Committee members designated by the appointing authorities shall constitute a quorum.

#### SECTION 8. ATTENDANCE

~~Radio-Technical Operations-Committee~~ members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year. Any ~~agency-whose~~ member that does not abide by the minimum meeting requirements will be asked to appoint ~~another-a different~~ representative to the ~~Radio-Technical Operations-Committee~~.





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** May 8, 2024  
**Agenda Item:** 4B. Approval of Dakota County SOT  
Waiver To SECB Standard IOP-11  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio TOC recommends approval of a waiver to SECB Standard IOP-11 (formerly known as ARMER Standard 3.19.0) "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for 20 radios for the Dakota County Special Operations Team (SOT) to use for SWAT, field force, and hazardous materials operations.

### **BACKGROUND**

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to law enforcement use only. Any requests for use other than law enforcement must be done by obtaining a waiver.

LTACs have encrypted channels that are used widely by special operations teams to prevent anyone with a scanner from listening to these radio communications.

Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

### **ISSUES & CONCERNS**

The requested access is not all for Law Enforcement officers, thus the waiver request. The local system administrator will be responsible for any corrective action to be taken, should the need arise from misuse of the talkgroups.

Eight of the radios will be assigned to individual command staff; two of these staff are law enforcement, but all eight are deployable members with CJIS certifications and compliance. The additional 12 radios will be housed at Dakota County and will be used only in backup devices.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



To: Metro TOC Members, Chair Jake Thompson

CC: Tracey Fredrick

Date: 2 April 2024

RE: Waiver Request IOP-11 Dakota County Special Operations Team (DCSOT)

Greetings,

The Dakota County Special Operations Team (DCSOT) is seeking a waiver to State Standard IOP-11 formerly 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". DCSOT is a multi-discipline team comprised of firefighters and police officers. They are often called upon to provide cut team and medical support to Dakota County Mobile Field Force teams, as well as South Metro, Burnsville and Eagan SWAT during their deployments. Additionally, they provide hazardous materials support to the U.S. Secret Service during VIP visits within Dakota County. For personal safety and interoperability, the team is requesting the ability to program LTAC 1 through LTAC 4 and LTAC 5E through LTAC 12E into their radio fleetmap. This would be limited to 20 radios, where 12 are in a secured pelican case and only distributed during deployments and training. The remaining 8 units are assigned to individual command staff personnel, two of whom are police officers. The team members are all CJIS compliant and maintain required certifications. Allowing this waiver would significantly reduce the risk of members not being on the same resource and reduce the safety risk posed by lost or missed communications.

Dakota County Radio Services will manage these Radio IDs and if there is an issue moving forward will be able to correct or suspend these IDs on the ARMER system.

This request is supported by the Dakota County Law Enforcement Operations Group, which is comprised of Police Chiefs and lead personnel from each of the Dakota County Law Enforcement Agencies.

Thank you for your consideration on this request.

Best Regards,

**Ron Jansen**

800 MHz Radio Systems Coordinator



**Radio Services**

**P** (952) 891-7886

**W** [www.dakotacounty.us](http://www.dakotacounty.us)

**A** 2860 160<sup>th</sup> St. W. · Rosemount · MN 55068

**C** (651) 325-5809

**F** (651) 438-8455



**Dakota County Radio Services**

**P** 952 891-7886 **F** 651-438-4405 **W** [www.dakotacounty.us](http://www.dakotacounty.us)

**A** Dakota 911 • 2860 160<sup>th</sup> Street West • Rosemount • MN 55068



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** May 8, 2024  
**Agenda Item:** 4C. Approval of Amendments to  
U of M Participation Plan  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio TOC recommends the Board approve amendments to the University of Minnesota's ARMER participation plan.

### **BACKGROUND**

The University of Minnesota received approval of its original ARMER participation plan from the Metropolitan Radio Board in May 2004 and its cooperative agreement with the Board and MnDOT was executed in March 2005.

### **ISSUES & CONCERNS**

The University of Minnesota requests approval of an amendment to its ARMER participation plan to add 20 additional VPN host connections, to bring the total to 40.

