



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

May 11, 2022, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Access Code: 2551 720 3340

Password: KYjJmJpC559 (59556572 from phones and video systems)

1. **Call to Order** – Commissioner Irene Fernando, 2022 Board Chair
2. **Approval of Agenda** – Commissioner Fernando
3. **Consent Agenda** – Rohret (**page 5**)
 - A. Approval: March 9, 2022 Meeting Minutes
 - B. Approval: February 2022 Treasurer's Report
 - C. Approval: March 2022 Treasurer's Report
 - D. Approval of New Representatives to SECB LMR Committee and STR Workgroup
 - E. Approval of Metro Region PSAP Representative to ECN NG9-1-1 RFP Evaluation Team
 - F. Approval of Metro Region PSAP Representative to SECB NG9-1-1 Operations Workgroup
 - G. Approval of 2022-2023 EMS TOC Chair & Vice Chair
 - H. Correspondence
4. **Acceptance of 2021 MESB Financial Audit** – Jill Rohret/Cathy Lydon, Redpath & Co. (**page 39**)
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of City of Edina Request for Waiver for State Standard LMR-53 – Foreign Radio System & Non-ARMER Radio Connections (**page 107**)
 - B. Approval of Amendments to Metro Standard 3.30.0 – METCOM (**page 111**)
6. **9-1-1 Items** – Mike Mihelich, 9-1-1 Manager
 - A. Award of RFP for Telecommunicator Resiliency Training (**page 115**)
 - B. Approval of Amendment 8 to the State T-730 (9-1-1) Contract (**page 117**)
 - C. Approval of Metro Region Participation in ECN RapidDeploy RadiusPlus Pilot Project (**page 125**)
 - D. Approval of Nominations to NENA NG9-1-1 Interoperability Oversight Commission (**page 129**)
7. **EMS Items** – Greg Hayes, EMS Coordinator
 - A. Award of RFP for MIR Bus Operators (**page 131**)
 - B. Approval of Amendment 1 to EMSRB VTR Grant Agreement (**page 133**)
8. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Executive Director Travel Request – APCO/MTUG August 2022 (**page 139**)
 - B. Approval of Contract Award for Office Phones/Phone Service (**page 143**)
9. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron



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B. Statewide Emergency Communications Board (SECB) Reports:

- 1) Finance – Wolf/Fredrick
- 2) Legislative – Rohret/Atkins
- 3) Steering – Fernando/Rohret
- 4) Other SECB Committees – Fredrick/Mihelich
- 5) Board – Matascastillo/Rohret

10. **Old Business** – None

11. **New Business**

A. Presentation on 9-8-8 and its Integration with 9-1-1 – Mihelich

12. **Adjourn**



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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2022 Treasurer)
Commissioner John Fahey

Chisago County

Commissioner Rick Greene*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando* (2022 Chair)
Commissioner Chris LaTondresse

Isanti County

Commissioner Greg Anderson* (2022 Vice Chair)

Ramsey County

Commissioner Trista Matascastillo* (2022 Secretary)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Barbara Burandt*

Washington County

Commissioner Stan Karwoski
Commissioner Fran Miron*

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

May 11, 2022
3. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the March 9, 2022 meeting of the Board are attached for review and approval.
- B. **February 2022 Treasurer's Report** – The Treasurer has reviewed the February 2022 financial statements and has given his approval of the report.
- C. **March 2022 Treasurer's Report** – The Treasurer has reviewed the March 2022 financial statements and has given his approval of the report.
- D. **Approval of New Representatives to the SECB LMR Committee and STR Workgroup** – The Executive Committee recommends approval of new representatives to the SECB LMR Committee and STR Workgroup.
- E. **Approval of Metro Region PSAP Representative to ECN NG9-1-1 RFP Evaluation Team** – The Executive Committee recommends approval of the metro region PSAP representative to the ECN NG9-1-1 RFP evaluation team.
- F. **Approval of 2022-2023 EMS TOC Chair & Vice-Chair** – The EMS TOC recommends approval of the 2022-2023 EMS TOC Chair & Vice-Chair.
- G. **Correspondence** – Correspondence includes a memo sent to EMS Regions from the EMSRB regarding the history of FY22 seatbelt funds and FY23 Passthrough justification and funding plan; a letter from Commissioners Fernando and Matascastillo to DPS Commissioner John Harrington requesting a meeting; and an email exchange from Dana Wahlberg, ECN Director and Jill Rohret, MESB Executive Director regarding the letter to Commissioner Harrington.
- H. **Informational Only** – Minutes from the April 13, 2022, Executive Committee meeting and the updated tracking sheet for the AAR recommendations resulting from the 2020 civil unrest.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING MINUTES

March 9, 2022

Meeting held via WebEx

Commissioners Present:

Greg Anderson, Isanti County
Joe Atkins, Dakota County
Dave Beer, Scott County
Barbara Burandt, Sherburne County
Gayle Degler, Carver County
John Fahey, Carver County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Richard Greene, Chisago County

Mary Hamann-Roland, Dakota County-**absent**
Andrew Johnson, City of Minneapolis-**absent**
Stan Karwoski, Washington County
Chris LaTondresse, Hennepin County
Trista Matascastillo, Ramsey County
Jim McDonough, Ramsey County-**absent**
Mandy Meisner, Anoka County
Fran Miron, Washington County
Tom Wolf, Scott County

Staff Present: Marcia Broman; Tracey Fredrick; Mike Mihelich; Ron Robinson; Jill Rohret; and Martha Ziese.

Others Present: Jay Arneson, *MESB Board Counsel*; Matthew Bergeron, *Larkin Hoffman*; and Margaret Vesel, *Larkin Hoffman*.

1. Call to Order

The meeting was called to order at 10:02 a.m. by the 2022 MESB Chair, Commissioner Irene Fernando.

2. Approval of Agenda

Motion by Commissioner Gamache, seconded by Commissioner Degler to approve the March 9, 2022 Revised Agenda. Motion carried.

3. Approval of Consent Agenda

Motion by Commissioner Meisner, seconded by Commissioner Wolf to approve the March 9, 2022 Consent Agenda. Motion carried.

Roll call for approval of agenda item 3

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Burandt, B	Sherburne	X	
Degler, G.	Carver	X	
Fahey, J.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago	X	
Karwoski, S.	Washington	X	
LaTondresse, C.	Hennepin	X	
Matascastillo, T.	Ramsey	X	
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 14 Nay: 0 Motion passes.

METROPOLITAN EMERGENCY SERVICES BOARD

4. Radio Items

A. Approval of Amendment to University of Minnesota's ARMER Participation Plan

Fredrick said the University of Minnesota requests approval of an amendment to its ARMER participation plan. The request includes an addition of one MCC7500-VPM console, four new talkgroup IDs, and a CRYPTR module. The addition of the console brings the U of M's console count to eight. She noted that the request is due to an increase in call traffic. The new console will have encryption capabilities. The CRYPTR module will support the migration to encryption-capable resources.

B. Approval of Amendment to Scott County's ARMER Participation Plan

Fredrick said Scott County requests approval of an amendment to its ARMER participation plan. The county would like to relocate its network backhaul to the Norwood site from the current Shakopee site. This connection will provide redundancy for several Scott County sites and the Scott County PSAP. MnDOT has reviewed the plan and supports it pending MESB approval.

Commissioner Fahey asked if Young America could be added to the tower name.

Motion made by Commissioner Matascastillo, seconded by Commissioner Beer to approve agenda items 4A and 4B. Motion carried.

Roll call for approval of agenda items 4A and 4B.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Atkins, J.	Dakota	X	
Beer, D.	Scott	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fahey, J.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R.	Chisago	X	
Karwoski, S..	Washington	X	
LaTondresse, C.	Hennepin	X	
Matascastillo, T.	Ramsey	X	
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 15 Nay: 0 Motion passes.

5. 9-1-1 Items

A. Acceptance of MESB NG9-1-1 Transition Strategy Document and NG9-1-1 System Assessment Report

Mike Mihelich said the MESB contracted with 911 Authority to assess the current MESB 9-1-1 system and develop an MESB NG9-1-1 transition strategy and plan. 911 Authority has completed its first two tasks; the third task, the transition plan, is in process. The 9-1-1 TOC has reviewed these documents and recommends acceptance.

Commissioner Fernando said there is a definite lack of centralization for the metro PSAPs that this would remedy.

B. Approval of Amendment to State/MESB/Lumen 9-1-1 Contract

Mike Mihelich said that in 2016, the MESB approved and executed the State T-730 contract for

METROPOLITAN EMERGENCY SERVICES BOARD

9-1-1 services, with the MESB, State of Minnesota and CenturyLink (now Lumen) as parties. Though the maximum number of years for a state contract is five, this contract was extended in November 2021 due to the delay in the release of the Next Generation 9-1-1 Core Services RFP.

Mihelich said Amendment 6, approved in November 2018 extended the contract through November 2022. The purpose of Amendment 7 is to accommodate changes required by Faribault County's new call handling equipment and has no direct impact on the MESB region.

Motion made by Commissioner Karwoski, seconded by Commissioner Miron, to approve agenda items 5A. and 5B. Motion carried.

Roll call for approval of agenda items 5A. and 5B.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Burandt, B	Sherburne	X	
Degler, G.	Carver	X	
Fahey, J.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago	X	
Karwoski, S.	Washington	X	
LaTondresse, C.	Hennepin	X	
Matascastillo, T.	Ramsey	X	
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Wolf, T.	Scott	X	

Yea: 14 Nay: 0 Motion passes.

6. EMS Items – None

7. Administrative Items – None

8. Reports

A. Legislative

Matthew Bergeron gave a legislative update. He noted that the Office of the Legislative Auditor published its report on the Emergency Medical Services Regulatory Board and it had been presented to legislative committees. It is not determined if any action will be taken this legislative session as a result of the report. He noted that they are monitoring HF 3956 which will amend MS 403, as well as HF 2821/SF 2670. Staff and lobbyists met with Senator Limmer regarding SF2670 and will be meeting with Senator Rosen soon as well.

B. Statewide Emergency Communications Board (SECB) Reports:

1. Finance

Fredrick said the Finance Committee met in February and will meet again tomorrow. Discussed were SCIP goals and HF2821. Funding will be discussed at the next meeting.

2. Legislative

Jill Rohret said the Legislative Committee met in February and last week. Discussions included the

METROPOLITAN EMERGENCY SERVICES BOARD

status of telecommunicator classification and pension, ECN technology bill/403 changes (Huot/Ingebrigtsen), and an update from the governance workgroup.

Commissioner Matascastillo asked if the MESB needs a direct approach with the commissioner of Public Safety regarding governance and transparency. Commissioner Gamache asked if the MESB should contact him directly.

Commissioner Fernando suggested drafting a document of our concerns to discuss before presenting to the SECB.

3. Steering

Commissioner Fernando said the Steering Committee met and discussed open governance, vacancies and positioning the committee for success.

Commissioner Gamache said he is appointed to the SECB by the Association of Metro Counties. He would welcome an AMC alternate to his position on the SECB. Anyone interested should contact Cari Stark. The meetings will most likely continue remotely throughout the year.

4. Other Committees

Mihelich said the NG9-1-1 Committee met in February. Discussed were vacancies, how to connect 9-8-8 and 9-1-1, resurrecting the Rapid Deploy group, legislative reports for classification and retirement.

5. Board

Commissioner Matascastillo said the Board met in February and approve the aforementioned items.

9. Old Business – None

10. New Business

Rohret recognized Ron Robinson's retirement on March 18, 2022.

11. Adjournment

Commissioner Fernando adjourned the meeting at 11:00 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: Carver County Commissioner Gayle Degler, MESB Treasurer
RE: Treasurer's Report – February 2022
DATE: March 21, 2022

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 21, 2022.

Sincerely,

Gayle Degler
Commissioner, Carver County
Treasurer, Metropolitan Emergency Services Board



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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: Carver County Commissioner Gayle Degler, MESB Treasurer
RE: Treasurer's Report – March 2022
DATE: April 20, 2022

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 20, 2022.

Sincerely,

Gayle Degler
Commissioner, Carver County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 3D. Approval of Radio Representative to
SECB Land Mobile Radio Committee and
Strategic Technology Reserve Workgroup
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval for new appointments to the Statewide Emergency Communications Board (SECB) Land Mobile Radio (LMR) committee and Strategic Technology Reserve (STR) Workgroup for the remainder of calendar year 2022.

BACKGROUND

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the primary and alternate members to the SECB LMR committee and the STR Workgroup.

ISSUES & CONCERNS

The Radio TOC voted to appoint Nate Timm from Washington County and Nick Schatz from Scott County as respective primary and alternate members to the SECB LMR Committee for 2022. The Radio TOC also voted to appoint Mr. Schatz and Mike Parker from Hennepin County as respective primary and alternate members to the SECB STR Workgroup.

The Radio TOC requests these new appointments to be effective immediately, upon approval, as Mr. Meyer is not attending any currently scheduled LMR Committee or STR Workgroup meetings.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**3E. Approval of Metro Region PSAP
Representative to ECN NG9-1-1 RFP**

Evaluation Team

Presenter:

Mihelich

RECOMMENDATION

The Executive Committee recommends the appointment of Jonathan Rasch of Ramsey County Emergency Communications Center to ECN's NG9-1-1 RFP Evaluation Team.

BACKGROUND

The State of Minnesota will soon post a Request for Proposal (RFP) for a statewide transition from E9-1-1 to NG9-1-1 that is broken into multiple components: Next Generation Core Services (NGCS); ESInet egress network to the PSAPs; and a 9-1-1 Control Center. Respondents to the RFP can bid on one or more of the components, which could result in multiple vendors providing the overall NG9-1-1 system to the state; the NG9-1-1 ingress network was awarded to Inteliquent in 2020.

ISSUES & CONCERNS

Serving on the evaluation team requires a working knowledge of 9-1-1 systems/technology and PSAP operations and entails a significant time commitment from the selected representative. The evaluation team will be making decisions that will affect every PSAP in the state and will shape 9-1-1 technology and operations in Minnesota for the foreseeable future.

Given the aforementioned requirements, the 9-1-1 TOC recommends appointing Jonathan Rasch, Ramsey County Emergency Communications Center's Emergency Communication Manager, to the ECN NG9-1-1 RFP Evaluation Team.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 3F. Approval of Representative to NG9-1-1
Operations Workgroup
Presenter: Mihelich

RECOMMENDATION

The 9-1-1 TOC recommends the Board approve the appointment of Kari Morrissey as the metro PSAP representative to serve on the SECB NG9-1-1 Operations Workgroup.

BACKGROUND

The SECB NG9-1-1 Committee has identified the need to form workgroups to fully discuss the myriad operational and technical issues that the 9-1-1 stakeholder community faces. The purpose of these workgroups is to provide an informal space for Minnesota's 9-1-1 stakeholder community to discuss its needs, identify potential solutions to the challenges faced, identify opportunities for collaboration on a local, regional, and/or statewide level, and present action items to regional and/or statewide governance bodies for consideration.

ISSUES & CONCERNS

The workgroup is open to any public safety telecommunicators and PSAP leadership.

The 9-1-1 TOC discussed this at its April meeting and selected Kari Morrissey of Anoka County as the representative to this workgroup. Ms. Morrissey will attend the meetings and give reports of any significant workgroup activities at upcoming MESB 9-1-1 TOC meetings.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 3G. Approval of 2022-2023 EMS TOC
Chair and Vice-Chair
Presenter: Rohret

RECOMMENDATION

The EMS Technical Operations Committee (TOC) recommends the Board to approve the 2022-2023 EMS TOC Chair and Vice-Chair.

BACKGROUND

According to the bylaws of the EMS TOC and the MESB, the EMS TOC must make a recommendation to the Board regarding the Chair and Vice-Chair of the committee. For the EMS TOC, these positions last for two years, beginning in even-numbered years.

ISSUES & CONCERNS

The EMS TOC did not have a quorum at its December 21, 2021, meeting, thus there was no recommendation for Chair and Vice Chair ready for the January 2022 MESB meeting.

The EMS TOC met on March 15, 2022, and made the following recommendation for Chair and Vice Chair:

Chair – Brian Fisher, HealthPartners Medical Transportation
Vice Chair – Nick Lesch, M Health Fairview EMS

Mr. Fisher serves as the Operations Manager for HealthPartners Medical Transportation. Mr. Lesch serves as the Operations Manager for M Health Fairview EMS.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Internal Memo



3/29/2022

Date: 03/29/2022**To:** Dylan J Ferguson, Executive Director, EMSRB**From:** Jana Carr-Weerts, Grants and Financial Manager, EMSRB

RE: FY22 Seatbelt History and FY23 Passthrough Justification & Funding Plan

Seat Belt Use (§169.686): Background and Funding Intent

The fines collected for a violation of Minnesota's "Seat Belt Law" (§169.684) is credited to a special account which, in statute, is called the "Emergency Medical Services Relief Account". Ninety percent of the money in the account is distributed to the eight regional emergency medical services systems ("8 Regions") designated by the EMSRB under section 144E.50, for personnel education and training, equipment and vehicle purchases, and operational expenses of emergency life support transportation services. The Board of Directors of each of the 8 Regions shall establish criteria for funding.

In the recent past, including FY22, these funds have been distributed to the 8 Regions as Grant Agreement Contracts. This is illogical and impractical for the following reasons:

- **Variable amounts:** The monthly "draw" amounts are variable and unpredictable. It is difficult for the 8 Regions to plan their budgets not knowing how much they will actually receive each month (*and if they will receive any, due to its decreasing with the passage of time*) .
- **"Dummy" budgets:** The 8 Regions must have budgets established and incorporated into the EMSRB's Grant Contract Agreements. Each year the maximum allowable amount for each region is set at \$77,287.50. Since it is unknown how much will actually be distributed, the 8 Regions must set their grant budgets at that max allowable amount. This means they are predicting what they *would* spend if they got that max amount (not how much will actually to be disbursed). It is not best practice to have mock-up grant budgets that cannot be followed, fulfilled, or reconciled.
- **Very low risk:** I performed a risk assessment, and the Seatbelt Grant had the lowest overall risk score of the four Regional Grants. It also had the lowest score in each of the three risk categories: Programmatic/Performance; Financial/Fiscal/Fiduciary; and Oversight/Management. Therefore, from a risk management perspective, the stringent parameters that a Grant Contract Agreement provides is not necessary to manage/monitor the disbursement and usage of these funds.

A plan is outlined below for turning these funds into passthrough dollars, while still providing accountability for the use of these funds.

Justification

On December 9th, 2021, I met with the Board Chair, JB Guiton, and both Greg Schultz and Jamal Zayed, the Agency's Assistant Attorneys General (AAG) to get clarification on EMSRB's Grants statute language. At this meeting, I adduced that neither statute 169.686, nor 144E.50 (to which 169.686 points to for distribution and allowable uses) requires that funds be given out in the form of a grant. I explained the circumstances outlined in

the section above to both AAG's and they posited that I could (and should) disburse the Seat Belt funds as passthrough dollars, and without delay.

I have discussed this option with all 8 Regional Directors and have asked for their input during both large group meetings and more intimate one-to-one settings. I have received unanimous support for the Seat Belt funding to be changed from a grant program to passthrough funding.