The site expansion will include two new Ethernet links to MnDOT, a donated proxy server from the Northeast Region with 10 available licenses, and an additional procurement of 10 licenses.

The U of M will use backup MCC7500e consoles during the change so it will not experience outages.

### **FINANCIAL IMPACT**

None to MESB.

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SECONDED BY:  
MOTION:

PASS/FAIL

April 12, 2024

Jake Thompson  
Metro TOC Committee Chair  
Minneapolis, MN

## **ARMER Participation Plan Amendment**

Mr. Chair,

The University of Minnesota Department of Public Safety is requesting an amendment of our existing ARMER participation plan. The requested modifications detailed in the following paragraphs will need to be approved by several committees: Northeast Owners and Operators, Northeast Regional Advisory Committee, Metro Technical Operations Committee, Metro Emergency Services Board, and the Land Mobile Radio committee. In March 2024, the plan amendment request was approved by the NE Region Owners & Operators Committee, the NE Region RAC, and the NE Region ECB.

### **Plan Overview**

The University of Minnesota's primary Dispatch PSAP is located in the Public Safety Building on the University of Minnesota (UofM) Minneapolis Campus. Our dispatch site is both physically and logically connected to the Zone-1 Master Site located at the Water's Edge MNDOT facility in Roseville. We currently host remote VPN connectivity for many MCC7500E laptops owned by various counties and agencies throughout the state. We currently have 16 assigned connections with several pending requests from additional agencies.

Refer to the attached drawing on Page 3.

To increase connection capacity from 20 to 40, we are seeking to build a new dispatch site (NOT Dispatch Center) that will be physically and logically connected to the Zone-5 master site in Duluth. We are asking MNDOT to backhaul 2 Ethernet links from Zone-5 to Zone-1 where they would ultimately be dropped at the Biosciences building on the University's St. Paul campus. From there, we will connect to University fiber and run the last mile to the campus Transportation and Public Safety building.

In January, the NE RAC agreed to donate the Regions' ARMER firewall and Proxy Server PC (with 10 licenses) to the U of M for this site expansion. This equipment will be transferred from the NE Regions inventory to the University's inventory. Additionally, I have an order placed with Motorola for a second Proxy Server PC with 10 licenses as well as other equipment needed for building the site.

### **Details and Existing Configuration**

Currently, the University of Minnesota PSAP has 8 directly connected consoles; 6 with VPMs, and 2 MCC7500E software-based consoles. We plan to move and reconfigure 3 of the existing Zone-1 consoles to the new Zone-5 dispatch site. A second Fortinet VPN Firewall will be purchased, configured, and managed by University of Minnesota IT Services. Any other necessary equipment to make the site operational will be purchased by the University. Installing the new site equipment in the Minneapolis

Public Safety Building compared to installing it in Duluth will make maintenance and support much easier. Some of the existing MCC7500E consoles will be moved from the zone-1 site to the new zone-5 site to reduce interzone network traffic.

## **Remote Connectivity**

VPN remote access connectivity will use a Forti-Client application supplied by University IT services. Physical access will be from either cellular broadband (FirstNet, Verizon, etc.) or Ethernet direct ISP connections. The method of connecting to the University of Minnesota's VPN will not matter as all connections will be routed first to the University's Internet firewalls, and then to the University's VPN servers. Both the existing and new dispatch sites will be configured as disparate sites to avoid the potential for a single point of failure taking down both sites.

## **Other**

The University has planned for this move and will reconfigure the system accordingly. There will be no outages to the current site or current remote MCC7500E laptops while the new site is being installed and configured.

The Unit ID assigned to any new laptop console will come from the ID range allocated to the County or agency owning the laptop console.