Plan

- **Re-naming this the "EMSRB Relief Fund Program"**
- **Target changeover date of 7/1/22:**
 - ✓ The AAG suggested that the EMSRB implement this change as soon as we recognized that it was possible (back in December); however, due to time constraints beyond my control, time needed to communicate and get buy-in from the 8 Regions and a natural "*line in the sand*" between the end of FY22 and the beginning of FY23 made July 1st, 2022, an ideal target date.
 - ✓ I anticipate being done with everything ahead of 7/1/22, as outline in the timeline, below.
- **Current agreements:**
 - ✓ Send out amendments that change the Grant Contract Agreement end date to June 30, 2022.
- **Accountability measures for the passthrough dollars:**
 - ✓ I will be drafting/executing a Memorandum of Understanding (MOU) that includes sufficient information/requirements from a Grant Contract Agreement to provide the EMSRB some oversight and accountability for the 8 Regions.
 - ✓ These MOU's will include the Regions' already approved FY23 Workplans (however, not the budgets)
- **Fiduciary responsibilities:**
 - ✓ EMSRB's tasks:
 - Create a Blanket PO prior to July 1, 2022
 - Create a standardized invoice template for the 8 Regions to use
 - Monthly, I will promptly email the draw amount as soon as I learn it from DPS (currently practice)
 - ✓ 8 Regions' tasks:
 - Use EMSRB invoice template, filled out properly and completely
 - Timely submission of monthly invoices (no later than the 15th of each month)
 - If invoices will be submitted anything other than monthly, a written request with the reasoning needs to be submitted to me in writing and approved.
- **Timeline for completion of the above outlined plan:**

4/1/22	4/28/22	4/29/22	5/6/22	5/13/22	5/20/22	6/1/22	6/17/22
Email plan to the 8 Regions	Draft MOU	Email MOU to Regional Directors for review/ input (2 Weeks)	Draft/Send the Amend to end grant early through DocuSign	MOU feedback due from Regional Directors	Final draft of MOU sent through DocuSign for signature	Create EIOR for Blanket PO	Create/send out invoice template



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

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

March 24, 2022

VIA ELECTRONIC MAIL

Commissioner John Harrington
Minnesota Department of Public Safety
445 Minnesota Street, Suite 1000
St. Paul, MN 55101

Dear Commissioner Harrington:

The Metropolitan Emergency Services Board (MESB) is the regional emergency services board for the ten-county metropolitan region. The region is very active in the Statewide Emergency Communications Board (SECB), including its committees and workgroups. Commissioner MatasCastillo sits on the SECB and Commissioner Fernando chairs the SECB Steering Committee. Due to our active engagement in the SECB process, we have experienced dynamics regarding the SECB structure that require remedy.

First, leadership positions and committee chairs need greater staff support. We are grateful for what ECN provides in this space; however, to meet the complex and evolving needs of our growing systems, the SECB needs more dedicated staff time to receive support, briefings, and advice with a statewide lens. Since many who sit in these positions are elected commissioners, we often exist within a governance structure that works in concert with staff who represent administration or legal counsel. This is *essential* to ensure continuity of services and strategy, as well as responsiveness related to requested research or questions.

Second, we strongly believe that the SECB must further resolve for our residents' expectations for open, transparent governance. Now more than ever, residents expect to be able to follow governance votes, decision making, and funding for important public services.

We request a meeting with you to discuss these important issues. There is an observable gap in the SECB structure, and there are shifts that must occur to advance open governance expected by residents. We can be reached at irene.fernando@hennepin.us and trista.matascastillo@co.ramsey.mn.us.

Thank you for your time and consideration.

Sincerely,

Irene Fernando
Chair, Metropolitan Emergency Services Board
Chair, SECB Steering Committee
Commissioner, Hennepin County

Trista MatasCastillo
Secretary, Metropolitan Emergency Services Board
Member, Statewide Emergency Services Board
Commissioner, Ramsey County

Cc: Dana Wahlberg, ECN
Cathy Clark, ECN
Jeff Jelinski, Acting SECB Chair
Trevor Hamdorf, SECB Secretary

From: [Jill Rohret](#)
To: ["Wahlberg, Dana \(DPS\)"](#)
Bcc: [Irene K Fernando](#); [Trista Matascastillo \(trista.matascastillo@co.ramsey.mn.us\)](#)
Subject: RE: Request for Meeting with Commissioner Harrington regarding SECB
Date: Wednesday, March 30, 2022 5:07:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Dana:

Thank you for your email. I did hear from the Commissioner's Office that the letter was received.

I'm surprised you think that Commissioners Fernando and Matascastillo circumvented the SECB process. Both have been participating in the governance work group and expressed the same thoughts at those meetings; this has also been discussed at the SECB Steering Committee as well as at the SECB Legislative Committee, and at the Board. Additionally, the Commissioner Harrington is, per statute, the Chair of the SECB; sending him a letter to request a meeting is certainly within the SECB process. When these issues are brought up the other regions do not speak; only ECN speaks to say how the regions are not doing their jobs, etc., which are statements with which I completely disagree. When someone is acting as a chair of an SECB committee, they expect staff support beyond administrative functions such as taking roll and recording the minutes. Committee chairs, including workgroup chairs, cannot do all the committee's work without DPS staff assistance; and I would note that the chairs did not have to under your three predecessors.

County commissioners, regional board members, etc. are free to request meetings with whomever they choose, just as regions and local governments can support whatever legislation they choose. SECB approval is not required for independent local governments. I'm not sure from where this idea originated.

Finally, MESB representatives, alternates and staff members know they only represent the metro region, not the entire state, and would not say they speak for the entire state unless specifically requested by the other regions to do so.

Thank you for your time and consideration.

Sincerely,
Jill Rohret

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

From: Wahlberg, Dana (DPS) <dana.wahlberg@state.mn.us>

Sent: Tuesday, March 29, 2022 4:22 PM

To: Jill Rohret <JRohret@mn-mesb.org>

Subject: RE: Request for Meeting with Commissioner Harrington regarding SECB

Hi Jill –

I don't know if you have received any acknowledgement from the Commissioner's office on your letter, but I want to take an opportunity to acknowledge its receipt as being copied at ECN.

Additionally, I want to share a concern. I have had several exchanges with Commissioner Fernando and I know she is extremely frustrated in her role as the Steering Chair. It does not seem she received any guidance on her role or expectations of a committee chair in advance of being placed into this position. ECN will accept some responsibility for that.

My real concern, though, is that Commissioners Fernando and MatasCastillo have completely circumvented the governance process by requesting a meeting with the commissioner to discuss how the governance process is not working; in their words, *"an observable gap in the SECB structure"*. If there is a desire for a stronger, more effective governance process, these concerns should really be socialized at an SECB meeting to get consensus from the other 19 members before a letter like this is written. The MESB does not speak for the entire board and this letter somewhat implies that others are in agreement with this ask.

As a long time participant in the governance process, what are your thoughts on this approach? The commissioner attended an SECB meeting in December and solicited input and concerns from the group and did not get a very significant response.

I will appreciate understanding your perspective.

Thank you!

Dana

Dana Wahlberg | Director
Emergency Communication Networks | Minnesota Department of Public Safety
ecn.dps.mn.gov | 651-201-7546 Office | 218-348-0306 Cell

From: Jill Rohret <JRohret@mn-mesb.org>

Sent: Thursday, March 24, 2022 8:49 AM

To: MN_DPS_DPS Commissioners <DPS.Commissioners@state.mn.us>

Cc: Trista Matascastillo (trista.matascastillo@co.ramsey.mn.us)

<trista.matascastillo@co.ramsey.mn.us>; Irene K Fernando <Irene.Fernando@hennepin.us>; Jeff Jelinski <jeffreyj@co.morrison.mn.us>; trevor.hamdorf@newbrightonmn.gov; Wahlberg, Dana (DPS)

<dana.wahlberg@state.mn.us>; Clark, Cathy (DPS) <cathy.clark@state.mn.us>

Subject: Request for Meeting with Commissioner Harrington regarding SECB

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Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good morning!

I am sending this email on behalf of the MESB's 2022 Chair and Secretary, Commissioners Irene Fernando and Trista Matascastillo, respectively.

Please see the attached letter.

Commissioners Fernando and Matascastillo request a meeting with Commissioner Harrington.

Commissioner Fernando may be reached at irene.fernando@hennepin.us and Commissioner Matascastillo at trista.matascastillo@co.ramsey.mn.us.

Thank you for your time and consideration.

Sincerely,
Jill Rohret

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

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

April 13, 2022

Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County – **absent**
Joe Atkins, Dakota County
Barbara Burandt, Sherburne County
Gayle Degler, Carver County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County

Rick Greene, Chisago County – **absent**
Andrew Johnson, City of Minneapolis - **absent**
Trista MatasCastillo, Ramsey County
Fran Miron, Washington County – **absent**
Tom Wolf, Scott County

Staff Present: Tracey Fredrick; Mike Mihelich; Jill Rohret; and Martha Ziese.

Guests Present: Jay Arneson, *Board Counsel*.

1. Call to Order:

The meeting was called to order at 10:00 a.m. by MESB Chair Commissioner Irene Fernando.

2. Approval of the April 13, 2022 Agenda

3. Approval of the February 9, 2022 Minutes

Motion made by Commissioner Degler, seconded by Commissioner Wolf, to approve the MESB April 13, 2022, Executive Committee agenda and the February 9, 2022, Executive Committee meeting minutes. Motion carried.

Roll call for approval of agenda items 2 and 3

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

4. Radio Items

A. Approval City of Edina Waiver for State Standard LMR-53

Tracey Fredrick said the City of Edina requests approval to use push-to-talk over cellular use for up to six interfaces using a local solution called JPS Gateway. Hennepin County will provide technical support. All donor radios to be used for these interfaces comply with the state standard list of equipment and Edina staff will ensure compliance of these radios. The donor radios are backup radios that can call cell phones. The initial deployment is to be to the Edina Fire main talkgroup.

B. Approval of Amendments to Metro Standard 3.30.0 – METCOM

METROPOLITAN EMERGENCY SERVICES BOARD

Fredrick said the amendments clarify the language about how this talkgroup may be used and who can use it. Additionally, these amendments address the types of devices that may be used for this talkgroup, and update language used for PSAPs and telecommunicators.

C. Approval of New Representatives to SECB LMR Committee and STR Workgroup

Fredrick said the previously approved MESB alternate representative to the SECB LMR Committee and primary representative to the STR Workgroup retired and the positions must be filled. The Radio TOC recommends Nick Schatz (Scott County) to serve as the primary STR Workgroup representative and as the alternate to the LMR Committee. Mike Parker (Hennepin County) is recommended as the alternate to the STR Workgroup.

Motion made by Commissioner Atkins, seconded by Commissioner Wolf to approve agenda items 4A, 4B, and 4C. Motion carried.

Roll call for approval of agenda items 4A., 4B., & 4C.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

5. 9-1-1 Items

A. Approval of Metro Region Participation in ECN RapidDeploy RadiusPlus Pilot Project

Mike Mihelich said the 9-1-1 TOC recommends approval of regional participation in ECN's RapidDeploy RadiusPlus pilot project. This project will provide participating PSAPs a with web-based automatic number identification (ANI)/automatic location identification (ALI) mapping solution paid for by ECN.

Mihelich said an edge device will be installed at each PSAP which will feed information to RapidDeploy and directs feeds to Apple and Google. This device assisst PSAPs by filling the gap during scheduled and unscheduled outages. The project will last for this year and, if successful, ECN will fund it indefinitely. Ramsey County is testing the tenant and then it will be spread out to the other participating PSAPs.

Commissioner Fernando asked Mihelich to give updates late summer-early fall on the pilot's progress.

B. Approval of Metro Region PSAP Representative to ECN NG9-1-1 RFP Evaluation Team

Mihelich said the 9-1-1 TOC recommends Jon Rasch, Ramsey County ECC Manager was recommended to represent metro PSAPs on the NG9-1-1 RFP evaluation team. The team includes Rasch, Mihelich, two representatives from Greater Minnesota, and two ECN representatives.

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Motion made by Commissioner Degler, seconded by Commissioner Gamache to approve agenda items 5A and 5B. Motion carried.

Roll call for approval of agenda items 5A. & 5B.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

6. EMS Items

A. Approval of Amendment 1 to EMSRB Volunteer Training Reimbursement (VTR) Grant

Jill Rohret said the Emergency Medical Services Regulatory Board (EMSRB) is extending the termination date for \$25,000.00 of the Volunteer Training Reimbursement (VTR) grant. The new termination date for that portion of the grant will be June 30, 2023.

Motion made by Commissioner Atkins, seconded by Commissioner Wolf to approve amendment 1 to the EMSRB Volunteer Training Reimbursement grant. Motion carried.

Roll call for approval of agenda item 6A.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

7. Administrative Items

A. Approval of Executive Director Travel Request

Rohret requests approval of a travel request for her attendance at the 2022 APCO Conference and MTUG National Meeting, August 7-12, 2022 in Anaheim, CA. Rohret estimates the trip to be \$2,927.00, which was included in the 2022 operational budget.

Motion made by Commissioner MatasCastillo, seconded by Commissioner Wolf to approve the Executive Director's travel request. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

Roll call for approval of agenda item 7A.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

8. Old Business

A. Discussion – MESB Meeting Format

Commissioner Fernando said hybrid meetings do not appear to comply with the Minnesota Open Meeting Law, so beginning in June for the Executive Committee meeting, the MESB will resume in-person only meetings.

Commissioner Wolf asked if the Executive Committee meetings could be through WebEx. Jay Arneson will review that option but said it is most likely not within the requirements of statute. The board chair has the authority to determine if meetings are in-person or virtual, but they would all need to be same. Commissioner Fernando and Jay Arneson will continue to monitor the evolving meeting requirement policies.

9. New Business – None

10. Adjournment

The meeting adjourned at 10:27 a.m.

Civil Unrest AAR
Recommendation Status
Updated 4/20/2022

Tracking #	Recommendation	Person/Agency Responsible	Status
1	Establish the governance structure, on-going funding model, training, and procedures to deploy and utilize 9-1-1 call workload sharing between cooperating .	PSAPs/Cities/Counties/MESB	12/16/2021 - Winbourne Consulting was selected as the vendor to complete the CAD2CAD RFP for the MESB region and to create funding and operational plans for implementation. An official kick-off meeting is scheduled on 12/17/2021 with the WG and we will be asking the Board to approve the purchase of a "Lessons Learned" document created by Winborne giving us insights to their many CAD2CAD projects throughout the nation. 2/25/2022 - The workgroup had an all-day meeting with Winbourne on Feb 15th to discuss governance and finance models and some general goals for the project to list in the RFP. Winbourne will be providing the workgroup updated governance, technical requirements, draft statement of work, and draft investment summary documents that will be reviewed on March 25th. 4/20/2022 - Winbourne will be presenting the Statement of Work, Product Requirements Matrix, and Project Investment Summary for a MESB region CAD-to-CAD system at the May 9-1-1 TOC meeting.
2	Identify and implement workload sharing applications that will permit 9-1-1 calls to overflow to neighboring ECCs which have agreed to work together cooperatively, permitting calls to be answered, triaged, classified (type or nature code assignment), and sent electronically into the original destination ECC's CAD dispatch queue, permitting the original destination ECC to coordinate the emergency response to incidents within its jurisdiction.	PSAPs/Cities/Counties/MESB	(combined with #1)
3	Identify and implement workload sharing applications that will establish a regional CAD incident display map showing the location of emergency responders (both personnel and units) and incidents in progress, permitting the appropriate personnel to have a big picture understanding of what is happening at the regional level in real time.	PSAPs/Cities/Counties/MESB	(combined with #1)

4	Identify telecommunicator resources to support any ECC personnel that have been involved in prolonged or horrific emergency events and may not recognize the extent they have been impacted mentally and emotionally, and those that recognize they need help.	9-1-1 TOC/MESB	08/24/21 The Motivations training was completed in June. At the August 911 TOC meeting the committee decided to request additional grant funding to continue to develop telecommunicator resiliency programs at each of the regional PSAPs in 2022. 10/20/2021 - Additional grant money will be available for additional resiliency training. Requirements need to be formed for solicitation of a vendor to produce and present training material for this new round of grant funding. Spring 2022 - RFP released for vendor to provide training ins 2022-2023.
5	Establish procedures to support the use and staffing of community tip lines that do not terminate in or interfere with ECC operations or negatively impact the 9-1-1 system whenever law enforcement or fire establish a joint command facility (e.g. MACC).	PSAPs/Cities/Counties/Other agencies	06/24/21 - The recommendation to not terminate community tip lines at ECCs was included in the Operation Safety Net (OSN) planning in February and March. An after action report is now being prepared regarding the OSN planning and implementation. The information from that report may become the basis for the development of a regional standard that addresses the use of tip lines that do not interfere in ongoing ECC operations.
6	Establish or update an existing metro region 9-1-1 standard to block "anonymous" calls to admin lines that terminate in the ECC to reduce harassing, abusive, or denial of service attack calls that can negatively impact ECC operations.	9-1-1 TOC/PSAPs/MESB	10/20/21 - Discussion began at the September 2021 9-1-1 TOC Meeting
7	Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff. a. Response agency command staff need to be trained on the existence and need/use of the Metro Region Communications Response Task Force (CRTF). i. Command staff turnover is a problem; special training directed specifically for command staff be should be developed.	CRTF/Duty Officer/Statewide Training	INTD/INCM training was provided in March 2021 specifically directed towards those who may be called in for response to Civil Unrest. Many Metro telecommunicators were also in attendance at a FEMA INTD course held in mid-June 2021. A metro-specific telecommunicator class is being developed currently. Several Metro CRTF members are attending a statewide drill held in August 2021 to get experience with emergent activities. Additionally, 3 metro members have been invited to participate in a COML course in Fall 2021. Additional space in an early 2022 COML course is also available. Two new Metro COML trainers were trained in November 2021. An additional trainer was trained in January 2022. A second statewide drill is planned for August 2022. April 2022 - MN will likely be receiving additional INTD, COMT, and Auxcomm courses.

8	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>a. Response agency command staff need to be trained on the existence and need/use of the Metro Region Communications Response Task Force (CRTF).</p> <p>ii. Include State Duty Officer training to assist in understanding the communications resources and processes to be utilized as part of the ICS structure.</p>	CRTF/Duty Officer	<p>As of March 2021, the Duty Officer position at BCA has been identified to only be for use in statewide emergencies in which a state agency is impacted; it will no longer be directing activities for regional activities. DPS-ECN has come up with a process to contact the SWIC for such emergencies. As such, this line item may be deleted, or changed to reflect the new process. Complete.</p>
9	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>b. Build relationships between the CRTF and agency command staff.</p>	CRTF/Metro EM Agencies	<p>CRTF Steering Team has begun having internal meetings in their own entities, doing more outreach to partner entities.</p>
10	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>c. Ensure that ECC management personnel are included in all EOC/MACC operations at the same level, and at the same time, as law enforcement, fire, and EMS management personnel are included.</p>	MESB, HSEM	<p>Pre-planning for the spring 2021 trial seemed to go more smoothly. There is still some room for opportunity with the other upcoming trials.</p> <p>2/25/2022 - Operation Safety Net plans were modified and used for the Kimberly Potter trial and the St Paul federal trial of the three officers involved in the George Floyd incident.</p>
11	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>d. Include COMU representatives at the MACC at the beginning of MACC operations.</p>	CRTF/Duty Officer/MACC	<p>Pre-planning for the spring 2021 trial (Operation Safety Net) seemed to go more smoothly. There is still some room for opportunity with the other upcoming trials.</p>

12	Create or update an existing standard to require ARMER talkgroups to be labeled using the same talkgroup names system wide. Currently, different agencies label the same talkgroup by different names.	Radio TOC Standards Workgroup/Statewide Standards Workgroup	MESB standards workgroup and state standards workgroup discussed in November 2020. System limitations make this difficult to do. Have also brought forward to State standards planning; still in discussion.
13	Conduct on-going ARMER training for law enforcement, fire, and EMS responders, both for new-hires and as part of regular in-service training, as required in SECB Standards LMR-29, LMR-30, and LMR-31.		Videos posted to MESB site in October 2020. On-going training statewide being discussed.
14	Create better advertisement of available resources, such as equipment caches, CRTF, etc. at a state level.	Duty Officer/MACC/CRTF	As of March 2021, current SWIC is aware of resources and how to deploy. See also #8.
15	Identify regional, or statewide, EOC or MACC locations that can be properly equipped in advance.	HSEM	Not started
16	Establish regional communications plans that can be practiced and implemented by the appropriate COMs as soon as an incident escalates into a multi-agency, multi-jurisdictional event. This should be incorporated into the ICS implementation plans but could be activated before the ICS structure is established beyond the initial response. This response should also include the distribution of a consolidated ICS 205 form and can include additional forms in the future, such as an ICS 205a or ICS 217 form.	CRTF	Metro has these common forms on the ARMER standards page and the CRTF page. Current method for distribution of region-wide ICS205s is to send through the Radio Services Coordinator. Complete.
17	Create or update an existing metro region ARMER standard that recommends requesting the deployment of CRTF resources when an incident escalates to include multi-jurisdiction coordination or multi-agency responses from more than one ECC service area. This should not be dependent on whether law enforcement or fire establish a joint command facility (e.g. MACC). a. Define how CRTF is activated. b. Notify the State Duty Officer as soon as a request to deploy the CRTF is received. c. Ensure the State Duty Officer documentation related to CRTF deployment is current. d. Define how the regional ECCs will be notified.	Radio TOC Standards Workgroup/CRTF	Updated Large Event Communications Standard 3.21.0; approved by MESB Board September 2020. Approved new event standard July 2021. Complete.

18	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>a. Response agency command staff need to be educated on the existence and need/use of the CRTF.</p> <p>i. Command staff turnover is a problem; special training directed specifically for command staff should be developed.</p> <p>ii. Include State Duty Officer training to assist in understanding the communications resources and processes to be utilized as part of the ICS structure.</p>	CRTF/Duty Officer/Metro EM Agencies	See #8.
19	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>b. Build relationships between the CRTF and agency command staff.</p>	CRTF/Agency Command Staff	See #9
20	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>c. During the event, some agency heads expressed concern that their responders would not be able to find the talkgroups specified in the ICS 205s on their radio.</p>	CRTF/Metro COML	This concern is also part of the on-going training mentioned in other areas of recommendation. Videos and documents have been added to the MESB website as of October 2020, and on-going training at a state level is being discussed in several workgroups.

21	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>d. Add the MESB's ARMER training video on changing zones on subscriber units uploaded to the MESB website. (As of the final draft of this document, this video is available on the MESB's website and the link has been distributed to metro region ARMER system administrators.)</p>	MESB	Complete, October 2020
22	<p>For jurisdictions where there are separate management structures for 911 and ARMER, regular coordination meetings need to be established so that the two teams identify issues proactively and work together to address the issues. This coordination should include contingency planning for system failures and multi-agency events.</p>	Regional Emergency Communications Boards	Not started
23	<p>Establish a timeline for requiring encryption-capable radios for response agencies within the metro area.</p>	Cities/Counties/Radio TOC/MESB/Regional Emergency Communications Boards	Change Management group has begun meeting. May 2021 - Encryption Best Practices guide has been approved and posted. Discussion Spring 2022 to get statewide surplus funding to assist agencies in acquiring encryption-capable radios. April 2022 - Statewide encryption summit being held in May 2022 to start planning for possible statewide deployment.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 4. Acceptance of 2021 MESB Financial Audit
Presenter: Rohret/Cathy Lydon, Redpath & Co.

RECOMMENDATION

The Executive Director recommends acceptance of the 2021 MESB financial audit.

BACKGROUND

The Metropolitan Emergency Services Board hires an auditing firm to conduct its annual financial audits. The firm which conducted the 2020 audit is Redpath and Company. The audit report must be accepted by the Board.

ISSUES & CONCERNS

The 2021 audit is a clean audit. Please refer to the supporting documentation for this agenda item for more complete information and opinions from the auditors.

FINANCIAL IMPACT

None. The expense for the annual audit is included in the MESB's operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



To: Metropolitan Emergency Services Board

From: Redpath and Company, Ltd. Cathy Lydon, Director

Date: May 2, 2022

Re: Summary of Audit for the Year Ended December 31, 2021

GENERAL COMMENTS

Audit reports have been completed and dated May 2, 2022.

We have been invited to the MESB Board Meeting on May 11, 2022. In the meantime you can contact me, Cathy Lydon, with any questions or comments: 651-255-9337 or clydon@redpathcpas.com.

AUDIT OVERVIEW

Our opinion on the financial statements is unmodified, sometimes called "clean." (pp. 3-6)

There were no findings on compliance or internal control.

For 2021, a federal single audit (The Uniform Guidance) was not required because expenditures of federal funds (including pass through) were less than \$750,000.

The Management's Discussion and Analysis is prepared by MESB management and is intended to "tell the story behind the numbers." (pp. 7-14)

The fund balance for all funds decreased by \$63,583 in 2021. The General Fund had an increase of \$7,820. The 911 Fund had a decrease of \$103,321, the EMS Fund had an increase of \$1,875, and the Radio Fund had an increase of \$30,043.

Metropolitan Emergency Services Board

Summary of Audit for the Year Ended December 31, 2021

Page 2

Governmental Accounting Standards Board Statement No. 75 replaced Statement No. 45 for calendar year 2018. MESB had an actuarial report prepared to calculate the OPEB liability under the new guidance.

A recap of December 31 balances is as follows:

2021	\$302,598
2020	\$255,025
2019	\$251,108
2018	\$259,758
2017	\$92,936
2016	\$111,243
2015	\$111,235
2014	\$100,370
2013*	\$31,350
2012*	\$34,500
2011*	\$44,900
2010*	\$45,800

*calculated based on benefits ending at age 65

Like all other affected governmental organizations, MESB was required to implement GASB Statement No. 68 in calendar year 2015. This Statement required recording a liability on the government-wide financial statements for PERA's unfunded liability and pension related deferred outflows of resources and deferred inflows of resources allocated to MESB. MESB reported a net pension liability of \$474,020, deferred outflows of resources of \$36,044 (will increase pension expense in future years) and deferred inflows of resources of \$7,125, (will decrease pension expense in future years).

AUDIT MANAGEMENT LETTER

The Audit Management Letter includes required communications to "those charged with governance." (generally, an audit committee or equivalent or the board of directors). For MESB we consider the communications to be of a routine nature.

Significant highlights include:

- No difficulties encountered in dealing with management in performing and completing our audit.
- There are no corrected or uncorrected misstatements that have an effect on our audit opinion.

Thank you.

**METROPOLITAN EMERGENCY
SERVICES BOARD**

FINANCIAL STATEMENTS

December 31, 2021

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METROPOLITAN EMERGENCY SERVICE BOARD
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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Metropolitan Emergency Service Board
St. Paul, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund, of Metropolitan Emergency Service Board, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Metropolitan Emergency Service Board's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Metropolitan Emergency Service Board, as of December 31, 2021, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Metropolitan Emergency Service Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Report on Summarized Comparative Information

We have previously audited Metropolitan Emergency Service Board's 2020 financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated April 22, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Metropolitan Emergency Service Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Governmental Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Metropolitan Emergency Service Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Metropolitan Emergency Service Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules, and the schedules of OPEB and pension information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 2, 2022 on our consideration of Metropolitan Emergency Service Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Metropolitan Emergency Service Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Metropolitan Emergency Service Board's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Redpath and Company Ltd." in a cursive, flowing script.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of Metropolitan Emergency Services Board's (MESB) financial performance provides an overview of MESB's financial activities for the fiscal year ended December 31, 2021. Please consider it in conjunction with MESB's financial statements.

Effective January 1, 2017, the Joint Powers Agreement was renewed for a five year period by each of the governing bodies of the members and continued in force until December 31, 2021. The agreement was renewed prior to year-end 2021 for another five years thru December 31, 2026.

Financial Highlights

- The assets of MESB exceeded its liabilities at December 31, 2021 by \$2,477,804 (net position). Of this amount, \$2,072,405 (unrestricted net position) may be used to meet MESB's ongoing obligations.
- MESB's total net position decreased by \$116,374. In 2021, MESB experienced depreciation in the value of assets and an increased valuation of OPEB liabilities.
- As of December 31, 2021, MESB's governmental funds reported combined ending fund balances of \$3,340,988, which is a \$63,583 decrease from the prior year. The decrease in fund balance is primarily due to three factors. First, a 21-year employee retired in September 2021, and a large payout of accrued Flex Time Off (FTO) hours occurred. Second, in planning for the aforementioned staff person's retirement, it was determined that 911 staff would need assistance in drafting a NG911 transition plan and assisting in drafting an RFP with the State of Minnesota. Because of this, the MESB executed a contract with consultants, which was not included in the 2021 operational budget. Third, the MESB did not receive an insurance dividend payment from the State of Minnesota as it usually does, though no claims were made.

Using this Annual Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Statements 1 and 2) provide information about the activities of MESB as a whole and present a longer-term view of MESB's finances. Fund financial statements are presented on Statements 3 and 4. These statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report MESB's operations in more detail than the government-wide statements by providing information about MESB's most significant funds.

Reporting MESB as a Whole

The Statement of Net Position and the Statement of Activities

One of the most important questions to be asked about MESB's finances is, "Is MESB as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about MESB as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report MESB's net position and changes in them. An analysis of MESB's net position – the difference between assets and liabilities – is one way to measure MESB's financial health or financial position. Over time, increases or decreases in MESB's net position are one indicator of whether MESB's financial health is improving or deteriorating.

In the Statement of Net Position and the Statement of Activities, all Board activities are classified as governmental. MESB does not have any activities that are classified as business-type.

- Governmental activities – all of MESB's services are reported here. County assessments, intergovernmental revenues and user fees finance most of these activities.
- The EMS Fund is an independent fund and program separate from the General, 911 or Radio Fund and program whose revenues finance the EMS Program. The Metro Region EMS System programs are recommended by the EMS Technical Operations Committee, approved by MESB and submitted in grant form to the Emergency Services Regulatory Board (EMSRB). The EMS Fund revenues can only be used for the EMS Program in accordance with the grant parameters as approved by the EMSRB when the grant is awarded. EMS Grant funds are accounted for separately from MESB's General, 911 or Radio Fund. Interest accrued on EMS funds is applied to the EMS Fund.
- The EMS Grant reimburses MESB for the Metro Region EMS Program costs of proportional rent, office supplies, office indirect and insurance.
- MESB's reserve funds are invested with Hennepin County and grow through interest income. The interest income is applied on a quarterly basis and allocated back to the Reserve Fund.
- By contract and statute, MnDOT owns and operates the radio system. MESB does not own any infrastructure or equipment associated with the radio system except for a few subscriber units. MnDOT maintains all regional sites and equipment; locals are responsible for their own equipment and infrastructure. Operational costs such as rent and utilities at tower sites are allocated by MESB to equipment owners based on the percentage of equipment at each site. MESB pays these costs up-front, but is reimbursed by local entities. MnDOT pays MESB for its portion of the costs at the beginning of each quarter.

Management's Discussion and Analysis

Reporting MESB's Funds

The fund financial statements (Statements 3 and 4) provide detailed information by fund. MESB's four funds are considered to be governmental-type and use the following accounting approach:

- *Government funds* – focus on how money flows into and out of these funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and other *financial assets* that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of MESB's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance MESB's programs. We describe the relationship (or differences) between *governmental activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation at the bottom of Statement 3 and also Statement 5.

Financial Analysis of MESB as a Whole

MESB's assets exceeded liabilities by \$2,477,804. Our analysis below focuses on the net position and changes in net position of MESB's governmental activities.

NET POSITION

	December 31,	
	2021	2020
Current and other assets	\$3,692,248	\$3,699,477
Capital assets	118,874	189,174
Total assets	<u>\$3,811,122</u>	<u>\$3,888,651</u>
Deferred outflows of resources	<u>\$400,673</u>	<u>\$116,137</u>
Current liabilities	\$396,888	\$314,110
Long-term liabilities	893,666	1,047,615
Total liabilities	<u>\$1,290,554</u>	<u>\$1,361,725</u>
Deferred inflows of resources	<u>\$443,437</u>	<u>\$48,885</u>
Net position:		
Net investment in capital assets	\$118,874	\$189,174
Restricted	286,525	317,021
Unrestricted	<u>2,072,405</u>	<u>2,087,983</u>
Total net position	<u>\$2,477,804</u>	<u>\$2,594,178</u>

Management's Discussion and Analysis

Net position was negatively impacted by \$545,703 at December 31, 2021 due to the change in the defined benefit pension plan. Pension-related amounts included in the above schedule related to the standard are as follows:

Deferred outflows of resources	(\$364,629)
Deferred inflows of resources	436,312
Net pension liability	<u>474,020</u>
Total	<u><u>\$545,703</u></u>

Of the total net position at December 31, 2021, \$118,874 (4.8%) reflects MESB's net investment in capital assets. These assets are not available for future spending. An additional \$286,525 (11.6%) of MESB's net position represents resources that are subject to external restrictions (for EMS Relief) on how they might be used.

CHANGES IN NET POSITION

	December 31,	
	2021	2020
Revenues:		
Program revenues:		
Charges for services	\$3,028,028	\$1,997,475
Operating grants and contributions	478,446	286,156
Capital grants and contributions	-	16,110
General revenues:		
Unrestricted investment earnings	21,295	46,935
Other	5,934	11,574
Total revenues	<u>3,533,703</u>	<u>2,358,250</u>
Expenses:		
General	606,503	608,087
911 telephone system	757,522	565,452
Emergency medical services system	332,870	298,400
Radio	1,953,182	913,200
Total expenses	<u>3,650,077</u>	<u>2,385,139</u>
Increase (decrease) in net position	(116,374)	(26,889)
Net position - January 1	<u>2,594,178</u>	<u>2,621,067</u>
Net position - December 31	<u><u>\$2,477,804</u></u>	<u><u>\$2,594,178</u></u>

MESB's net position decreased by \$116,374 (-4.5%). In 2021, MESB experienced depreciation in the value of assets and an increased valuation of OPEB liabilities.

Management's Discussion and Analysis

MESB's Funds

General Fund

Beginning in 2011 to satisfy a new accounting standard (GASB 54), MESB's Administrative Fund was renamed General Fund and the Hennepin County Investment Fund is now reported within the General Fund.

The General Fund functions of MESB are supported primarily through member assessment revenues.

The General Fund includes expenditures for operations of MESB which do not fall into any specific other fund but are for the general activities of the administration of MESB itself. Salaries and related benefits for staff whose time is spent strictly on administration of the whole organization, telephone, office supplies, postage, etc. are typical line items from this Fund. Any activity of MESB that is overarching to its total mission is considered to be General.

911 Fund

The 911 Fund, which supports the 911, 911 data management, and GIS functions of MESB, authorized in the Joint Powers Agreement, is supported primarily by assessments made to JPA members.

Article VI: Funding; Section 3 of Metropolitan Emergency Services Board Joint Powers Agreement provides an Assessment Formula:

Section 3: Assessment Formula. All assessments authorized to be made by this Agreement shall be made in the same proportion as the ratio of the population the county bears to the population of the metropolitan area as defined in Article II, Section 2.E, as measured by the most recent and available population figures of the State Demographic Center. If MESB incurs any liability for damages arising from any of its activities under this Agreement, the amount of damages shall be assessed against each county in the same manner as in the assessment formula described in this section; provided that any assessment against Hennepin County shall be reduced by the amount attributable to the population of the City of Minneapolis and shall be assessed against the City of Minneapolis. Nothing herein shall be construed as a waiver or modification of the limitations, defenses and immunities of liability contained in Minnesota Statutes, Chapter 466, or other applicable law.

Annual budget calculations are prepared and sources of funds are gathered. Assessments are determined in accordance with the formula adopted in the Joint Powers Agreement.

MESB does not receive a direct appropriation of state 911 fees.

In January 2019, MESB approved the addition of a second GIS specialist position, which was not included in the annual budget. Like with previous staff position additions, the full cost of salary and benefits will slowly be incorporated into MESB's operational budget over five years, with additional funding coming from the Hennepin County Investment Fund.

Management's Discussion and Analysis

Radio Fund

The Radio Fund was established to identify and fund those activities which were specific to the roles, responsibilities, duties and functions of MESB related to the statewide ARMER radio system.

Radio. When acting in its capacity as a regional radio board and as the successor to the Metropolitan Radio Board, MESB has the powers necessary and convenient to discharge the duties imposed on it by law, including the duty to implement, maintain, and operate regional and local improvements to the statewide, shared, trunked radio and communication system provided for in Minnesota Statutes, Section 403.36. MESB shall also have the powers of a regional radio board provided by Minnesota Statutes, Section 403.39.

By contract and statute, MnDOT owns and operates the radio system. MESB does not own any infrastructure or equipment associated with the radio system except for a few subscriber units. MnDOT maintains all regional sites and equipment; locals are responsible for their own equipment and infrastructure. Operational costs such as rent and utilities at tower sites are allocated by MESB to equipment owners based on the percentage of equipment at each site. MESB pays these costs up-front, but is reimbursed by local entities. MnDOT pays MESB for its portion of the costs at the beginning of each quarter.

EMS Fund

The EMS Fund is an independent fund separate from the 911, General or Radio funds whose revenues finance the Metro Region EMS Systems Program as recommended by the EMS Technical Operations Committee and approved by MESB. The source of the EMS Fund is primarily through a regional grant for EMS programming awarded through the EMSRB. The metro region grant is governed by Minnesota Statute 144E Sections 50 and 52. The EMSRB manages the state funding of the regional programs by providing grant dollars and disbursing the funds from seat belt fines which also funds the eight regional programs.

Another source of funds known as EMS Relief funds which represent seat belt fine revenues are also awarded to the metro region program by the EMSRB. The EMS Fund revenues (both grant and seat belt revenues) can only be used for metro region EMS Program in accordance with the grant parameters as approved by the EMSRB when the grant is awarded.

Management's Discussion and Analysis

Financial Analysis of MESB's Funds

As of the end of the current fiscal year, MESB's governmental funds reported combined ending fund balances of \$3,340,988 a decrease of \$63,583 in comparison with the prior year. The decrease in fund balance is primarily due to three factors. First, a 21-year employee retired in September 2021, and a large payout of accrued Flex Time Off (FTO) hours occurred. Second, in planning for the aforementioned staff person's retirement, it was determined that 911 staff would need assistance in drafting a NG911 transition plan and assisting in drafting an RFP with the State of Minnesota. Because of this, the MESB executed a contract with consultants, which was not included in the 2021 operational budget. Third, the MESB did not receive an insurance dividend payment from the State of Minnesota as it usually does, though no claims were made.

Budgetary Highlights

The General Fund and 911 Fund did not have any budget amendments throughout the year.

Capital Asset and Debt Administration

Capital Assets

At the end of 2021, MESB had \$118,874 net investment in capital assets, which consists of equipment as detailed below.

CAPITAL ASSETS AT YEAR END

	December 31,	
	2021	2020
Equipment	\$1,698,385	\$1,698,386
Accumulated depreciation	(1,579,511)	(1,509,212)
Net capital assets	<u>\$118,874</u>	<u>\$189,174</u>

MESB has not incurred any long-term debt to acquire these capital assets.

Management's Discussion and Analysis

Noncurrent Liabilities

MESB does not have any long-term debt issues; however, it does record long-term compensated absences, OPEB, and net pension liability as follows:

NONCURRENT LIABILITIES AT YEAR END

	<u>Compensated Absences</u>	<u>OPEB</u>	<u>Net Pension Liability</u>
December 31, 2021	\$162,676	\$302,598	\$474,020
December 31, 2020	<u>164,285</u>	<u>255,025</u>	<u>647,509</u>
Increase (decrease)	<u>(\$1,609)</u>	<u>\$47,573</u>	<u>(\$173,489)</u>

Economic Factors and Next Year's Budget

Total expenditures budgeted for all funds in 2021 total \$2,205,087 compared to budgeted expenditures of \$2,175,787 for 2022. The decrease in budgeted expenditures from 2021 to 2022 is due to a change in staff resulting in lower staff salary for one position

Contacting MESB's Financial Management

This financial report is designed to provide our constituents and members with a general overview of MESB's finances and to show MESB's accountability for the money it receives. If you have questions about this report or need additional information, contact Jill Rohret, MESB Executive Director, or Kelli Jackson, MESB Financial Services Specialist.

BASIC FINANCIAL STATEMENTS

METROPOLITAN EMERGENCY SERVICE BOARD**STATEMENT OF NET POSITION****Statement 1**

December 31, 2021

With Comparative Totals For December 31, 2020

	Governmental Activities	
	2021	2020
Assets:		
Cash and investments	\$3,393,664	\$3,404,909
Accounts receivable	7,818	20,991
Due from other governments	201,321	197,297
Prepaid items	89,445	76,280
Capital assets (net of accumulated depreciation)	118,874	189,174
Total assets	<u>3,811,122</u>	<u>3,888,651</u>
Deferred outflows of resources:		
Related to pensions	364,629	95,422
Related to OPEB	36,044	20,715
Total deferred outflows of resources	<u>400,673</u>	<u>116,137</u>
Liabilities:		
Accounts payable	41,988	53,237
Accrued salaries	37,115	34,240
Funds held for others	51,227	51,581
Due to other governments	194,955	119,906
Unearned revenue	25,975	35,942
Compensated absences:		
Due within one year	37,767	10,899
Due in more than one year	124,909	153,386
OPEB liability:		
Due within one year	7,861	8,305
Due in more than one year	294,737	246,720
Net pension liability - due in more than one year	474,020	647,509
Total liabilities	<u>1,290,554</u>	<u>1,361,725</u>
Deferred inflows of resources:		
Related to pensions	436,312	28,226
Related to OPEB	7,125	20,659
Total deferred inflows of resources	<u>443,437</u>	<u>48,885</u>
Net position:		
Investment in capital assets	118,874	189,174
Restricted for EMS relief	286,525	317,021
Unrestricted	2,072,405	2,087,983
Total net position	<u>\$2,477,804</u>	<u>\$2,594,178</u>

The accompanying notes are an integral part of these financial statements.