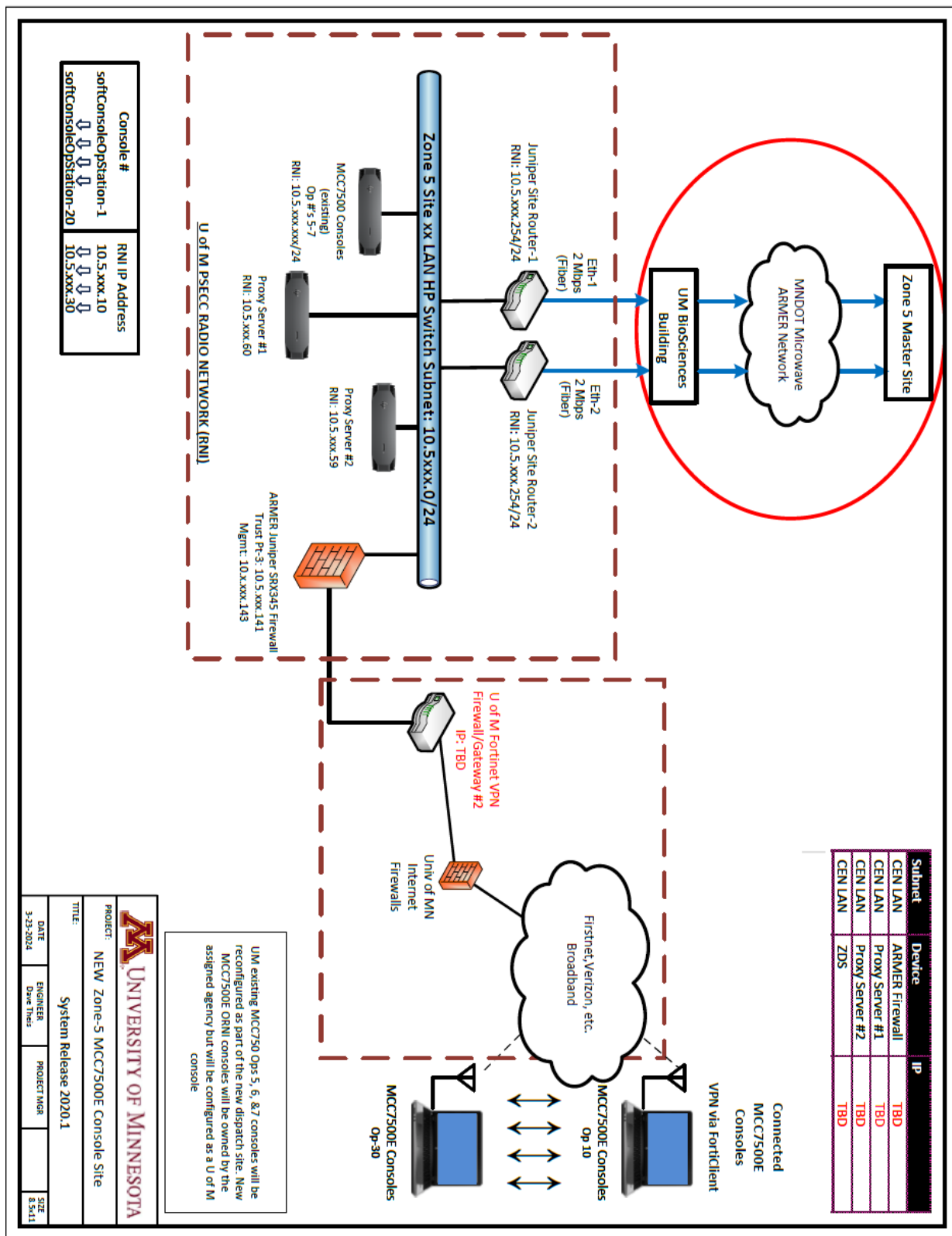
Where applicable, the Security Group structure in Provisioning Manager for any new MCC7500E remote consoles that will use the new dispatch site will be assigned to the University of Minnesota (USER-UM).

Local System responsibility for the new console site will be:

Jeff Lessard  
Director, Emergency Communications  
University of Minnesota  
Office: (612) 624-1583

1. Technical support will be:

Dave Theis  
Radio System Administrator  
University of Minnesota  
Cell: (320) 423-8728



Respectfully submitted.