METROPOLITAN EMERGENCY SERVICE BOARD
STATEMENT OF ACTIVITIES
Statement 2

For The Year Ended December 31, 2021

With Comparative Totals For The Year Ended December 31, 2020

Functions/Programs:	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position Governmental Activities	
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	2021 2020
Governmental activities:					
General	\$606,503	\$561,913	\$1,164	\$ -	(\$43,426) (\$50,651)
911 telephone system	757,522	507,766	155,711	-	(94,045) (35,449)
Emergency medical services program	332,870	-	299,939	-	(32,931) (42,612)
Radio	1,953,182	1,958,349	21,632	-	26,799 43,314
Total governmental activities	<u>\$3,650,077</u>	<u>\$3,028,028</u>	<u>\$478,446</u>	<u>\$0</u>	<u>(143,603)</u> <u>(85,398)</u>
General revenues:					
Unrestricted investment earnings					21,295 46,935
Other					<u>5,934</u> <u>11,574</u>
Total general revenues					<u>27,229</u> <u>58,509</u>
Change in net position					(116,374) (26,889)
Net position - January 1					<u>2,594,178</u> <u>2,621,067</u>
Net position - December 31					<u>\$2,477,804</u> <u>\$2,594,178</u>

The accompanying notes are an integral part of these financial statements.

METROPOLITAN EMERGENCY SERVICE BOARD
BALANCE SHEET
GOVERNMENTAL FUNDS

December 31, 2021

With Comparative Totals For December 31, 2020

Statement 3

	General Fund	911 Fund	EMS Fund	Radio Fund	Total	
					2021	2020
Assets:						
Cash and investments	\$2,326,661	\$309,298	\$327,120	\$430,585	\$3,393,664	\$3,404,909
Accounts receivable	-	-	-	7,818	7,818	20,991
Due from other governments	3,291	56,809	60,461	80,760	201,321	197,297
Prepaid items	5,969	6,692	-	76,784	89,445	76,280
Total assets	\$2,335,921	\$372,799	\$387,581	\$595,947	\$3,692,248	\$3,699,477
Liabilities and fund balance						
Liabilities:						
Accounts payable	\$4,106	\$11,957	\$5,790	\$20,135	\$41,988	\$53,237
Accrued salaries	18,461	15,216	-	3,438	37,115	34,240
Due to other governments	77,443	89,257	-	28,255	194,955	119,906
Funds held for others	-	51,227	-	-	51,227	51,581
Unearned revenue	-	-	6,256	19,719	25,975	35,942
Total liabilities	100,010	167,657	12,046	71,547	351,260	294,906
Fund balance:						
Nonspendable	5,969	6,692	-	76,784	89,445	76,280
Restricted	-	-	348,143	-	348,143	348,144
Committed	-	198,450	27,392	447,616	673,458	752,056
Assigned	2,081,709	-	-	-	2,081,709	2,072,400
Unassigned	148,233	-	-	-	148,233	155,691
Total fund balance	2,235,911	205,142	375,535	524,400	3,340,988	3,404,571
Total liabilities and fund balance	\$2,335,921	\$372,799	\$387,581	\$595,947	\$3,692,248	\$3,699,477
Fund balance reported above					\$3,340,988	\$3,404,571
Amounts reported for governmental activities in the Statement of Net Position are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.					118,874	189,174
Deferred outflows of resources-pension related are not current financial resources and, therefore, are not reported in the funds.					364,629	95,422
Deferred outflows of resources-OPEB related are not current financial resources and, therefore, are not reported in the funds.					36,044	20,715
Deferred inflows of resources-pension related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds.					(436,312)	(28,226)
Deferred inflows of resources-OPEB related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds.					(7,125)	(20,659)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:						
Compensated absences payable					(162,676)	(164,285)
OPEB liability					(302,598)	(255,025)
Net pension liability					(474,020)	(647,509)
Net position of governmental activities					\$2,477,804	\$2,594,178

The accompanying notes are an integral part of these financial statements.

METROPOLITAN EMERGENCY SERVICE BOARD**STATEMENT OF REVENUES, EXPENDITURES AND****CHANGES IN FUND BALANCE****GOVERNMENTAL FUNDS**

For The Year Ended December 31, 2021

With Comparative Totals For The Year Ended December 31, 2020

Statement 4

	General Fund	911 Fund	EMS Fund	Radio Fund	Total	
					2021	2020
Revenues:						
Member assessments	\$561,913	\$507,766	\$ -	\$214,104	\$1,283,783	\$1,283,812
User fees	-	-	-	387,259	387,259	373,431
Reimbursement revenue	-	-	-	1,356,986	1,356,986	340,232
Intergovernmental:						
State	-	-	299,939	21,632	321,571	255,788
Federal	-	155,711	-	-	155,711	44,730
Interest	12,112	3,709	1,876	3,598	21,295	46,935
Other	5,929	-	-	5	5,934	11,574
Total revenues	<u>579,954</u>	<u>667,186</u>	<u>301,815</u>	<u>1,983,584</u>	<u>3,532,539</u>	<u>2,356,502</u>
Expenditures:						
Current:						
Personal services	516,158	482,540	200	96,831	1,095,729	1,051,160
Rent and site leases	10,565	7,924	9,962	358,405	386,856	376,396
Equipment and maintenance upgrades	11,328	7,781	4,076	1,088,800	1,111,985	97,733
Other grant expenditures	-	155,984	270,661	21,632	448,277	261,901
Other services and charges	64,083	116,278	41	372,873	553,275	480,001
Capital outlay	-	-	-	-	-	16,110
Total expenditures	<u>602,134</u>	<u>770,507</u>	<u>284,940</u>	<u>1,938,541</u>	<u>3,596,122</u>	<u>2,283,301</u>
Revenues over (under) expenditures	<u>(22,180)</u>	<u>(103,321)</u>	<u>16,875</u>	<u>45,043</u>	<u>(63,583)</u>	<u>73,201</u>
Other financing sources (uses):						
Transfer in	30,000	-	-	-	30,000	30,000
Transfer out	-	-	(15,000)	(15,000)	(30,000)	(30,000)
Total other financing sources (uses)	<u>30,000</u>	<u>0</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>0</u>	<u>0</u>
Net change in fund balance	7,820	(103,321)	1,875	30,043	(63,583)	73,201
Fund balance - January 1	<u>2,228,091</u>	<u>308,463</u>	<u>373,660</u>	<u>494,357</u>	<u>3,404,571</u>	<u>3,331,370</u>
Fund balance - December 31	<u>\$2,235,911</u>	<u>\$205,142</u>	<u>\$375,535</u>	<u>\$524,400</u>	<u>\$3,340,988</u>	<u>\$3,404,571</u>

The accompanying notes are an integral part of these financial statements.

METROPOLITAN EMERGENCY SERVICE BOARD
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS
For The Year Ended December 31, 2021
With Comparative Totals For The Year Ended December 31, 2020

Statement 5

	<u>2021</u>	<u>2020</u>
Amounts reported for governmental activities in the Statement of Activities are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	(\$63,583)	\$73,201
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Depreciation	(70,300)	(98,985)
Capital outlay	-	16,110
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Expenses reported in the Statement of Activities include the effects of the changes in these expense accruals as follows:		
Change in compensated absences payable	1,609	(33,521)
Governmental funds report pension and OPEB contributions as expenditures, however, pension and OPEB expense is reported in the Statement of Activities. This is the amount by which pension and OPEB expense differed from pension and OPEB contributions:		
Pension contributions	\$60,201	
Pension expense	(25,591)	
OPEB contributions	862	
OPEB expense	(19,572)	16,306
	<u>15,900</u>	<u>16,306</u>
Change in net position of governmental activities (Statement 2)	<u>(\$116,374)</u>	<u>(\$26,889)</u>

The accompanying notes are an integral part of these financial statements.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. FINANCIAL REPORTING ENTITY

The Metropolitan Emergency Services Board (MESB) is a joint powers organization founded by the seven Minneapolis-St. Paul metropolitan counties to implement and administer a regional 911 telephone system, regional Emergency Medical Services (EMS) programs, and, beginning in 2005, regional radio services in the metropolitan area. As required by generally accepted accounting principles in the United States of America, the financial statements of the reporting entity include those of MESB (the primary government) and its component units. MESB does not have any component units.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities* are normally supported by taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or business-type activity. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, MESB considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Intergovernmental revenues, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by MESB.

MESB reports the following major governmental funds:

The *General Fund* is used to account for the administrative functions of MESB and investments held by Hennepin County. These funds are available for MESB as a whole.

The *911 Fund* is used to account for revenues and expenditures in connection with 911 and GIS operations.

The *EMS Fund* accounts for revenues and expenditures of the Emergency Medical Services Grant and the EMS Relief Account, administered by the Board of the Minneapolis-St. Paul metropolitan area.

The *Radio Fund* accounts for revenues and expenditures of the regional 800 MHz radio system for the metropolitan area.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are transactions that would be treated as revenues, expenditures or expenses if they involved external organizations, such as buying goods and services or payments in lieu of taxes, are similarly treated when they involve other funds of MESB. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues.

D. BUDGETS

MESB adopts annual budgets on a basis consistent with generally accepted accounting principles (GAAP) for the General and 911 Funds. Budgeted expenditure appropriations lapse at year end. The Radio and EMS Funds do not have complete annual GAAP-basis budgets. Grant-specific budgets and other data are used for internal monitoring of these funds.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the appropriation, is not employed by MESB because it is, at present, not considered necessary to assure effective budgetary control or to facilitate effective cash management.

The 911 Fund's expenditures of \$770,507 exceeded budgeted appropriations of \$599,767 by \$170,740. The over expenditures were funded by available fund balance.

E. CASH AND INVESTMENTS

In accordance with applicable Minnesota Statutes, MESB maintains deposits at depository banks and governmental authorities authorized by the Board of Directors.

Minnesota Statutes require that all deposits be protected by insurance, surety bond, or collateral. If collateral is pledged as protection for the deposits, the market value of the collateral must, at a minimum, be 110% of the deposits not covered by insurance or bonds.

F. RECEIVABLES AND PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. Temporary interfund loans, if any, are classified as “due to/from other funds” and are planned to be eliminated in the upcoming year.

MESB considers all receivables to be fully collectible and thus no allowance is recorded.

G. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

H. CAPITAL ASSETS

Capital assets, which include property, plant, equipment and intangibles, are reported in the government-wide financial statements. Capital assets are defined by MESB as those assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

Equipment of MESB is depreciated using the straight-line method over estimated useful lives ranging from 3 to 20 years.

I. COMPENSATED ABSENCES

A liability is recognized for vacation and sick leave earned by employees at the balance sheet date if it is probable the benefit will be paid as time off or at separation of service.

A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

J. REIMBURSEMENT REVENUE

Reimbursement revenue includes billings to participating regions that MESB in-turn remits to the provider. This activity has some attributes of pass through/agency transactions; however, management believes it has more attributes of an exchange transaction and accordingly records the activity as revenue and expenditures.

K. FUND BALANCE CLASSIFICATIONS

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable - consists of amounts that are not in spendable form, such as prepaid items.

Restricted - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - consists of internally imposed constraints. These constraints are established by Resolution of the Board.

Assigned - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Board's intended use. These constraints are established by the Board and/or management.

Unassigned - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is MESB's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is MESB's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

L. INTERFUND TRANSACTIONS

Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Interfund loans are reported as an interfund loan receivable or payable which offsets the movement of cash between funds. All other interfund transactions are reported as transfers.

M. USE OF ESTIMATES

The preparation of financial statements in accordance with GAAP requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

N. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. MESB has two items that qualifies for reporting in this category. They are the pension and OPEB related deferred outflows reported in the government-wide Statement of Net Position.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. MESB has two items that qualifies for reporting in this category. It is the pension and OPEB related deferred inflows reported in the government-wide Statement of Net Position.

O. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with MESB's financial statements for the year ended December 31, 2020, from which the summarized information was derived.

P. DEFINED BENEFIT PENSION PLAN

For purposes of measuring the net pension liability, deferred outflows and inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to and deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 2 DEPOSITS AND INVESTMENTS

A. INVESTMENTS

MESB invests all funds with Hennepin County and Washington County. These funds are pooled with the Counties' other deposits and investments.

The carrying amount of MESB's cash and investments at December 31, 2021 is as follows:

Cash and investments pooled with Washington County at fair value	\$1,141,216
Cash and investments pooled with Hennepin County at fair value	<u>2,252,448</u>
Total	<u><u>\$3,393,664</u></u>

MESB categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy has three levels. Level 1 investments are valued using inputs that are based on quoted prices in active markets for identical assets. Level 2 investments are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly. Level 3 investments are valued using inputs that are unobservable. At December 31, 2021, MESB does not have any applicable investments.

B. INVESTMENT RISKS

Investments are subject to risks such as interest rate risk, credit risk and concentration of credit risk. MESB invests all funds with Hennepin and Washington Counties' investment pools, which basically function as fully-liquid investments. The Counties' pools are subject to State Statutes that help mitigate investment risks. MESB does not have any specific investment policy that further limits investment risks.

Note 3 RECEIVABLES

All receivables at December 31, 2021 are expected to be collected within one year.

Governmental funds report deferred inflow of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period ("unavailable"). Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned ("unearned").

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Equipment	\$1,698,385	\$ -	\$ -	\$1,698,385
Less accumulated depreciation:				
Equipment	<u>1,509,211</u>	<u>70,300</u>	<u>-</u>	<u>1,579,511</u>
Capital assets - net	<u>\$189,174</u>	<u>(\$70,300)</u>	<u>\$0</u>	<u>\$118,874</u>

Depreciation expense was charged to programs as follows:

General	\$185
911 telephone system	6,157
Emergency medical services system	47,805
Radio	<u>16,153</u>
Total depreciation expense	<u>\$70,300</u>

Note 5 NONCURRENT LIABILITIES

Activity for the year ended December 31, 2021, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Estimated Amount Due Within One Year</u>
Compensated absences	<u>\$164,285</u>	<u>\$25,339</u>	<u>(\$26,948)</u>	<u>\$162,676</u>	<u>\$37,767</u>

Compensated absences are liquidated by the General, 911 and Radio funds.

Note 6 DEFINED BENEFIT PENSION PLANS

A. PLAN DESCRIPTION

The MESB participates in the following cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

All full-time and certain part-time employees of MESB are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

B. BENEFITS PROVIDED

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% of average salary for each of the first ten years of service and 1.7% of average salary for each additional year. Under Method 2, the accrual rate for Coordinated Plan members is 1.7% of average salary for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024 or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

C. CONTRIBUTIONS

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

Coordinated Plan members were required to contribute 6.50% of their annual covered salary in fiscal year 2021 and MESB was required to contribute 7.50% for Coordinated Plan members. MESB contributions to the GERF for the year ended December 31, 2021, were \$59,901. MESB's contributions were equal to the required contributions as set by state statute.

D. PENSION COSTS

GERF Pension Costs

At December 31, 2021, MESB reported a liability of \$474,020 for its proportionate share of GERF's net pension liability. MESB's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with MESB totaled \$14,426. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. MESB's proportion of the net pension liability was based on MESB's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2020 through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. MESB's proportionate share was 0.0111% at the end of the measurement period and 0.0108% for the beginning of the period.

MESB's proportionate share of the net pension liability	\$474,020
State of Minnesota's proportionate share of the net pension liability associated with the MESB	<u>14,426</u>
Total	<u><u>\$488,446</u></u>

For the year ended December 31, 2021, MESB recognized pension expense of \$25,591 for its proportionate share of the GERF's pension expense. In addition, MESB recognized an additional \$1,164 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERF.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

At December 31, 2021, MESB reported its proportionate share of the GERS's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$2,952	\$14,506
Changes in actuarial assumptions	289,427	10,531
Net collective difference between projected and actual investment earnings	-	411,275
Changes in proportion	42,955	-
Contributions paid to PERA subsequent to the measurement date	29,295	-
Total	<u>\$364,629</u>	<u>\$436,312</u>

The \$29,295 reported as deferred outflows of resources related to pensions resulting from MESB contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2022	(\$1,622)
2023	12,155
2024	459
2025	(111,970)
2026	-
Thereafter	-

The net pension liability will be liquidated by the General, 911 and Radio funds.

E. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2021 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.25% per year
Investment Rate of Return	6.50%

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
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The long-term investment rate of return is based on a review of inflation and investment return assumptions from a number of national investment consulting firms. The review provided a range of investment return rates deemed to be reasonable by the actuary. An investment return of 6.50% was deemed to be within that range of reasonableness for financial reporting purposes.

Salary growth assumptions range in annual increments from 10.25% after one year of service to 3.0% after 29 years of service and 6.0% per year thereafter. Mortality rates were based on the Pub-2010 General Employee Mortality Table, with slight adjustments to fit PERA's experience. Cost of living benefit increases after retirement are assumed to be 1.25% per year.

Actuarial assumptions for GERF are reviewed every four years. The most recent four-year experience study was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2020 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2021:

Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	33.5%	5.10%
International equity	16.5%	5.30%
Fixed income	25.0%	0.75%
Private markets	25.0%	5.90%
Total	100%	

F. DISCOUNT RATE

The discount rate used to measure the total pension liability in 2021 was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the GERF was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. PENSION LIABILITY SENSITIVITY

The following presents the MESB's proportionate share of the net pension liability, calculated using the discount rate disclosed in the preceding paragraph, as well as what the MESB's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease in in Discount Rate (5.5%)	Discount Rate (6.5%)	1% Increase in Discount Rate (7.5%)
Proportionate share of the GERF net pension liability	\$966,758	\$474,020	\$69,698

H. PENSION PLAN FIDUCIARY NET POSITION

Detailed information about the pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained at www.mnpera.org.

Note 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. PLAN DESCRIPTION

In addition to providing the pension benefits described in Note 6, MESB provides post-employment health care and life insurance benefits, as defined in paragraph B, for retired employees through its group health insurance and life insurance plans. The plan is a single-employer defined benefit OPEB plan administered by MESB. The authority to provide these benefits is established in Minnesota Statutes Sections 471.61. The benefits, benefit levels, employee contributions and employer contributions are governed by MESB and can be amended by MESB through its personnel manual and collective bargaining agreements with employee groups. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. OPEB is currently funded on a pay-as-you-go basis. The Plan does not issue a separate report.

B. BENEFITS PROVIDED

MESB provides OPEB benefits that mirror the policies of Anoka County (for retired employees) and Dakota County (for all other employees). After meeting certain eligibility requirements, employees hired prior to December 13, 2016 may be eligible to receive certain post-employment medical insurance and life insurance benefits. Currently, MESB has one former employee who meets the eligibility requirements and is receiving benefits, and two current employees who could potentially receive benefits in the future if all requirements are met. This portion of the OPEB Plan is closed to new entrants. Benefits are being funded on a pay-as-you-go basis.

For the one former employee receiving benefits, MESB is obligated to pay one-half of this person's monthly single contribution for active employees' health insurance until the person becomes eligible for Medicare. Once eligible for Medicare, MESB is obligated to pay up to the amount Anoka County pays for Medicare supplement plan. The monthly benefit amount is adjusted annually. Total benefits paid in 2021 were \$4,218.

- In addition, MESB pays the premium for \$2,000 life insurance policy.

For the two current employees who could potentially receive benefits, MESB would be obligated to pay one-half of their monthly single contribution for health insurance should they retire with 10-15 years of service or all of their monthly single contributions should they retire with 16 or greater years of service, until the pension becomes eligible for Medicare. Once eligible for Medicare, MESB is obligated to pay up to the amount Anoka County pays for Medicare supplement plan. The monthly benefit amount is adjusted annually.

- In addition, MESB pays the premium for \$2,000 life insurance policy.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
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MESB is required by State Statute to allow retirees to continue participation in MESB's group health insurance plan if the individual terminates service with MESB through service retirement or disability retirement. Active employees who retire from MESB may continue coverage with respect to both themselves and their eligible dependent(s) under MESB's health benefits program until age 65.

All health care coverage is provided through MESB's group health insurance plans. The retiree is required to pay 100% of their premium cost for MESB sponsored group health insurance plan in which they participate. The premium is a blended rate determined on the entire active and retiree population. Since the projected claims costs for retirees exceed the blended premium paid by retirees, the retirees are receiving an implicit rate subsidy (benefit). The coverage levels are the same as those afforded to active employees. Upon a retiree reaching age 65, Medicare becomes the primary insurer and MESB's plan becomes secondary.

C. PARTICIPANTS

As of the January 1, 2021 actuarial valuation, participants of the plan consisted of:

Active employees	9
Inactive employees and beneficiaries currently receiving benefits	<u>1</u>
Totals	<u><u>10</u></u>

D. TOTAL OPEB LIABILITY AND CHANGES IN TOTAL OPEB LIABILITY

MESB's total OPEB liability of \$302,598 was measured as of January 1, 2021 and was determined by an actuarial valuation as of January 1, 2020. Changes in the total OPEB liability during 2021 were:

Balance - beginning of year	\$255,025
Changes for the year:	
Service cost	6,506
Interest	7,524
Plan changes	-
Differences between expected and actual experience	-
Changes in assumptions	37,761
Benefit payments	<u>(4,218)</u>
Net changes	<u>47,573</u>
Balance - end of year	<u><u>\$302,598</u></u>

OPEB liability is liquidated by the General, 911 and Radio funds.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

E. ACTUARIAL ASSUMPTIONS AND OTHER INPUTS

The total OPEB liability in the January 1, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	Rates vary by service
Discount rate	2.00%
Investment rate of return	N/A
Healthcare cost trend rates	6.25% as of January 1, 2021 grading to 5.00% over 5 years and then to 4.00% over the next 48 years.
Post-65 Healthcare trend rate	4.00%

Since the plan is funded on a pay-as-you-go basis, both the discount rate was based on the 20 year AA rated municipal bond rate as of January 1, 2021 based on a tax-exempt, high-quality 20-year Municipal bond index.

Mortality tables are updated with Pub-2010 Public Retirement Plans General Headcount-Weighted Mortality Tables with MP-2019 Generational Improvement Scale.

Based on past experience of the plan, 100% of future retirees with pre-65 subsidy availability are assumed to continue medical coverage. 50% of without Pre-65 Subsidy employees are assumed to continue medical coverage until age 65. Assumed retirement rates are as follows:

<u>Attained Age</u>	<u>Retirement % Rule of 90</u>	<u>Retirement % Not Rule of 90</u>
55	20%	5%
56	15%	5%
57	15%	5%
58	15%	6%
59	15%	7%
60	50%	8%
61	50%	10%
62	50%	20%
63	50%	20%
64	50%	25%
65+	100%	100%

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

F. SENSITIVITY OF THE TOTAL OPEB LIABILITY TO CHANGES IN THE DISCOUNT RATE

The following presents the total OPEB liability of MESB, as well as what MESB's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (1.00%) or 1% higher (3.00%) than the current discount rate:

	1% Decrease (1.00%)	Discount Rate (2.00%)	1% Increase (3.00%)
Total OPEB liability	\$356,576	\$302,598	\$259,572

G. SENSITIVITY OF THE TOTAL OPEB LIABILITY TO CHANGES IN THE HEALTHCARE COST TREND RATES

The following presents the total OPEB liability of MESB, as well as what MESB's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower (5.25% decreasing to 4%) or 1% higher (7.25% decreasing to 6%) than the current healthcare cost trend rates:

	1% Decrease (5.25% decreasing to 4%)	Healthcare Cost Trend Rates (6.25% decreasing to 5.0%)	1% Increase (7.25% decreasing to 6.0%)
Total OPEB liability	\$253,616	\$302,598	\$365,883

H. OPEB EXPENSE AND DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES RELATED TO OPEB

For the year ended December 31, 2021, MESB recognized \$19,572 of OPEB expense. At December 31, 2021, MESB reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$31,661	\$0
Gain on liability	-	7,125
Contributions subsequent to the measurement date	4,383	-
Total	<u>\$36,044</u>	<u>\$7,125</u>

The \$4,383 reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2022.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31,	OPEB Expense Amount
2022	\$11,949
2023	12,587
2024	-
2025	-
2026	-
Thereafter	-

Note 8 COMMITMENTS

LEASES

MESB leases its office premises, including use of phones, under an agreement which was renewed on November 4, 2021 and is effective through December 31, 2022 with monthly lease payments of \$2,201. Rent expense under this lease totaled \$26,412 for the year ending December 31, 2021. MESB has future minimum payments of \$26,412 for the year ending December 31, 2022.

MESB has multiple leases for radio towers it assumed from the former Metropolitan Radio Board. The lease terms expire at various times through 2036. Minimum annual rentals are estimated as follows:

Year Ended	
2022	\$319,513
2023	311,787
2024	317,640
2025	279,156
2026	262,238
2027-2031	578,902
2032-2036	17,500
Total	<u>\$2,086,736</u>

Rent expense under these leases for the year ended December 31, 2021 totaled \$354,750.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

COMMITTED CONTRACTS

MESB had no material committed contracts at December 31, 2021.

LITIGATION

Management is not aware of any existing or pending lawsuits, claims or other actions in which MESB is a defendant.

Note 9 FUND BALANCE CLASSIFICATIONS

At December 31, 2021, a summary of the governmental fund balance classifications are listed below. Definitions for the classifications can be found in Note 1K.

	<u>General</u>	<u>911 Fund</u>	<u>EMS Fund</u>	<u>Radio Fund</u>	<u>Total</u>
Nonspendable:					
Prepaid items	\$5,969	\$6,692	\$ -	\$76,784	\$89,445
Restricted to:					
Emergency service	-	-	348,143	-	348,143
Committed to:					
Emergency service	-	198,450	27,392	447,616	673,458
Assigned to:					
Future projects	2,081,709	-	-	-	2,081,709
Unassigned	<u>148,233</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>148,233</u>
Total	<u>\$2,235,911</u>	<u>\$205,142</u>	<u>\$375,535</u>	<u>\$524,400</u>	<u>\$3,340,988</u>

Note 10 FEDERAL AND STATE FUNDS

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of funds which may be disallowed by the agencies cannot be determined at this time although MESB management expects such amounts, if any, to be immaterial.

Note 11 RISK MANAGEMENT

MESB is exposed to various risks of loss related to torts, theft of, damage to or destruction of assets, errors and omissions, injuries to employees, and natural disasters. MESB manages these various risks through membership in a joint powers agreement forming the Minnesota Counties Insurance Trust for the purpose of developing and administering a risk management service program. Insurance coverage obtained through the Trust includes workers' compensation, property, commercial general liability and public official's liability. According to the Trust's joint powers agreement, any liabilities of the Trust in excess of assets shall be assessed to the appropriate members of the Trust in a manner determined by the Trust's Board. Alternatively, if the Trust's assets are determined to be more than sufficient to meet liabilities and maintain reserves, such surplus assets may be returned to members in a manner to be determined by the Trust Board.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three years.

Note 12 EMERGENCY MEDICAL SERVICES FUNDS

EMS funds consist of both grants and EMS Relief Funds. Relief Funds are based on seat belt fines collected by the State. Relief Fund revenue is recognized in the period in which the related expenditures are incurred. Grant revenue is also recognized in the period in which the related expenditures are incurred.

EMS Grant funds received, expended and recognized as revenue are as follows:

<u>Grant Period</u>	<u>Budget</u>	<u>Prior Years</u>	<u>2021</u>	<u>Balance</u>
Grant revenue/expenditures (accrual basis):				
07/01/19 - 06/30/21	\$146,250	\$94,023	\$52,227	\$ -
07/01/21 - 06/30/23	190,000	-	21,447	168,553
Total receipts	<u>\$336,250</u>	<u>\$94,023</u>	<u>\$73,674</u>	<u>\$168,553</u>
Receipts (cash basis):				
07/01/19 - 06/30/21	\$146,250	\$68,100	\$78,150	\$ -
07/01/21 - 06/30/23	190,000	-	9,738	180,262
Total grant revenues/expenditures	<u>\$336,250</u>	<u>\$68,100</u>	<u>\$87,888</u>	<u>\$180,262</u>

Differences between receipts and revenue/expenditures are recorded as grant receivable and/or unearned revenue, as appropriate.

Note 13 INTERFUND TRANSFERS

	<u>Transfers In General Fund</u>
Transfers out:	
EMS Fund	\$15,000
Radio Fund	<u>15,000</u>
Total transfers	<u>\$30,000</u>

Transfers were for EMS expenses paid by the General Fund and for management fees paid to the General Fund from the Radio Fund.

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 14 RECENTLY ISSUED ACCOUNTING STANDARDS

The Governmental Accounting Standards Board (GASB) recently approved the following statements which were not implemented for these financial statements:

Statement No. 87 *Leases*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2021.

Statement No. 92 *Omnibus 2020*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2021.

Statement No. 93 *Replacement of Interbank Offered Rates*. The provisions of this Statement contain multiple effective dates, the first being for reporting periods beginning after June 15, 2020.

Statement No. 94 *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2022.

Statement No. 96 *Subscription – Based Information Technology Arrangements*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2022.

The effect these standards may have on future financial statements is not determinable at this time, but it is expected that Statement No. 87 may have a material impact.

REQUIRED SUPPLEMENTARY INFORMATION

METROPOLITAN EMERGENCY SERVICE BOARD
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For The Year Ended December 31, 2021
With Comparative Actual Amounts For The Year Ended December 31, 2020

Statement 6

	Budgeted Amounts		2021 Actual	Variance with	2020 Actual
	Original	Final	Amounts	Final Budget - Over (Under)	Amounts
Revenues:					
Member assessments	\$561,912	\$561,912	\$561,913	\$1	\$553,059
Reimbursement revenue	2,000	2,000	-	(2,000)	2,629
Interest	-	-	12,112	12,112	28,592
Other	3,000	3,000	5,929	2,929	5,894
Total revenues	566,912	566,912	579,954	13,042	590,174
Expenditures:					
Current:					
Personal services	533,192	533,192	516,158	(17,034)	503,355
Rent and site leases	9,440	9,440	10,565	1,125	10,258
Equipment and maintenance upgrades	8,700	8,700	11,328	2,628	8,242
Other services and charges	82,780	82,780	64,083	(18,697)	72,929
Total expenditures	634,112	634,112	602,134	(31,978)	594,784
Revenues over (under) expenditures	(67,200)	(67,200)	(22,180)	45,020	(4,610)
Other financing sources (uses):					
Transfer in	30,000	30,000	30,000	-	30,000
Net change in fund balance	(\$37,200)	(\$37,200)	7,820	\$45,020	25,390
Fund balance - January 1			2,228,091		2,202,701
Fund balance - December 31			\$2,235,911		\$2,228,091

See accompanying notes to the required supplementary information.

METROPOLITAN EMERGENCY SERVICE BOARD**REQUIRED SUPPLEMENTARY INFORMATION****Statement 7****BUDGETARY COMPARISON SCHEDULE - 911 FUND**

For The Year Ended December 31, 2021

With Comparative Actual Amounts For The Year Ended December 31, 2020

	Budgeted Amounts		2021 Actual	Variance with	2020 Actual
	Original	Final	Amounts	Final Budget - Over (Under)	Amounts
Revenues:					
Member assessments	\$507,767	\$507,767	\$507,766	(\$1)	\$506,976
Reimbursement revenue	72,000	72,000	-	(72,000)	549
Intergovernmental:					
Federal	-	-	155,711	155,711	22,478
Interest	-	-	3,709	3,709	8,140
Total revenues	<u>579,767</u>	<u>579,767</u>	<u>667,186</u>	<u>87,419</u>	<u>538,143</u>
Expenditures:					
Current:					
Personal services	478,537	478,537	482,540	4,003	454,220
Rent and site leases	8,000	8,000	7,924	(76)	7,693
Equipment and maintenance upgrades	9,500	9,500	7,781	(1,719)	11,737
Other grant expenditures	-	-	155,984	155,984	22,478
Other services and charges	103,730	103,730	116,278	12,548	57,019
Total expenditures	<u>599,767</u>	<u>599,767</u>	<u>770,507</u>	<u>170,740</u>	<u>553,147</u>
Net change in fund balance	<u>(\$20,000)</u>	<u>(\$20,000)</u>	(103,321)	<u>(\$83,321)</u>	(15,004)
Fund balance - January 1			<u>308,463</u>		<u>323,467</u>
Fund balance - December 31			<u>\$205,142</u>		<u>\$308,463</u>

See accompanying notes to the required supplementary information.

METROPOLITAN EMERGENCY SERVICE BOARD

REQUIRED SUPPLEMENTARY INFORMATION

Statement 8

SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS*

For The Year Ended December 31, 2021

	2021	2020	2019	2018
Total OPEB liability:				
Service cost	\$6,506	\$5,006	\$7,824	\$8,568
Interest	7,524	9,629	8,732	8,360
Changes of benefit terms	-	-	-	-
Plan changes	-	(3,305)	-	-
Differences between expected and actual experience	-	(21,379)	-	-
Changes in assumptions	37,761	19,465	(19,221)	-
Benefit payments	(4,218)	(5,499)	(5,985)	(3,841)
Net change in total OPEB liability	47,573	3,917	(8,650)	13,087
Total OPEB liability - beginning	255,025	251,108	259,758	246,671
Total OPEB liability - ending	<u>\$302,598</u>	<u>\$255,025</u>	<u>\$251,108</u>	<u>\$259,758</u>
Covered-employee payroll	\$805,345	\$779,995	\$702,011	\$681,564
Total OPEB liability as a percentage of covered-employee payroll	37.6%	32.7%	35.8%	38.1%

*The schedule is provided prospectively beginning with MESB's fiscal year ended December 31, 2018 and is intended to show a ten year trend. Additional years will be added as they become available.

METROPOLITAN EMERGENCY SERVICE BOARD

REQUIRED SUPPLEMENTARY INFORMATION

Statement 9

 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY* -
 GENERAL EMPLOYEES RETIREMENT FUND

For The Year Ended December 31, 2021

Measurement Date June 30	Fiscal Year Ending December 31	MESB's Proportionate Share (Percentage) of the Net Pension Liability	MESB's Proportionate Share (Amount) of the Net Pension Liability (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with MESB (b)	MESB's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with MESB (a+b)	Covered Payroll (c)	MESB's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	2015	0.0104%	\$538,982	\$ -	\$538,982	\$625,308	86.2%	78.2%
2016	2016	0.0097%	787,592	10,258	797,850	603,010	132.3%	68.9%
2017	2017	0.0099%	632,009	7,941	639,950	637,297	100.4%	75.9%
2018	2018	0.0099%	549,211	17,972	567,183	663,226	85.5%	79.5%
2019	2019	0.0097%	536,291	16,666	552,957	686,227	80.6%	80.2%
2020	2020	0.0108%	647,509	20,087	667,596	781,563	85.4%	79.1%
2021	2021	0.0111%	474,020	14,426	488,446	808,838	60.4%	87.0%

* The schedule is provided prospectively beginning with the Board's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

METROPOLITAN EMERGENCY SERVICE BOARD**REQUIRED SUPPLEMENTARY INFORMATION****Statement 10****SCHEDULE OF PENSION CONTRIBUTIONS* - GENERAL EMPLOYEES RETIREMENT FUND**

For The Year Ended December 31, 2021

Fiscal Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered- Employee Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
December 31, 2015	\$46,755	\$46,755	\$ -	\$623,400	7.5%
December 31, 2016	47,216	47,216	-	629,550	7.5%
December 31, 2017	46,603	46,603	-	621,373	7.5%
December 31, 2018	49,873	49,873	-	664,973	7.5%
December 31, 2019	55,045	55,045	-	733,933	7.5%
December 31, 2020	59,300	59,300	-	790,667	7.5%
December 31, 2021	59,901	59,901	-	799,161	7.5%

* The schedule is provided prospectively beginning with the Board's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

See accompanying notes to the required supplementary information.

METROPOLITAN EMERGENCY SERVICES BOARD
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2021

Note A LEGAL COMPLIANCE – BUDGETS

The General and 911 Funds budgets are legally adopted on an annual basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for these funds.

Note B OPEB INFORMATION

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

2021 Changes

Changes in Actuarial Assumptions:

- The discount rate was changed from 2.90% to 2.00%.

2020 Changes

Changes in Actuarial Assumptions

- The health care trend rates were changed to better anticipate short term and long term medical increases.
- The mortality tables were updated from the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale to the Pub-2010 Public Retirement Plans General Headcount-Weighted Mortality Tables with MP-2019 Generational Improvement Scale.
- The salary increase rates were changed from a flat 3.00% per year for all employees to rates which vary by service.
- The discount rate was changed from 3.80% to 2.90%

Changes in Plan Provisions:

- The post-employment subsidized spouse benefit was removed.

2019 Changes

Changes in Actuarial Assumptions

- The discount rate was changed from 3.30% to 3.80%.

Note C PENSION INFORMATION

PERA – General Employees Retirement Fund

2021 Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 Changes in Actuarial Assumptions:

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were decreased 0.25% and assumed rates of retirement were changed resulting in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination and disability were also changed.
- Base mortality tables were changed from RP-2014 tables to Pub-2010 tables, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.

METROPOLITAN EMERGENCY SERVICES BOARD
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2021

- The spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2020 Changes in Plan Provisions:

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

2019 Changes in the Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The State's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

2017 Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15.0% for vested deferred member liability and 3.0% for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

2016 Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

OTHER REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Board of Directors and Management
Metropolitan Emergency Services Board
St. Paul, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Metropolitan Emergency Services Board's basic financial statements, and have issued our report thereon dated May 2, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Metropolitan Emergency Services Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Metropolitan Emergency Services Board's internal control. Accordingly, we do not express an opinion on the effectiveness of Metropolitan Emergency Services Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Metropolitan Emergency Services Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Metropolitan Emergency Services Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Metropolitan Emergency Services Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2022



MINNESOTA LEGAL COMPLIANCE REPORT

To the Board of Directors
Metropolitan Emergency Services Board
St. Paul, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Metropolitan Emergency Services Board's basic financial statements, and have issued our report thereon dated May 2, 2022.

In connection with our audit, nothing came to our attention that caused us to believe that Metropolitan Emergency Services Board failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, claims and disbursements, and miscellaneous provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding Metropolitan Emergency Services Board's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Redpath and Company Ltd." in a cursive script.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2022

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AUDIT MANAGEMENT LETTER

To the Board of Directors
Metropolitan Emergency Services Board
St. Paul, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 1, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Metropolitan Emergency Services Board are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by Metropolitan Emergency Services Board during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the governmental activities' financial statements are estimates used to calculate the net pension liability, the other postemployment benefits (OPEB) liability, the pension and OPEB related deferred outflows and inflows of resources, and pension expense. These estimates are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however, we believe the disclosures most likely to be considered sensitive are Note 6 – Defined Benefit Pension Plans and Note 7 – Other Postemployment Benefits (OPEB).

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 2, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Metropolitan Emergency Services Board's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Metropolitan Emergency Services Board's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, the budgetary comparison schedules, and the schedules of OPEB and pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Reports

Various reports on compliance and internal controls are contained in the Other Required Reports section of the audited financial statement document.

Restriction on Use

This information is intended solely for the information and 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.

A handwritten signature in black ink that reads "Redpath and Company Ltd." in a cursive, flowing script.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2022

Redpath and Company, Ltd.
St. Paul, Minnesota

This representation letter is provided in connection with your audit of the financial statements of Metropolitan Emergency Services Board, which comprise the respective financial position of the governmental activities and each major fund as of December 31, 2021, and the respective changes in financial position for the year then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date signed below, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 20, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

Redpath and Company, Ltd.
Representation Letter, Page 2

6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which Metropolitan Emergency Services Board is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Metropolitan Emergency Services Board from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of Metropolitan Emergency Services Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the Board and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the Board's financial statements communicated by employees, former employees, regulators, or others.
15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste, or abuse, whose effects should be considered when preparing financial statements.