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

Dave Theis  
Radio System Administrator  
University of Minnesota Dept of Public Safety  
(320) 423-8828  
[dtheis@umn.edu](mailto:dtheis@umn.edu)







## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** May 8, 2024  
**Agenda Item:** 5A. Approval of Regional Needs Document  
**Presenter:** Jacobson/Rohret/Fredrick

### **RECOMMENDATION**

The 9-1-1 and Radio TOCs recommend the Board approve the 2024 regional needs document.

### **BACKGROUND**

In late 2022, the Southwest Emergency Communications Board (SWECEB) created a document to include regional and individual county ARMER funding needs. This document was discussed at the SECB Finance Committee on February 9, 2023; the Finance Committee formally asked each region to complete a regional needs document and return it to the SECB Grants Workgroup by May 2023. Subsequently, the SECB Finance Committee requested regions annually update this document and submit it to the Committee by May 31 of each year.

### **ISSUES & CONCERNS**

Though the communication out to the regions expressly stated that only ARMER needs should be included, MESB staff feel it is important to also include some 9-1-1 needs, as the state is not funding all 9-1-1 needs and the direct appropriation to each PSAP cannot cover all 9-1-1 related needs.

Two items were added for 2024, some items were removed from the 2023 version, and cost estimates were updated for all items.

The 9-1-1 items included in this document are: PSAP mutual aid/CAD-to-CAD interoperability solution; GIS software services - school mapping; and back-up PSAP equipment cache.

The Radio items included in this document are: bi-directional amplifiers (BDAs)/distributed antenna systems (DAS); AES encryption; vendor-provided radio technical training; Communications Response Task Force (CRTF) training and exercising; ongoing maintenance for existing ARMER infrastructure; subscriber equipment replacement; additional local enhancement for capacity/coverage needs; and strategic coverage enhancement equipment.

### **FINANCIAL IMPACT**

None to the MESB.

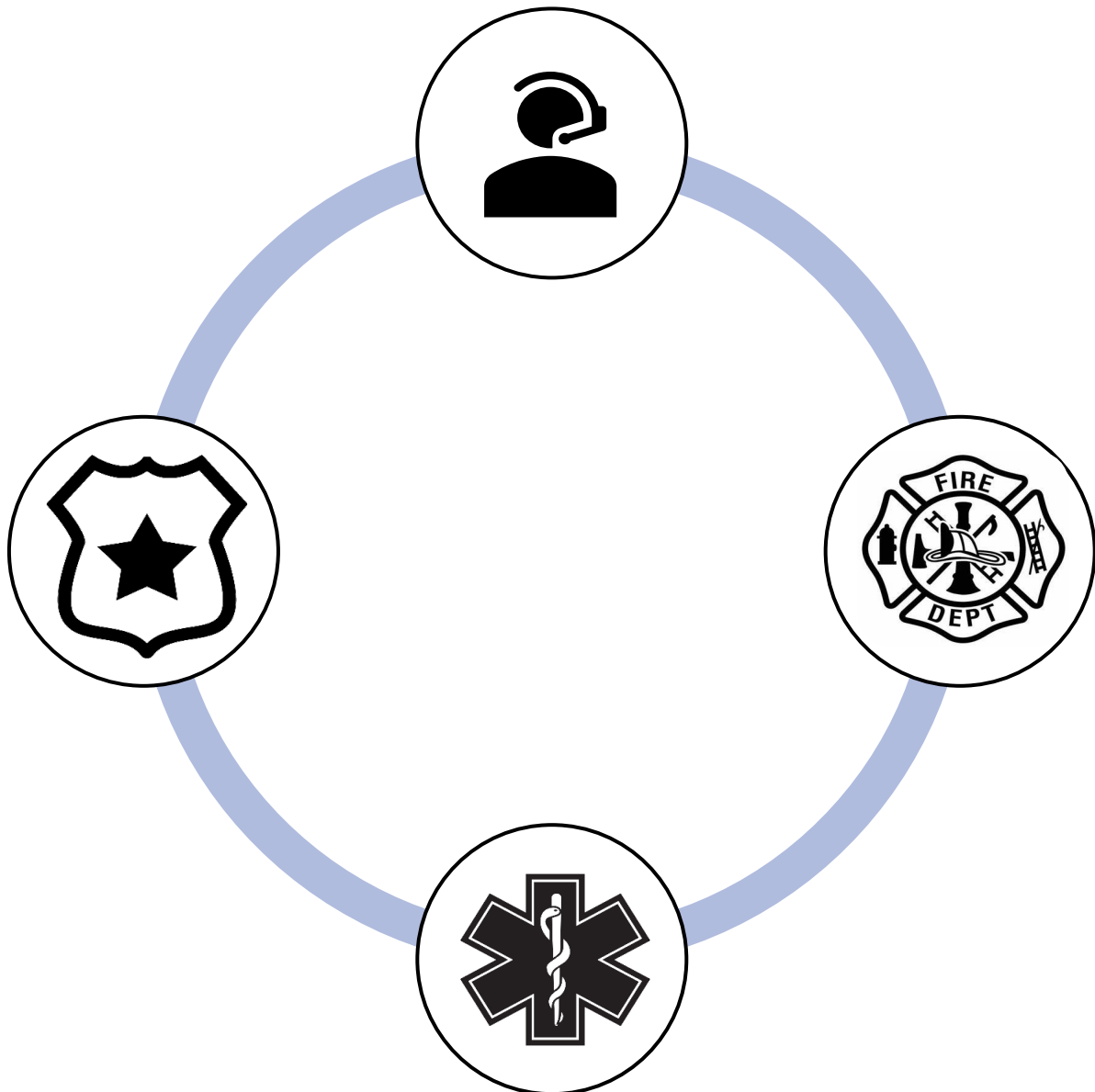
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# Metropolitan Emergency Services Board