Redpath and Company, Ltd.
Representation Letter, Page 3

16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
17. We have disclosed to you the names of Metropolitan Emergency Services Board's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
21. Metropolitan Emergency Services Board has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
24. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
25. As part of your audit, you assisted with preparation of the financial statements and disclosures and also assisted with cash to accrual adjustments. You also assisted with the calculations GASB 68 (Defined Benefit Pension Plans) and GASB 75 (Other Post-Employment Benefits) and the fund balance classifications workpaper. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures, cash to accrual adjustments, the calculations GASB 68 (Defined

Redpath and Company, Ltd.
Representation Letter, Page 4

Benefit Pension Plans) and GASB 75 (Other Post-Employment Benefits), and the fund balance classifications workpaper.

26. Metropolitan Emergency Services Board has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
27. Metropolitan Emergency Services Board has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
28. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
29. The financial statements include all fiduciary activities as required by GASBS No. 84, as amended.
30. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended.
31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
33. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
38. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

Redpath and Company, Ltd.
Representation Letter, Page 5

39. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
40. We have appropriately disclosed the Metropolitan Emergency Services Board's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
42. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Date: May 2, 2022

Signed: 
4132FAD4D21446E...

Title: Executive Director

Signed: 
F6C310EA38304B0...

Title: Financial Services Specialist



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 5A. Approval of Edina Waiver to State
Standard LMR-53
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the waiver request to SECB Standard LMR-53 – Foreign Radio Systems and Non-ARMER Radio Connections for the City of Edina.

BACKGROUND

The City of Edina is an ARMER participant. It currently utilizes a full ARMER participation plan with DPS-ECN.

ISSUES & CONCERNS

The City of Edina requests approval of a waiver to SECB Standard LMR-53, Foreign Radio System and non-ARMER Radio Connections.

Edina 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. Hennepin County has agreed to do any system administration of these devices.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



09 MAR 2022

Radio Services Coordinator Tracey Fredrick
Metropolitan Emergency Services Board
2099 University Ave West
St. Paul, MN 55104

Coordinator Fredrick:

The City of Edina is requesting a modification to our ARMER Participation Plan to permit operations in accordance with SECB Standard LMR-53: Foreign Radio System and Non-ARMER Radio Connections.

The City of Edina requests the ability to establish up to six (6) “permanent or enduring radio frequency (RF) interface[s]” between Edina owned talkgroups and LTE devices by utilizing donor radios and radio gateways. This LMR-53 request will apply to all City of Edina ARMER users/departments as covered by our participation plan (Police, Fire, PSAP, Public Works, and other authorized users).

In accordance with LMR-53, donor radios will be on the ARMER approved radio list and comply with the LMR-53 programming requirements. Hennepin County Sheriff’s Office provides radio programming services for the City of Edina and will assist in meeting LMR-53 donor radio programming specifications. Donor radios will affiliate with the Hennepin East/West subsystems and no significant additional ARMER system loading is anticipated with this request. Radio Gateways utilized will be provided by JPS Interoperability Solutions. Radio gateways will have the ability to be locally or remotely disabled by approved Edina gateway administrators.

Edina City departments may choose PTT applications (apps) that meet their operational requirements so long as they integrate with JPS Interoperability Solutions gateway devices. PTT application system administrators for the City of Edina will have the ability to enable/disable individual users as well as each user’s ability to access radio gateway channels/talkgroups via the PTT application.

Should there be any questions or concerns, please don’t hesitate to reach out.

Respectfully,

Andrew LaVenture
Communications Unit Leader
Edina Fire Department
952-826-0343
alaventure@EdinaMN.gov



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 5B. Approval of Amendments to Metro
Radio Standard 3.30.0 – METCOM
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval of changes to Metro Radio Standard 3.30.0 – METCOM.

BACKGROUND

The Metropolitan Emergency Services Board established 43 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB, but many have not had language or content changes for over 10 years.

ISSUES & CONCERNS

One Metro Radio Standard has been reviewed for content and language changes.

Updates to Metro Standard 3.30.0 were made to clarify how and when the METCOM talkgroup should be used and who should have access to it. There is also clarification on how to request waivers and variances to the standard. Language was also updated to reflect current terminology for PSAPs and telecommunicators.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region ARMER Standards

Section 3 – Metro 3.30.0 METCOM

Date Established

5-02-07

Date Revised/Reviewed

2-16-222-14-20

1. Purpose or Objective

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

2. Technical Background

• Capabilities

The **METCOM** talk-group is a metro region-wide talk-group intended to facilitate communications between metro region Public Safety Answering Points (PSAPs)~~dispatch centers~~.

• Constraints

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

3. Operational Context

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

4. Recommended Protocol/Standard

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

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

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

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

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

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.
- ~~Use during emergent need only; no daily monitoring on subscriber radios~~ and/or consolettes.
- Can be used for communications when a console dispatch site loses network connectivity until restored.

TG Requirements

Mandatory
network connected deployable consoles
Highly Recommended
Optional
Not Allowed
stations (waiver only)

For Whom?

All Region ~~Dispatch Centers~~ PSAPs and all
EOCs, Incident Command Centers None
None
Any mobile, and Portable Radios and control

Cross Patch Standard

YES/NO

To Talkgroup(s)

Soft Patch
Hard Patch

NO
NO

NA
NA

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

5. Recommended Procedure

Any user transmitting information to another shall:

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

6. Management

~~Dispatch center~~ PSAP-managers for agencies on the metropolitan region of the ARMER system shall ensure that there is a procedure for the use of the METCOM talkgroup in the ~~dispatch center~~ PSAP for which they are responsible.

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

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly Radio Technical Operations Committee meeting for resolution.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**6A. Approval of Award of RFP for
Telecommunicator Resiliency Training**

Presenter:

Mihelich

RECOMMENDATION

Staff and an evaluation workgroup recommend awarding the Request for Proposals for Telecommunicator Resiliency Training to one of the two respondents.

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.

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.

ISSUES & CONCERNS

MESB staff released an RFP for telecommunicator resiliency training in March 2022, with responses due Friday, April 15, 2022; two responses were received.

A small workgroup was formed to evaluate the two responses (scoring summary is included in the meeting materials). The workgroup was made up of Mike Mihelich, MESB; Kari Morrissey, Anoka Co.; and LaVae Robinson, City of Bloomington. Each scored the same respondent with the highest score. Though the respondent with the highest score is not the one with the lowest cost, the recommendation is to award the contract up to the amount of the grant, even though not all PSAP staff in the region will be trained under this contract.

Staff recommends continued discussions over the course of 2022 to determine possible ways to train the remaining PSAP staff, either through grants or legislative appropriations in 2023.

Note: the grant funds must be expended by June 30 2023.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**6A. Approval of Award of RFP for
Telecommunicator Resiliency Training**

Presenter:

Mihelich

FINANCIAL IMPACT

None to the MESB other than staff time to negotiate and process the contract and grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 6B. Approval of Amendment 8 to Lumen/
MESB/State of Minnesota 9-1-1 Contract
Presenter: Mihelich

RECOMMENDATION

Staff recommend approval of Amendment 8 to the Lumen/MESB/State of Minnesota 9-1-1 contract, pending favorable legal review of the final version.

BACKGROUND

Traditionally, the MESB has been a party to a three-way contract for 9-1-1 services between the 9-1-1 service provider, the State of Minnesota, and the MESB for the 9-1-1 service in the metropolitan area. The State is responsible for the monthly recurring costs associated with the 9-1-1 network and the 9-1-1 location database. The MESB and the PSAPs are responsible for one-time costs associated with changes to the 9-1-1 system they initiated.

In November 2016, the MESB approved and executed the State T-730 contract for 9-1-1 services, with the MESB, State of Minnesota and CenturyLink as parties. Though the maximum number of years for a state contract is five, this contract was extended in November 2021 due to the delay in the release of the Next Generation 9-1-1 Core Services RFP.

ISSUES & CONCERNS

The original T-730 contract document was a two-year contract expiring November 30, 2018, with three one-year extension options which were all executed in the past. Amendment 6 to the agreement was executed in November 2021 to extend the contract term through November 30, 2022. At present, the RFP for Next Generation Core Services and Egress Network has not been released, nor is there a system to which 9-1-1 traffic can be migrated.

The purpose of Amendment 8 is to accommodate changes required to provide seamless 9-1-1 call transfer between Minnesota and Iowa PSAPs.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

AMENDMENT NO. 08 TO CONTRACT NO. 116669 RELEASE NO. T-730

THIS AMENDMENT is by and between the State of Minnesota, acting through its commissioner of Administration ("State"), and CENTURYLINK COMMUNICATIONS, LLC, D/B/A LUMEN TECHNOLOGIES GROUP F/K/A QWEST COMMUNICATIONS COMPANY, LLC, D/B/A CENTURYLINK QCC, 200 South 5th Street, Floor 20, Minneapolis, MN 55402 ("Contract Vendor").

WHEREAS, the State has a Contract with the Contract Vendor identified as Contract No. 116669, November 30, 2016, through November 30, 2022 ("Contract"), to provide Telecom: Next Gen 911 Network; and

WHEREAS, Minn. Stat. § 16C.03, subd. 5, affords the commissioner of Administration, or delegate pursuant to Minn. Stat. § 16C.03, subd. 16, the authority to amend contracts; and

WHEREAS, the terms of the Contract allow the State to amend the Contract as specified herein, upon the mutual agreement of the Office of State Procurement and the Contract Vendor in a fully executed amendment to the Contract.

NOW, THEREFORE, it is agreed by the parties to amend the Contract as follows:

1. The Statement of Work attached as Amendment 08, Attachment A is incorporated into Contract No. 116669 and shall be performed as stated at the prices shown in Amendment No. 08, Attachment B: Price Schedule.
2. The price schedule attached as Amendment No. 08, Attachment B: Price Schedule is incorporated and in addition to any pricing currently incorporated into Contract No. 116669.
3. The following terms are incorporated into Contract No. 116669:
 - a) The cost recovery fee, property surcharge, and administrative expense fee shall not apply to the services under Contract No. 116669.
 - b) The Federal Universal Service Fund (FUSF) fee applies to all services under Contract No. 116669. The rate for such fee shall not exceed the proposed contribution rate established by the Federal Communications Commission (FCC), for the appropriate quarter, according to the public notices found at the following website, or its successor: <https://www.fcc.gov/general/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support>. The rate for the FUSF fee may change on a quarterly basis.

This Amendment is effective beginning upon the date that the final required signatures are obtained, and shall remain in effect through contract expiration, or until the Contract is canceled, whichever occurs first.

Except as herein amended, the provisions of the Contract between the parties hereto are expressly reaffirmed and remain in full force and effect.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE TO FOLLOW.**

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed intending to be bound thereby.

**1. CENTURYLINK COMMUNICATIONS, LLC, D/B/A
LUMEN TECHNOLOGIES GROUP F/K/A QWEST
COMMUNICATIONS COMPANY, LLC, D/B/A
CENTURYLINK QCC**

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

**2. ATTORNEY FOR METROPOLITAN
EMERGENCY SERVICES BOARD**

Attorney: Approved as to form.

By: _____

Title: _____

Date: _____

**3. METROPOLITAN EMERGENCY SERVICES
BOARD**

By: _____

Title: _____

Date: _____

**4. DEPARTMENT OF PUBLIC SAFETY
ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____ Order No. _____

5. DEPARTMENT OF PUBLIC SAFETY

By: _____

Title: _____

Date: _____

6. OFFICE OF STATE PROCUREMENT

In accordance with Minn. Stat. ' 16C.03, Subd. 3.

By: _____

Title: Acquisition Management Specialist

Date: _____

7. COMMISSIONER OF ADMINISTRATION

Or delegated representative.

By: _____

Date: _____

Amendment 08, Attachment A

STATEMENT OF WORK

MN-IA ESInet to ESInet Transfers

1. OVERVIEW

This Statement of Work ("SOW") is incorporated into Contract No. 116669 entered into by CenturyLink Communications, LLC d/b/a Lumen Technologies Group formerly known as Qwest Communications Company, LLC d/b/a CenturyLink QCC and participating Affiliates ("Lumen") and the State of Minnesota ("Customer") dated November 30, 2016, as amended ("Agreement"). In the event of a conflict between the terms of the Agreement and any attachments or any other documents incorporated herein, the terms of the Agreement shall control unless explicitly set forth herein to the contrary, and in that case, only with respect to this SOW. This SOW is effective upon the date that the final required signatures are obtained (the "Effective Date").

This SOW may not be modified or amended in any way except by a written Change Order signed by both parties. Terms capitalized but not defined herein shall have the meaning ascribed to them in the Agreement.

2. DESCRIPTION OF WORK

2.1 Scope

This SOW provides for the transfer of 911 calls between the State of Minnesota's Next Generation 911 Services ("ESInet 1"), provided to the State of Minnesota by Lumen/Intrado, and the State of Iowa's NG911 Services ("ESInet 2"), provided to the State of Iowa by Comtech. Under this SOW, in support of the State of Minnesota, Lumen will use (yet to be) established State of Iowa/Iowa Communications Network ("ICN")-owned/operated and supplied circuits connected to the Lumen Session Border Controller ("SBC") locations at Cermak, IL and Highlands Ranch, CO to transport calls to the Intrado datacenters (Miami and Longmont) and send transfer routing calls to, and receive transfer calls, from the Comtech IP infrastructure.

2.2 Services

This SOW encompasses the activities to be performed by Lumen as identified and described below ("Services"). All Services not specifically identified and listed in Section 2.2 are out of scope and would require a Change Order to be signed between the parties. The Scenarios listed below will be the only call types supported by Lumen. All traffic for a Public Safety Answering Point ("PSAP") must be originated by the ESInet contracted to support that PSAP. No calls will be aggregated by an ESInet provider that does not service the primary PSAP.

2.2.1 911 IP Transfer from Lumen A911 to Comtech:

- Upon identifying that an ESInet1 PSAP is transferring a 911 call to an ESInet2 PSAP, Lumen will send a Remote Directory Number (RDN) in the Called Party Field and route the call to ESInet2.
- Lumen will provide Comtech with a list of PSAP RDNs for Comtech to provision in ESInet2.

2.2.2 911 IP Transfer from Comtech to Lumen A911:

- Upon receiving from Comtech a call to be transferred to an ESInet 1 PSAP which shall contain the RDN in the Called Party Field, Lumen/Intrado will transfer the 911 call to the designated ESInet1 PSAP per the RDN.

2.3 Conditions and Assumptions

The following conditions and assumptions must be satisfied before Lumen will have any obligations under this SOW and in order for Lumen to perform any such obligations:

- a) In order for Lumen to transfer 911 calls as described, Lumen will utilize new circuits owned/operated and supplied by ICN. ICN must provide, at its expense, such Network Connectivity terminated to the Lumen SBC Locations (Cermak, IL and Highlands Ranch, CO). This includes, without limitation:
 - i. Diverse and redundant IP Connections to Each SBC Location
 - ii. A MPLS Connection of 10MB for each SBC Location
- b) The Lumen demark locations are defined as the terminating cage/equipment in the Lumen SBC Locations in Cermak and Highlands Ranch. ICN is fully responsible for circuit health and connectivity to those designated demark locations. Comtech/ICN is responsible for monitoring its network components and notifying the Lumen Network Operations Center about degraded service and outages. **For clarity, Lumen will have no obligations under this SOW unless ICN provides, pays for and maintains these circuits.**
- c) Upon identifying that an ESInet2 PSAP is transferring a call to an ESInet1 PSAP, Comtech must send an RDN in the Called Party Field and route the call to ESInet1.
- d) Comtech must provide Lumen with a list of unique (different from Lumen Provided) PSAP RDNs for Lumen to provision in ESInet1.

3. Additional Terms

- A. Payment
Invoices shall be paid in accordance with the Agreement
- B. Insurance
Lumen will maintain insurance coverage required by the Agreement and states that such insurance coverage is in full force and effect.
- C. Permits and Licenses
Lumen states that it is duly incorporated, in good standing, and has obtained all licenses, permits, or other approvals necessary or required to perform the work hereunder.
- D. Workmanship Standards
Lumen's Services will be performed in accordance with Lumen, industry and hazardous material standards, manufacturer recommendations and federal, state and local codes and regulations for each respective system or Service.

4. MISCELLANEOUS

The State of Minnesota consents to Lumen's use and transfer to the United States, or other countries, data or information (including the contact information such as names, phone numbers, addresses and/or email addresses) of the State for the sole purpose of fulfilling



Lumen’s obligations to the State; and (ii) providing information to the State about Lumen’s products and services.

5. POINTS OF CONTACT

	Customer Point of Contact	Lumen Point of Contact
Name	Sandi Stroud	Kevin Abouhadir
Phone #	651-201-7551	763-306-3727
Email	Sandi.Stroud@state .mn.us	Kevin.Abouhadir@lumen.com
Title	9-1-1 Program Manager	Senior Account Manager

6. AUTHORIZATION

This SOW may not be altered, amended or revoked unless by written instrument, signed by each party hereto. Any attempts to otherwise alter, amend or revoke all or any portion of this SOW shall be null and void, and the terms of the original SOW shall be in full force and effect.

This SOW supersedes any prior SOW’s and understandings, oral or written, relating to the subject matter hereof.

In witness whereof, Lumen and the State of Minnesota have caused this SOW to be executed as of the Effective Date by their proper officers or other authorized representatives.

Amendment 08, Attachment B: Price Schedule

Charges for ESINet to ESINet Transfers

Service	Description	Pricing (please specify units)
Test & Turn-up	Initial Set-up for Production Service · One-Time Service Configuration For Both NGCS Data Center · Test & Turn-up	\$4,795 (One Time Charge)
Project Management	Project Management/Coordination	\$4,795 (One Time Charge)
Call Transfer Sessions	Concurrent Transfer Call Sessions (CCS)	\$35.00 Per Month Per Concurrent Call Session



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 6C. Approval of Metro Region Participation
in ECN RapidDeploy RadiusPlus Pilot Project
Presenter: Mihelich

RECOMMENDATION

The Executive Committee recommends approval of regional participation in ECN's RapidDeploy RadiusPlus pilot project.

BACKGROUND

ECN has contracted with RapidDeploy to provide its RadiusPlus automatic location identification (ALI) mapping product to all participating PSAPs throughout the State of Minnesota.

ISSUES & CONCERNS

Participating PSAPs will be provided Emergency Data Gateway (EDG) devices to connect to their call processing equipment (CPE) ALI spills and feed that information to RapidDeploy to be displayed in each PSAP's dedicated web-based environment.

This product will provide PSAPs a web-based automatic number identification (ANI)/ALI mapping solution that can be used to supplement standard operations or as a backup to computer-aided dispatch (CAD)/CPE-based ALI mapping during scheduled or unscheduled downtime. This web-based application can be accessed from any location with Internet access. Along with ANI/ALI data collected directly from the PSAPs provided to RapidDeploy from the EDG device, RadiusPlus map will also provide device-based location data directly from both Apple and Google that can assist PSAPs during a 9-1-1 network outage and provide supplemental location and additional caller information such as emergency contact information, pre-existing medical conditions, and the caller's primary language provided by the phone's user.

Data feeds from both Apple and Google have been used in past 9-1-1 and wireless providers network outages to display (location and phone number) users that attempt to dial 9-1-1 but are unable to successfully reach 9-1-1 within their jurisdictional boundaries. Public safety telecommunicators then call back the phone numbers that attempted the calls to see if they have an actual emergency.

RadiusPlus tactical 9-1-1 mapping solution provides PSAPs with the following:

- Advanced Caller Location Features
 - Side-by-side display of ANI/ALI and supplemental locations
 - Intelligent emergency signal correlation received directly from Apple and Google

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 6C. Approval of Metro Region Participation
in ECN RapidDeploy RadiusPlus Pilot Project
Presenter: Mihelich

- Track a caller in motion
- Dynamic Interaction with Callers
 - Ability to communicate with callers using two-way SMS with real-time translation in 60+ languages.
- Leverage Third-Party Data Sources
 - View supplemental location, medial, and language data when available
 - Real-time traffic and incident data from TomTom and Waze
 - Z-Axis vertical location provides floor level estimation

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



RapidDeploy RadiusPlus Project Update

March 18, 2022

What's New?

The RapidDeploy RadiusPlus project is shifting into high gear! EDG devices are being shipped to PSAPs, hardware installations are being coordinated, on-line training modules are being vetted, and the User Group has been created in Microsoft Teams. With all of this activity occurring, a number of questions have been raised regarding the roles and responsibilities of the various stakeholders involved in executing the following components of this project.

EDG Devices

As part of this project, a small 'EDG' hardware device will need to be installed at each participating PSAP. The EDG device ingests data from the PSAPs call-handling platform and supplies it to the cloud based RadiusPlus software application. The installation will require an Ethernet connection from the EDG device to the PSAPs call handling platform. The installation will also require internet connectivity to the cloud based RadiusPlus software application. This connectivity can be achieved via an Ethernet connection from the EDG device to the PSAPs LAN or via an Ethernet connection from the EDG device to an DPS-ECN supplied FirstNet High Power User Equipment (HPUE) device. The following roles and responsibilities related to the EDG devices have been identified:

- DPS-ECN Responsibilities:
 - Purchase EDG devices for all participating PSAPs.
 - Fund the appropriate number of software licenses for all participating PSAPs.
 - Coordinate EDG device installations at participating PSAPs.
 - Provide on-site technical support (as necessary) via selected vendors to facilitate EDG device installation at participating PSAPs. This service will be provided at no cost to participating PSAPs
 - Fund the maintenance and/or replacement of EDG devices installed in participating PSAPs.
 - Fund the appropriate number of software license renewals for all participating PSAPs.
- RapidDeploy Responsibilities:
 - Configure EDG devices for all participating PSAPs.
 - Provide remote technical support for EDG device installations at participating PSAPs.
 - Ship EDG devices and installation 'kits' to all participating PSAPs.
- Participating PSAP Responsibilities:
 - Select an appropriate installation location for the EDG device.
 - If necessary, coordinate with DPS-ECN to obtain on-site technical support (no cost) for the EDG device installation.
 - Identify the desired method for EDG device connectivity to the internet (LAN or FirstNet HPUE).
 - Ensure that each PSAP workstation has access to the cloud based RadiusPlus software application via a Chrome or Edge (Chromium based) browser.
 - Provide the Ethernet connectivity from the EDG device to the PSAPs call handling platform and the internet. Note: 911 funds may be used to support this activity.

FirstNet High Power User Equipment (HPUE)

As noted on page one, the EDG device can access the cloud based RadiusPlus software application via an Ethernet connection to a DPS-ECN supplied FirstNet High Power User Equipment (HPUE) device. Due to the ease of installation and other benefits, connectivity via a FirstNet HPUE device is preferred. The following roles and responsibilities related to the FirstNet HPUE devices have been identified:

- **DPS-ECN Responsibilities:**
 - Purchase and ship FirstNet HPUE devices and installation 'kits' to participating PSAPs.
 - Fund the maintenance and/or replacement of FirstNet HPUE devices installed in participating PSAPs. This includes the installation of firmware and software updates as needed.
 - Fund the recurring monthly data fees associated with the operation of the FirstNet HPUE devices installed in participating PSAPs.
 - If necessary, coordinate with DPS-ECN to obtain on-site technical support (no cost) for the HPUE device installation.
- **ATT FirstNet Responsibilities:**
 - Provide DPS-ECN with a preliminary assessment of FirstNet coverage at participating PSAPs.
 - As necessary, provide on-site consulting and technical support to assess FirstNet coverage at participating PSAPs. As necessary, provide on-site consulting and technical support to participating PSAPs regarding the location and installation of FirstNet HPUE devices.
- **Participating PSAP Responsibilities:**
 - Install the FirstNet HPUE device and antenna in a location that provides adequate signal strength and access to an 110v power receptacle.
 - Provide the Ethernet connectivity from the EDG device to the FirstNet HPUE device. Note: 911 funds may be used to support this activity.

Project Support

DPS-ECN recognizes that, to be successful, this project will require a high degree of communication, collaboration, and coordination between each of the stakeholders involved in the implementation process. DPS-ECN is committed to providing opportunities for participating PSAPs to ask questions, share information, and provide feedback that will help guide decisions regarding DPS-ECN funded investments in 911 technology. The following roles and responsibilities related to those activities have been identified:

- **DPS-ECN Responsibilities:**
 - Establish a Microsoft Teams 'User Group' for stakeholders to receive project updates, access training resources, and share information and best practices.
 - Schedule informal Microsoft Teams 'office hours' meetings to provide participating PSAPs with an opportunity to ask questions and share information with one another.
 - Solicit feedback from participating PSAPs regarding the RadiusPlus software application.
- **Participating PSAP Responsibilities:**
 - Participate in the Microsoft Teams 'User Group' meetings.
 - Provide DPS-ECN with candid feedback regarding the RadiusPlus software application.

Questions or Concerns?

DPS-ECN greatly appreciates the opportunity to collaborate with participating PSAPs to provide public safety telecommunicators with an important tool to help improve the delivery of emergency services to our state's residents and visitors. If you have any questions or concerns, please feel free to contact:

- **Wendy Chretien**, Project Manager
Mobile: 651-226-4505 E-Mail: wendy.chretien@state.mn.us
- **Steve Tait**, Regional Interoperability Coordinator (Central & Southern Minnesota)
Mobile: 612-221-6636 E-Mail: steven.tait@state.mn.us



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 6D. Approval of Nomination(s) to NENA's
NG9-1-1 Interoperability Oversight
Commission (NIOC)
Presenter: Mihelich/Rohret

RECOMMENDATION

The 9-1-1 TOC recommends the Board nominate Darlene Pankonie to continue to serve on NENA's NG9-1-1 Interoperability Oversight Commission (NIOC) representing organizations with direct responsibility for handling 9-1-1 emergency calls.

BACKGROUND

NENA established the NIOC to be the independent governance structure which oversees and manages two initiatives:

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

The NIOC was established in 2020 and appointments were two-year appointments.

At the March 2020 board meeting, the MESB approved submitting three nominations to serve on the NIOC: Darlene Pankonie and Nancie Pass were nominated to represent organizations with direct responsibility for handling 9-1-1 emergency calls; and Commissioner Irene Fernando was nominated to represent local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network with a region smaller than a US state or province, such as a county, metropolitan area or a council of governments.

NENA selected both Commissioner Fernando and Ms. Pankonie to serve on the NIOC.

ISSUES & CONCERNS

Because the initial two-year terms are completing, NENA has requested the MESB to make new nominations. Because of this, the 9-1-1 TOC recommends approving Ms. Pankonie to continue to serve on the NIOC; Ms. Pankonie is willing to continue in this role.

Commissioner Fernando has notified the NIOC that she will not be able to continue to serve in her role, due to meeting time conflicts. As such, if any MESB member is willing or interested to serve in this role, the Board can consider making a nomination for that seat for NENA to consider.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 6D. Approval of Nomination(s) to NENA's
NG9-1-1 Interoperability Oversight
Commission (NIOC)
Presenter: Mihelich/Rohret

FINANCIAL IMPACT
None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**7A. Award of RFP for MIR Bus
Operator**

Presenter:

Rohret/Hayes

RECOMMENDATION

MESB staff recommend awarding the request for proposal for an MIR Bus Operator to the sole RFP respondent.

BACKGROUND

In May 2017, the MESB entered into an agreement with a contractor to perform monthly vehicle and medical device maintenance checks for the Major Incident Response (MIR) bus, including engine run-ups and vehicle drivability checks. The agreement also required the contractor to be available to deploy the bus upon request, and to respond to scheduled or emergent events as requested. This agreement was amended four times and expired on April 30, 2022.

ISSUES & CONCERNS

The MESB posted an RFP for an MIR bus operator on March 28, 2022, and the posting closed on April 22, 2022. Staff hoped to award the RFP to two people so that responsibilities would be shared and not fall to one person.

Unfortunately, only one response was received. Staff will post a new RFP in the near future. Staff recommend awarding this RFP to the one respondent.

FINANCIAL IMPACT

This expense was included in the approved budget for the EMSRB grants.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**7B. Approval of Amendment 1 to
FY 2022 EMSRB VTR Grant**

Presenter:

Rohret/Hayes

RECOMMENDATION

The Executive Committee recommends approval of Amendment 1 to the MESB-Emergency Medical Services Regulator Board (EMSRB) Volunteer Training Reimbursement (VTR) Grant Agreement.

BACKGROUND

The EMSRB allocates to each EMS region any unspent funds from the VTR fund from each biennial appropriation. In July 2021, the MESB approved acceptance of the FY2022 VTR Grant in the amount of \$56,403.12, which included monies from FYs 20, 21 and 22. The grant agreement was fully executed in October 2021, and the original grant termination date was June 30, 2022, for all funds.

ISSUES & CONCERNS

The EMSRB would like to execute Amendment 1 to the FY2022 VTR Grant to change the grant termination date to June 30, 2023, for \$25,000.00 of the original allocation which pertains to the FY22 funds. The EMSRB notes that because the original grant contains funds from three years of the VTR program there is sufficient reason to extend the grant deadline for an additional year for the FY22 portion.

The amendment will also amend the MESB's contact information in the grant.

FINANCIAL IMPACT

This amendment will allow the MESB to have an additional year to spend \$25,000.00. At the time of this writing (March 30, 2022), of the total \$56,405.12, the MESB has spent \$28,254.70. There are plans to spend additional funds prior to June 30, 2022.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

AMENDMENT COVER SHEET

(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

Instructions:

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when sending to the Department of Administration for approval.
Please always include copies of the original certification form, solicitation document, single source justification, the original contract, and any previous amendments as these are used for reference.
3. Admin will retain this cover sheet for its files.

Agency: EMSRB Name of Contractor: Metropolitan Emergency Services Board

Current Contract Term: 7/1/21-6/30/23 Project Identification: 201624/28495/300-1075

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.

1. ☒ Amendment to the Expiration Date of the contract

- a. Proposed New Expiration Date: 6/30/2023
- b. Why is it necessary to amend the Expiration Date? *This grant is comprised of current FY22 and carry-forward funds from FY20 and 21. This means the Region received three years of funding in a one year period; it is reasonable that the Region needs an additional year to expend these funds. All of the FY22 funds must be spent in FY23.*

2. ☐ Amend Duties and Cost

☐ Amend Duties Only

- a. Describe the amendment:
- b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:

3. ☒ Amendment to change other terms and conditions of the contract:

- a. Describe the changes that are being made: 1) Updating the Auth. Rep. information; and 2) extending the due date of the last invoice to the State by an additional month. *(We will update Grant Management Rep information in an additional amendment once a person is hired by Grantee)*

Amendment # 1 for Grant Contract Agreement #201624
(“Metro VTR Grant §144E.35”)

Grant Contract Agreement Start Date:	<u>July 1, 2021</u>	Total Grant Contract Agreement Amount:	<u>\$56,403.12</u>
Original Grant Contract Agreement Expiration Date:	<u>June 30, 2022</u>	Original Grant Contract Agreement Amount:	<u>\$56,403.12</u>
Current Grant Contract Agreement Expiration Date:	<u>June 30, 2022</u>	Previous Amendment(s) Total:	<u>NA</u>
Requested Grant Contract Agreement Expiration Date:	<u>June 30, 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 (“GRANTEE”).

Recitals

1. The State has a Grant Contract Agreement with the Grantee identified as Grant Contract Agreement SWIFT ID 201624, Metro Region VTR Grant (§144E.35) or (“Original Grant Contract”) to develop, maintain and improve Regional EMS Systems throughout Minnesota
2. The Original Grant Contract is being amended to extend the end date, update the State’s Authorized Representative information and extend the final invoice date.
3. The State and the Grantee are willing to amend the Original Grant Contract Agreement as stated below.

Grant Contract Agreement Amendment

REVISION 1. Clause 1.2 “**Expiration date**” is amended as follows:

June 30, 2022~~3~~, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 4.1C “**Total Obligation**” is amended as follows:

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed fifty-six thousand four hundred and three dollars and twelve cents (**\$56,403.12**) as detailed below:

- \$31,003.12 (FY20 & 21 carry-forward funds) must be expended by June 30, 2022. These funds are encumbered under the following funding string: (H7S3000)/H7S2520/1000)
- \$25,400.00 (FY22 funds) must be expended by June 30, 2023. These funds are encumbered under the following funding string: (H7S3000)/H7S2522/1000)

REVISION 3. Clause 6. “**Authorized Representative**” is amended as follows:

6.1 State’s Authorized Representatives:

- The State’s Authorized Representative for executing this contract and/or amendment is ~~JB Guiton, Board Chair~~ Dylan J. Ferguson, Executive Director, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012 (651) 201-28060, ~~jb.guiton@state.mn.us~~ dylan.ferguson@state.mn.us, or his successor, and has the responsibility for management of and to monitor the Grantee’s performance and the authority to accept or reject invoices for services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- The State’s Authorized Representative for fiscal responsibilities and general management of the Grant Contract 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 her successor.

6.2 The Grantee's Authorized Representatives: The Grantee's Authorized Representative(s) for executing the contract is Joe Atkins, Dakota County Board Member, Metropolitan Emergency Services Board, Chair, Dakota County Administration Center, 1590 Highway 55, Hastings, MN 55033-2343. The grantee's representative for management of the grant is: Ron Robinson, EMS Regional Coordinator, MESH, 2099 University Avenue West, St. Paul, MN, 55104, rrobinson@emsmn.org, 651-683-8378, or his successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

REVISION 4. Clause 16.6 “**Deadline for Fund Expenditure**” is amended as follows:

All funds ~~must be spent by~~ are allocated for use through June 30 of each fiscal Year. Final invoices must be submitted on or before ~~August 1~~ September 30th of each fiscal year. If funds are not spent or invoiced, they will revert back to the State’s general fund.

REMAINDER OF PAGE INTENTIONALLY BLANK

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: NA

Date: : NA

SWIFT Contract/PO No(s). 204225/28699/300-1120

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: _____

STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grant
State's Authorized Representative



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 8A. Approval of Exec. Director Travel Request
Presenter: Rohret

RECOMMENDATION

The Executive Committee recommends approval for the Executive Director to travel for the 2022 APCO Conference and MTUG National Meeting.

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director seeks approval for one travel request.

The travel request is for the 2022 APCO Conference and MTUG National Meeting in Anaheim, CA. Motorola Trunked Users Group (MTUG) Chapter President's Meeting in Austin, TX. The conference will be August 7-10, 2022, and the MTUG meeting will be August 11-12, 2022. Both events will be in Anaheim, CA. The APCO conference is geared towards public safety communications professional and will foster increased knowledge of 9-1-1 and land mobile radio. The MTUG meeting will focus on future technology for the ARMER system.

The travel request is for \$2,927.00. This amount includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates; at the time of this writing, event hotel rates have not been published.

FINANCIAL IMPACT

None. The costs associated with this travel request were included in the 2022 MESB operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2022 Annual Conference and MTUG National Meeting
Location: Anaheim, CA (GSA Per Diem: \$74; \$55.50 travel day)
Travel Dates: August 7 - 13, 2022

Travel Cost Estimate

Registration	\$440.00*
Air Fare	\$500.00
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	\$1,500.00**
WiFi Charges (at hotel only)	-
Meals	\$407.00
Other	-
Total Estimated Cost	\$2,927.00

Is travel cost included in current budget? Yes

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

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

*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 non-conference hotel room rates. Actual costs could be less, particularly if I have a shorter stay due to attending only one or two days.

Submitted by: 

Date: February 16, 2022

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 8A. Approval of Exec. Director Travel Request
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FINANCIAL IMPACT

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MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

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Other	-
Total Estimated Cost	\$2,927.00

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*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 non-conference hotel room rates. Actual costs could be less, particularly if I have a shorter stay due to attending only one or two days.

Submitted by: 

Date: February 16, 2022

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 11, 2022

Agenda Item:

**8B. Approval of Contract Award for
MESB Office Phones/Phone Service**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends awarding the contract for MESB office phones to Velocity Telephone, which was one of the three vendors which provided quotes, per MESB Policy 030 – Purchasing-General.

BACKGROUND

In 2017, the Metropolitan Emergency Services Board approved MESB Policy 030 – Purchasing-General, which established a consistent policy for the purchase of goods, services, repairs and in-kind agreements, which is also compliant with state and federal laws.

Policy 030 allows for purchases made between \$3,000.00 and \$25,000.00 to be made without a request for proposals process; purchases made in this range must have a minimum of three quotes. The policy states that “contracts must be awarded to the vendor whose quote is most advantageous to the program, with price and other factors considered.”

In 2012, the MESB signed an agreement for a purchase of phones and phone service from TDS. The contract was a five-year contract, which terminated at the end of 2017; MESB has been operating via a month-to-month agreement since the contract termination.

ISSUES & CONCERNS

MESB staff received three quotes for office phone. Each quote was provided using our current phone service as the guide who the service being requested.

Popp Communications had the lowest one-time cost, the highest monthly cost and included leased phones. This vendor had a month-to-month agreement. The phones provided would be soft phones, meaning staff could take the phones home and make work calls from their work phones/phone numbers, rather than their personal cell phones. A concern related to this quote is that the phones which would be provided have poor reviews related to performance issues. As far as the total price goes, two totals will be provided for this quote to equate this month-to-month quote with the remaining two quotes provided. For a three-year option, Popp’s total cost is \$11,956.00, which includes a one-time cost of \$313.60. As a four-year option, Popp’s total cost is \$15,836.80, which includes the same one-time cost.

Nextera Communications’ quote had the highest one-time cost, the lowest monthly cost, and the quote included the MESB purchasing the phones. Nextera’s quote was for a four-year contract.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 11, 2022
Agenda Item: 8B. Approval of Contract Award for
MESB Office Phones/Phone Service
Presenter: Rohret

The contract appears to include additional charges for long-distance calls. As with the Popp Communications quote, the phones provided are soft phones, but there is a concern that the phone models included have received poor reviews for performance. Nextera Communications' quote total cost is \$13,804.05, which includes a one-time cost of \$3,894.45, and does not include long-distance charges, for four-years.

Velocity Telephone provided a quote which has the middle one-time payment amount and is the middle monthly charge amount for a three-year contract, which includes the purchase of phones, which are also soft phones. The phones included in this quote have received positive reviews and do not have concerns related to phone performance. Velocity's quote total cost is \$12,201.50, which includes a \$2,409.50 one-time charge, for a three-year contract.

FINANCIAL IMPACT

Regardless of the vendor selected, the monthly charges would be less than half of what the MESB currently pays TDS.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Purchasing – General

Number: 030

Effective Date: 05-10-2017

Revision Date: 03-13-2019

PURPOSE: The intent of this policy is to establish a consistent policy for the purchase of goods, services, repairs, and in-kind agreements for the MESB in a manner compliant with applicable state and federal laws, including Uniform Guidance standards, for the expenditure of public funds, including but not limited to federal grants.

PURCHASES: Purchase types and the rules associated with them are determined by the dollar amount of the aggregate purchase.

Dollar Amount	Rules
\$0 – 3,000	Written quotes are not required if the costs are considered reasonable. Staff shall review costs from at least two qualified vendors prior to making a purchase. See ordinary purchases and ordinary space costs.
\$3,000 – 25,000	A minimum of three written quotes must be received and evaluated. Staff must keep documentation of the vendors contacted (and every contact thereafter), quotes received, evaluation criteria and process, etc. Staff must supply the same information to all vendors when seeking quotes. Contracts must be awarded to the vendor whose quote is most advantageous to the program, with price and other factors considered.
\$25,000+	Purchase of goods or services over \$25,000 must be done via formal Request for Proposal (RFP). All purchases estimated to exceed \$25,000 must consider the availability, price, and quality of supplies, materials, or equipment available through the State of Minnesota Cooperative Purchasing Venture (CPV) before purchasing through another source. Purchases over the statutory bid limit require sealed bids, unless an exception to public bidding applies and the procurement process is approved by the Board.

All contracts for professional services shall be awarded via an RFP process as stated in MESB Policy 027 – Contracted Professional Services.

Certain grants may require the MESB to purchase from the State of Minnesota Cooperative Purchasing Venture (CPV). The MESB is a member of the CPV per a Cooperative Purchasing Agreement with the State of Minnesota, Department of Administration. The CPV must be considered for purchases in excess of \$25,000.

Ordinary purchases include the following: paper, office supplies, meeting supplies, cleaning supplies, and individual tables, chairs or desks.

Ordinary space costs include rent, utilities, and insurance.

Metropolitan Emergency Services Board

Subject: Purchasing – General

Number: 030

Effective Date: 05-10-2017

Revision Date: 03-13-2019

For ordinary purchases and ordinary space costs, a periodic review of vendors will occur to determine the best pricing for goods and services. At a minimum, the review will occur every two years. Some ordinary space costs are subject to rental agreements approved by the Board.