## 2024 Regional Needs: The Public Safety Emergency Communications Ecosystem



## The Metropolitan Emergency Services Board

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The Metropolitan Emergency Services Board (MESB) is one of seven regional Emergency Communications Boards (ECBs) and Emergency Services Boards (ESBs) in the state of Minnesota. The MESB was established under MSS 471.59, MSS 403.39 and MSS 403.392 to provide local governance on matters related to emergency communications (9-1-1 and ARMER), as well serving as the regional EMS system for the metro region. The MESB is a joint powers board composed of the following entities: Anoka County; Carver County; Chisago County; Dakota County; Hennepin County; Isanti County; Ramsey County; Scott County; Sherburne County; Washington County; and the City of Minneapolis.

## The Public Safety Emergency Communications Ecosystem

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With approximately 94,000 active radios (MnDOT, October 2022), the statewide Allied Radio Matrix for Emergency Response (ARMER) system, built by Motorola Solutions and owned and operated by the Minnesota Department of Transportation (MnDOT), provides interoperable Land Mobile Radio (LMR) communication capabilities to 9-1-1 emergency communication centers (ECCs) (also known as Public Safety Answering Points or PSAPs), law enforcement, fire, Emergency Medical Services (EMS), emergency management, public works, and other public safety users across Minnesota.



Construction of the ARMER system in the Twin Cities metropolitan region began in the late 1990s and expanded to include greater Minnesota in the mid-2000s. In late 2020, the MnDOT completed its backbone of the ARMER system buildout. There are now 335 state-maintained and 100 locally maintained ARMER tower sites on-the-air across Minnesota that provide ARMER system radio coverage (mobile only) to 95% of the state's geographic area. Of the 100 locally maintained ARMER tower sites, 54 are in the metro region.

As the ARMER system matures, there is a need to maintain and replace or upgrade aging infrastructure, equipment, and technology. The Statewide Emergency Communication Board (SECB) and state agencies are currently working to develop a capital improvement plan to address this need.

In 1979, the Metropolitan 9-1-1 Telephone Board was formed as a joint powers board of the seven metropolitan counties to plan, design, and implement the first multi-jurisdictional enhanced 9-1-1 (E9-1-1) system in the United States. This system went live at midnight, December 1, 1982, and provided the basis for the statewide buildout of E9-1-1. Today, all 108 PSAPs in the state are part of the statewide 9-1-1 network. Of the 108 PSAPs, 24 are located in the metro region. The 9-1-1 network is in process of transitioning from E9-1-1 to Next Generation 9-1-1, which will provide PSAPs additional abilities to answer texts, receive photos and videos, provide improved 9-1-1 caller location, and provide pre-determined rules for routing of 9-1-1 calls.

Today, the Department of Public Safety contracts and pays for the statewide 9-1-1 system. Local governments pay for costs associated with receiving 9-1-1 calls and dispatching public safety responders. Local government costs include maintaining the physical PSAP; salaries/benefits for PSAP employees, including public safety telecommunicators (PSTs), administration staff, technical staff, and in some cases, dedicated GIS staff; purchase and maintenance of call handling equipment (CHE) used to answer 9-1-1 calls; purchase and maintenance of communications/radio equipment used to dispatch response to 9-1-1 calls; software or subscription services to maintain the PSAP's 9-1-1 data and services, including GIS data; and software or subscription services to provide Integrated Public Alert and Warning Systems (IPAWS) alerts to the public. Much like the ARMER system, as the 9-1-1 network and 9-1-1 systems continue to evolve, there is a need to maintain, upgrade, or replace aging equipment to allow for new technology to meet the expectations of the public, which would like to communicate with 9-1-1 in the way the public communicates with one another.

Much like hardships of recruitment and retention of staff across public safety disciplines, PSAPs today face difficulty in maintaining a full-complement of PSTs which are needed to answer a PSAP's specific volume of 9-1-1 and administrative calls. PSAPs also face difficulty in recruiting new people to serve as PSTs, as many people do not wish to work in a high-stress environment or work nights, weekends, and/or holidays, which is required in a public safety field.

## Funding Considerations

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The State of Minnesota's portion of the costs associated with operating the ARMER system is funded through a combination of trunk highway funds, 9-1-1 special revenue funds, and radio tower lease receipts.

Except for PSAP equipment and a limited portion of local infrastructure expenses which can be funded via the 9-1-1 special revenue fund, local costs (including tower site leases, utilities, and system and equipment maintenance) associated with the ARMER system are typically funded via local property tax revenues or per radio charges to ARMER system users in a county. Due to these constraints, public safety agencies

across Minnesota face significant funding challenges related to the escalating costs of maintenance of ARMER system infrastructure, equipment, and technology. Without access to stable, adequate supplemental funding sources, it will be increasingly difficult for local entities to support their ongoing ARMER system maintenance and sustainment needs.

## Regional Priorities

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Though this document covers region-wide needs only, and does not include individual needs of counties, that is not to say that these regional priorities will not benefit each of the ten metro counties individually. What follows are priorities that metro region agencies agree are a priority.

## Computer-Aided Dispatch (CAD)-to-CAD Interoperability Solution

The 24 primary and secondary PSAPs in the metro region remain eager to obtain a CAD-to-CAD integration solution designed to connect disparate CAD systems for the purpose of expediting emergency response which may cross jurisdictional and PSAP boundaries.

The solution provides improved situational awareness for metro region PSAPs. Such a solution was found to be a need in the Metropolitan Emergency Services Board's May/June 2020 Civil Unrest After-Action Report/Improvement Plan. The solution allows other PSAPs to answer 9-1-1 calls intended for a PSAP which has been inundated with 9-1-1 calls; this will provide 9-1-1 callers with better service in extraordinary situations/events.

In 2023, the MESB initiated a Request for Proposal (RFP) for CAD Interoperability, seeking vendor proposals. However, the pricing provided by vendors exceeded the available regional funding at that time.

Estimated Metro Region cost: ~\$800,000 per year, plus one-time implementation costs of approximately \$500,000\*

\*This item is included in HF 2431/SF 2454

## BDA Requests

Several buildings in the region have been identified as having radio coverage gaps and would benefit from having bi-directional amplifiers (BDA) installed, allowing first responders with ARMER radios to communicate via the ARMER system no matter where in a building the responder is located.

Estimated Metro Region cost: ~\$3 million\* in capital costs.