When making purchase, staff must receive approval from the Executive Director, who must review cost quotes received and other evaluation criteria. Additionally, if utilizing the Board issued credit card, staff must adhere to MESB Policy 013 – Use of Board Issued Credit Card.

The Executive Director has been authorized by the Board to issue purchase orders and expend funds for Board purposes up to ten thousand dollars (\$10,000.00). Purchase orders or expenses above that amount require Board approval.

Additional Purchasing Guidelines for Federal Grant Programs

For purchases under federal grant programs, other than sole source purchases, two written quotes are needed for purchases greater than the Uniform Guidance micro-purchase threshold. Multiple price or rate quotations must be obtained from an adequate number of qualified sources (2 or more) for purchases greater than the micro-purchase threshold [Ref. 2 CFR 200.320(b)].

For all contracts for goods or services above the micro-purchase threshold, the MESB should document its review of the excluded parties list (<https://www.sam.gov>) to ensure that no tentative parties, suspended and/or debarred contractors are contracted with when using federal [or state] dollars [Ref. 2 CFR 200.213]. Contractors that apply or bid for an award exceeding \$100,000.00 must file the certification required by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). All purchases for construction projects using federal dollars in excess of \$2,000 are required to follow the Davis-Bacon Act and related federal regulations concerning labor standards applicable to federally financed contractors.

When the micro-purchase threshold is adjusted, staff will notify the Board of the change. The MESB will follow the Uniform Guidance micro-purchase threshold unless the Board passes a resolution approving a different threshold amount.

Sole Source Justification

Sole source purchases are only justified if: 1. the item/service is only available from a single source (which must be documented); 2. if federal grant dollars are used, if it is authorized by the awarding federal agency in response to a written request from the MESB; or 3. competition is determined to be inadequate or unavailable. Past relationships or local proximity are not factors in a sole source justification. The MESB Sole Source Procurement Justification Form must be submitted to the Executive Director for review and approval.

Emergency Purchases

In the event of an emergency or disaster, staff is not required to use regularly mandated purchasing policies, however all purchases must be approved by the Executive Director and/or the Board Chair or Board Treasurer.

Metropolitan Emergency Services Board

Subject: Purchasing – General
Number: 030

Effective Date: 05-10-2017
Revision Date: 03-13-2019

CONFLICT OF INTEREST: In accordance with MESB Policy 017 – Conflict of Interest, no MESB member or employee may participate in the selection, award or administration of a contract funded by grant dollars or other funds, if he/she has an actual or apparent conflict of interest.

INTERNAL CONTROL: The Executive Director shall protect personal or other sensitive information by keeping it in locked file cabinets or protected by password protection software.

The MESB maintains an Internal Accounting Procedures document, which is reviewed annually in conjunction with the MESB's annual financial audit.

POPP Offering and Proposal

Microsoft Phone Service

Internet & Office Data Network

POPP Experience and Capability

We are a local company that has been serving Twin Cities businesses since 1981. We've owned and operated our Microsoft phone service platform since 2006, and we're proud to be serving over 4000 clients. We're a full service, end-to-end communications technology source with good technology, support, service, and prices.

Complimentary Consulting / Support

We're helpers and always enjoy tech talk. When you're considering tech changes and the benefits, or when problem solving, we're an available resource with knowledge and experience. You can always call us for a free second opinion.

Thank you for considering POPP, and thank you to the many IT professionals that recommend POPP.

Confidential Proposal Prepared For:

Metropolitan Emergency Services Board
2099 University Ave W STE B
Saint Paul, MN 55104
Jill Rohret
651-643-8394
jrohret@mn-mesb.org

Prepared and Presented By:

Bryan Peterson
763-797-7956
bpeterson@popp.com
3/18/22

Proposal Valid for 60 Days

Microsoft Phone Services

Voice – Video - Text

Work From Anywhere Over the Internet

1) Microsoft is the world leader in business information and communications software

- We supply a cloud hosted phone service platform that is designed, manufactured, and supported by Microsoft. It includes *ALL* the popular PBX and unified communication features that support the modern work from anywhere workforce.
- Thinking forward about integrations and optimization, you want a Microsoft phone service that is designed to work with your Microsoft suite of office products and Microsoft Teams. It's likely the last phone service you will ever have to buy, implement, and learn how to use and administer.
- Productivity enhancing application options include Microsoft Teams Connector, Call Recording, CRM Integration, Call Center and more that complete today's work from anywhere business requirement.

2) POPP's proactive support, to help you keep your phone services tuned up

- Complimentary Remote Administration & Change Support on a scheduled basis, or as requested
 - Update user names, voicemail greetings, add/remove users/features/phones, etc.
 - 911 emergency number and address accuracy check-up and 911 emergency call notification service to help protect people and property

3) Service and Repair Readiness – Test us! Call 763-797-7900!

- We're easy to reach when you need help because all calls are answered by a live person 24x7x365!
- We maintain an in-house inventory of the critical components
- Our on-staff tech team of 15 has an average experience of 12 years with POPP.
- Our tech-talented team prides themselves on being problem solvers, forward-thinkers, and collaborators doing good.

Internet & Office Data Network

We help with your network. An up-to-date network is critical to your capability to work from anywhere. We give it the ongoing attention it needs to be reliable, as well as to protect your employee productivity.

Your network connects the tools you rely on every day:

- Microsoft Phone Service
- Voice – Video – Text
- Productivity Apps / Tools
- Microsoft Office Software
- Email – Chat - Teams
- 1000's of Cloud Apps / Databases

1) Internet Connections and Bandwidth

- POPP sources internet connections as an agent/reseller of Comcast and Lumen.
- We discover internet connections and bandwidth available at your location.
- We source, right size, configure, and proactively support internet connections.
- For many businesses that consider an internet outage an emergency, we have provided a dual connection configuration with Automatic Failover to protect their reputation and productivity.
- For clients with multiple locations, we provide connections and firewalls with Virtual Private Networks (VPNs) for secure VoIP and data communications.

2) Office Data Network as a Service for Data Security and VoIP/Video Quality

- POPP provides, supports and services office data network connection equipment.
 - We install an up-to-date SonicWALL firewall on your network to provide a layer of security, and to act as a Voice Management Device (VMD). This firewall/VMD does several things:
 1. Enabled with POPP's Host Monitoring, the firewall/VMD is our eyes on your network 24/7 to sense a problem, often before you even notice. We'll know if your internet connection is down, and we can begin troubleshooting immediately.
 2. Ensures your first layer of security is up to date with the processing power required for today's high bandwidth internet connections
 3. Creates a VLAN for your IP phones, keeping them separate from your computer network
 4. Applies Quality of Service (QoS) to your IP phone voice calls, to ensure the best possible call quality
 5. Enables better remote troubleshooting to often avoid a technician dispatch
 - Ethernet Switches from Cisco and Adtran: Business-class, Gigabit, with Power over Ethernet
 - WiFi Access Points from Linksys and Eero: Reliable and affordable WiFi coverage for your office
 - CAT5e (or better) Ethernet cabling: installed by POPP's own experienced technicians

Metropolitan Emergency Services Board

Phone Service and Network

Summary

- Fully Managed Microsoft Phone Service
 - An experienced POPP technician will install and test your system – included.
 - The POPP team takes care of all updates and upgrades to keep your system operating at its best.
 - Configuration changes can be handled by POPP's client services team at no charge.
- Includes Easy to Use Softphone App
 - The softphone app for computers and smartphones includes intuitive PBX features including call transfer, hold, 3-way calling and more.
 - Call, chat/IM, and text message using the business phone number, not your personal cellular number.
- Flexible Call Routing Configuration
 - Main Number Call Manager allows for time-of-day routing changes
 - Easy Attendant includes business hour greeting and non-business hours greeting
 - Make changes anytime via the intuitive Admin Portal or let us do it for you free of charge.
- Office Data Network improvements to improve first layer of data security and to support VoIP:
 - POPP will install a SonicWALL firewall / Voice Management Device as the first layer of security for your business data. It also provides Quality of Service for your VoIP calls, creates a VLAN to keep the IP phones on a separate network from your computers, and provides better remote troubleshooting and support to decrease the likelihood of a tech visit.
 - POPP will install a managed, Gigabit Power over Ethernet switch. The switch will power the IP phones so there is no need to purchase AC adapters. It is also configured with VLAN settings to assist with QoS. All connected devices (IP phones, computers, servers, etc.) will benefit from this improvement.
- Our Reputation is Built on Service
 - POPP is a privately-owned communications company headquartered in Golden Valley.
 - POPP serves over 4000 small and medium sized businesses in the Twin Cities.
 - POPP answers all main number calls with a live person, so we're easy to reach if you have a question or need help.



Microsoft Cloud VoIP Phone System Proposal

620 Mendelssohn Ave. N.
Golden Valley, MN
Phone: 763-797-7900

Date Prepared: 3/18/2022
Prepared For: Jill Rohret
Metropolitan Emergency Services Board
2099 University Ave W #B
St Paul MN 55104

By: Bryan Peterson
763-797-7956
bpeterson@popp.com

Account #: New Account

Business Group Individual

Loc. Users 14

Microsoft Cloud VoIP Phone System			No Contract (Month to Month)	
Users		Qty	Each	Monthly One-Time
Deskphone & Softphone User		13	\$12.00	\$156.00 \$260.00
Analog Device User (<i>connection for analog device, fax machine, etc.</i>)		1	\$12.00	\$12.00 \$20.00
Add-ons				
Easy Auto Attendant		1	\$8.00	\$8.00
Main Number Call Manager and Standalone Voice Mail Box		1	\$10.00	\$10.00
Time Spent Analytics - Call Reporting		1	\$0.00	\$0.00
Complimentary Domestic Long Distance		1	\$0.00	\$0.00
Teleconferencing Available - see below for details		1	\$0.00	\$0.00
Telephones and Additional Equipment				
Poly 12 Button IP Phone (V VX 411/450)	Lease	13	\$4.00	\$52.00
Network Equipment				
POPP-provided VoIP Mgmt Device as Firewall	Lease	1	\$30.00	\$30.00
Ethernet Switch – POPP-provided Gigabit PoE Switch(es)	Lease			
On-Site Training				
On-Site Training Hours for locations with 8+ Users		2	\$0.00	\$0.00
Subtotal				Monthly One-Time
				\$268.00 \$280.00
Taxes and Surcharges				
Extended Area Service		14	\$0.73	\$10.22
TAM/TAP/911		14	\$0.93	\$13.02
Estimated State and Federal Tax				\$32.16 \$33.60
Total Taxes and Surcharges				\$55.40 \$33.60
Cloud VoIP Phone System & Connectivity Total*:				Monthly One-Time
				\$323.40 \$313.60

Additional Details

*Estimated Monthly Charges may not include surcharges and/or state tax and do not include: federal and local taxes and fees or federal USF. Actual total charges are subject to acceptance of Services and may change depending on Client requirements identified during configuration and installation. For more information about taxes, surcharges, and fees please visit: www.popp.com.

If ordering service from another provider (e.g., Comcast or Lumen) Client must sign separate contract with the applicable provider and shall be invoiced directly by them and be bound by their terms of service.

Each User includes one Direct Inward Dial number.

Voice and Data wiring charges (if necessary) are not included in this proposal.

Complimentary Long Distance

Each User includes 1000 domestic long distance minutes per month. Long distance calls in excess of Complimentary minutes (1000 times number of maximum active Users during month) will be billed at \$.029 per minute for State-to-State calls and \$.039 for In-State Minnesota calls, billed in 60/6 increments. Complimentary Long Distance Minutes listed above do not apply toward extended domestic (includes Alaska, American Samoa, Guam, Hawaii, Puerto Rico, US Virgin Islands) or international calls. Toll free calls are billed in 60/6 increments and rates are available by request. International calls are billable at POPP's published rates.

Training

On-site instructor-led training (hours and travel charge) included at no charge for locations with 8+ users as follows: Locations with 8-50 Users- up to 2 hours, 51-80 Users - up to 4 hours, 81-100 Users - up to 6 hours, 100+ Users -up to 8 hours.

Teleconferencing

Each Deskphone/Softphone User includes 100 Direct Dial Teleconference minutes per month. Direct Dial Teleconference minutes in excess of included minutes (100 times number of active Deskphone/Softphone Users during month), will be billed at \$.019 per participant. Toll Free Teleconference minutes are chargeable at \$.039 per participant, per minute. Teleconference calls are billed per participant, in 60/6 increments.

Anywhere Phone Number

Each Anywhere Phone Number (if ordered above) includes 2000 minutes of incoming calls per month. Calls in excess of included minutes (2000 times number of maximum Anywhere Phone Numbers during month) will be billed at \$.01 per minute in 60/6 increments and rounded up to the nearest penny.

Fire and Elevator Lines

Analog Device Users must not be connected to fire/elevator lines (which protect property and people) since code requires that these lines function in the event of a power outage.

Client LAN Requirements

Client acknowledges that there is a VoIP-ready local area network ("LAN" connects computers and phones) meeting the POPP VoIP readiness requirements to provision, service, and support Cloud VoIP Phone System Services including Ethernet cabling using cat5 or cat6 cabling capable of negotiating 10/100Mbps connectivity (free of errors) from the workstation to the Ethernet switch. If existing LAN does not meet POPP's requirements and/or troubleshooting is needed, Client will be billed Time and Materials rates for technician time and/or new cabling installation.

Equipment

POPP deploys the following PoE Ethernet switches: Adtran Netvanta 1560-08 (8-port) and Cisco Catalyst 3560-GE-PS-S (24 or 48-port) or similar. Client may elect to reuse existing client-owned telephones matching models offered by POPP. During service delivery, firmware updates and configuration of client-provided telephone(s) will be completed by a POPP technician at Time and Materials rates of \$65 per half hour (estimated 3 min. per phone, rounded up to the nearest half hour, one hour minimum, \$50 travel charge is waived if work is completed during cutover).

Phone and Voice Network Services Terms of Service can be found at popp.com/pvn_tos

Proposal is valid for 60 days.

_____ Client Acceptance (Initials)

User Type Definitions and Features

Deskphone User: Employees who simply need a fully featured desk phone and do not need UC features or the ability to work outside the office.

Softphone User: Employees who need the ability to work from anywhere and do not need a physical desk phone.

Deskphone & Softphone User: Employees who need a desk phone while working in the office, but who need UC features and/or the ability to work from anywhere.

Common Area Phone User: Conference Rooms, Break Rooms, Lobby Phone, Emergency Phone, and similar.

Analog Device User: Use with fax machines, credit card machines, and other devices which require an analog line connectivity.

Key:	Deskphone User	Softphone User	Deskphone & Softphone User	Common Area Phone User	Analog Device User
✓ Included					
- Not Available					
○ Optional Add-on					
User and System Features					
Deskphone Ready ¹	✓	-	✓	✓	-
Direct Inward Dial Number	✓	✓	✓	✓	✓
PBX Features – Caller ID, Call Forwarding, 3-way Calling, Call Hold/Park, and more	✓	✓	✓	✓	✓
Domestic Long Distance	Complimentary				
Consulting & Support – Personalize, Live & Local	Complimentary				
Web Portal Administration	✓	✓	✓	✓	✓
Call Reports / Analytics	✓	✓	✓	✓	✓
Call Recording – On Demand ²	✓	✓	✓	✓	-
Voicemail	✓	✓	✓	-	-
Voicemail-to-Email	✓	✓	✓	-	-
Inbound Fax-to-Email	✓	✓	✓	-	-
Unified Communications (UC) Features					
Mobile App/Softphone (PC/Mac, iOS/Android)	-	✓	✓	-	-
Texting (SMS)	-	✓	✓	-	-
Outlook Integration – Sync contacts and meeting status	-	✓	✓	-	-
Microsoft Teams Integration – Initiate voice calls within MS Teams	-	✓	✓	-	-
Instant Messaging – Chat with others in the organization	-	✓	✓	-	-
Presence – DND, In a call, In a meeting, etc,	-	✓	✓	-	-
App Dialer Compatible ² – Initiate voice calls by clicking links in your software	-	✓	✓	-	-
Video Conferencing – Powered by Zoom – Up to 100 participants	-	○	○	-	-
Audio Conferencing – up to 100 participants	○	○	○	○	-
Specialty Features					
Contact Center – Agent	○	○	○	○	-
Contact Center – Supervisor	○	○	○	○	-
CRM Integration – Salesforce, Dynamics, and over 60 others	○	○	○	○	-
Call Recording – Always On – Calls stored in searchable cloud database	○	○	○	○	-
Voice Operator Panel – Reception Software	○	○	○	-	-
Encrypted Voice	○	○	○	○	-

¹ Requires client to lease, purchase or supply their own compatible Poly IP desk phone

² Feature availability is device/software specific

Proposal for: Metropolitan Emergency Service Board

Date: Apr 27, 2022

Address: 2099 University Ave W., Ste B
Saint Paul, MN 55104

Sales Agent: Julie Neese

Contact:

Agency: Velocity Telephone

Phone: 651-643-8381

Phone: 763-331-8871

Email:

Email: julie.neese@velocitytelephone.com

Phone Rental

Term: 36 Months

Description	Qty	Monthly	One Time
GRP2615 w/Extension Phone Purchase	1		\$360.00
GRP2614 Phone Purchase	12		\$1,920.00
VoIP Phone Service	13	\$247.00	
Auto Attendant / Call Handler Number	2	\$20.00	
Conference Bridge (per bridge)	1	\$5.00	
Network Analysis	13		\$97.50
Trip Charge	1		\$32.00
Total		\$272.00	\$2,409.50

Taxes and fees are not included in this estimate.

Phone replacement and upgrade policy covered at: <http://www.velocitytelephone.com/phonerental-2021>

Please review our standard service order terms and conditions: <http://www.velocitytelephone.com/terms>

Virtual Office service is designed to work at a given address and my signature confirms that I have been given and understand the *VoIP E911 Advisory* (<http://www.velocitytelephone.com/voip-e911-2021>).

Because VoIP operates differently than Analog telephone, please review our *VoIP over Best Effort Internet Service Advisory* (<http://www.velocitytelephone.com/voip-best-effort-2021>) and a *Local Area Network Notice* (<http://www.velocitytelephone.com/voip-lan-2021>). An Ethernet connection is required for each phone to work. Additional networking and cable costs may apply if extended wiring is required. Estimate for extended wiring, if required, will be provided prior to work done.

Metropolitan Emergency Service Board
2099 University Ave W., Ste B
Saint Paul, MN 55104

Velocity Telephone, Inc.
656 Mendelssohn Ave N
Golden Valley, MN 55427

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Notice e-mail Address

e-mail Address

Virtual Office

VoIP Telephones



GRP2616

- Dual Color LCD Displays with a large 4.3 inch main display
- 6 Lines
- 24 Speed Dial / Busy Lamps
- Five Contextual Softkeys
- Integrated WiFi and Bluetooth
- Dual Gigabit Ports
- Transfer, conference, hold and many other advanced features



GRP2615 + GBX20

- GRP2615 with One Color LCD Extension Module
- Each Extension Module has 20 Dedicated Speed Dial / Busy Lamp keys (or 40 Virtual Keys on Two Virtual "Pages")
- Supports up to four color LCD Extension Modules for a total of 80 Dedicated (or 160 virtual) Speed Dial and Busy Lamps
- Five contextual softkeys
- Integrated WiFi and bluetooth
- Dual Gigabit ports
- Transfer, conference, hold and many other advanced features



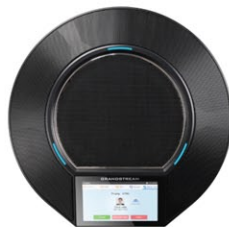
GRP2614

- Dual Color LCD Displays
- 4 Lines
- 24 Speed Dial / Busy Lamps
- Four contextual softkeys
- Integrated WiFi and bluetooth
- Dual Gigabit Ports
- Transfer, conference, hold and many other advanced features



GRP2612W

Entry level office phone with Color LCD Display, 2 lines, 12 on-screen virtual Speed Dial / Busy Lamps and integrated WiFi.



GAC2500 Conference Phone

Conference Phone with intuitive ad-hoc conferencing capabilities and integrated WiFi.



DP750 + 720 Cordless DECT Phone

DECT Cordless Phone with color LCD display and advanced features; supports up to 6 total DP-720 handsets.



HT801 Analog Telephone Adapter

Analog Telephone Adapter (ATA) that enables existing analog phones to be used over VoIP.