\*This item included in HF 2431/SF 2454

## GIS Software Services – School Mapping

With the frequency of mass shootings/armed assailant incidents increasing nationwide, and in reviewing the response to recent school shootings, the metro region seeks to implement digital school mapping, whereby maps of schools would be available in each PSAP, which could facilitate the location of 9-1-1 callers within the building. Additionally, having these resources available could provide first responders with information that could affect emergency responses such as locations of chemistry labs, etc. which could alter responders' plans.

Estimated Metro Region cost:

One-time costs: \$3,762,109

Ongoing cost to keep data up to date: \$1,530,350

\*This item included in HF 2431/SF 2454 and HF 3805/SF 3900

## AES Encryption

The Statewide Emergency Communication Board (SECB) recommends a transition to a higher level of encryption (AES or Advanced Encryption Standard) for sensitive radio transmissions on the ARMER system. To achieve this capability, supplemental funding is necessary to replace and/or upgrade existing ARMER system equipment.

Estimated Metro Region cost: ~\$9 million

## Vendor-provided Radio Technical Training

According to SECB standard, system administrators must go through training at least once every two years. To keep current with evolving technology, administrators request to attend training provided by a contracted technical vendor to fulfill this need.

Estimated Metro Region cost: ~\$40,000 per year

## CRTF Training and Exercising

The Metro Communications Response Task Force (CRTF) holds quarterly training/exercises for deployable personnel to remain current on local, state, and national standards. These deployable personnel typically are assigned to assist in the field, the command post, EOCs, and PSAPs during planned and emergent events.

Estimated Metro Region cost: ~\$10,000 per year

## Back-Up PSAP Equipment Cache

Metro PSAPs seek 20 laptop consoles for back-up use around the metro area. This will be available to any partner in the MESB JPA.

An equipment cache for 9-1-1 operations will be available to all MESB JPA partners in the event their centers are not functional. For many years, the thought process was to have a physical space available for any partner needing to abandon its PSAP. This approach focuses on having equipment available and the partner can utilize any space deemed available for operations. Meant only for emergency operations, when a center has been shut down or needs to be moved. This will allow for operations to continue for any center that may be destroyed, inaccessible, etc.

Estimated Metro Region cost: ~\$200,000

## Ongoing Maintenance for Existing ARMER Infrastructure

Every five years, the State of Minnesota (specifically MnDOT) executes a service contract with Motorola for maintenance and upgrades to the ARMER system. A combination of 9-1-1 fees, state funds, and federal trunk highway funds are used to fund maintenance of state-owned radio infrastructure. Counties and the City of Minneapolis own “local enhancements” which are additional tower sites or channels interconnected with the state-owned sites to provide adequate coverage for local users. These local enhancements are shared with general users of the ARMER system. Local enhancements and backhaul to the regional network are funded by the owning agencies. Since the state-owned and local enhancements form the completed radio network, a funding source to assist in the maintenance of the local enhancement sites is needed.

Estimated Metro Region cost: ~\$500,000

## Subscriber Equipment Replacement

The subscriber radios (mobiles and portables) used to communicate on the ARMER statewide system have a finite lifespan. These radios reach end-of-life when firmware, batteries, or replacement parts become unavailable. Continuing to use outdated subscriber equipment results in distorted or incomplete communications. Equipment replacement is typically funded locally with no state or federal dollars associated; having shared funding for these shared resources would be ideal to ensure the quality and consistency of emergency communications.

Estimated Metro Region cost: ~\$11 million

## Additional Local Enhancement for Capacity/Coverage Needs

As the population in the region continues to increase and new buildings are constructed, local subsystem owners need to add additional ARMER tower site to increase coverage and capacity to meet higher density population centers.

Estimated Metro Region cost: ~\$50 million

## Strategic Coverage Enhancement Equipment

Throughout the Metro region a significant number of existing buildings lack adequate in-building ARMER coverage. Many new structures being constructed have not considered the need for public safety communications in an emergency. The region would like to create a set of transportable equipment to enhance coverage in these types of structures on a rapid deployment basis. This equipment cache would consist of two mobile radio transceivers installed into a portable rack configuration with a JPS module connecting the two units.

Estimated Metro Region cost: ~\$21,000 per unit