



**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA**

October 11, 2023, 10:00 a.m.

1. **Call to Order** – 2023 Board Chair, Commissioner Mike Warring
2. **Approval of Agenda** – Commissioner Warring
3. **Approval of June 14, 2023 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator – None
5. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager
 - A. Approval of Amendment 1 to Geo-Comm Agreement for Additional Services (**page 7**)
6. **EMS Items** – Greg Hayes, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Amendments to MESB Policies (**page 11**)
 - i. Policy 001 – Board Policies
 - ii. Policy 005 – Financial Policies
 - iii. Policy 006 – Invested Funds
 - iv. Policy 007 – Travel Authorization, Advanced Funds, & Reporting
 - v. Policy 013 – Use of Board Issued Credit Card
 - B. Approval of 2024 MESB Legislative Platform (**page 27**)
 - C. Approval of Increase to Executive Director Signing Limit (**page 33**)
 - D. Discussion: Change to 2023 MESB Treasurer in November (**page 35**)
8. **Old Business** – None
9. **New Business – CLOSED MEETING for Performance Evaluation**
 - A. 2023 Executive Director Performance Review – Commissioner Warring
10. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

October 11, 2023, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2023 Secretary)
Commissioner John Fahey

Chisago County

Commissioner Richard Greene*

City of Minneapolis

Council Member Andrew Johnson* (2023 Treasurer)

Dakota County

Commissioner Joe Atkins*
Commissioner Mary Hamann-Roland

Hennepin County

Commissioner Irene Fernando*

Isanti County

Commissioner Mike Warring* (2023 Chair)

Ramsey County

Commissioner Trista Martinson* (2023 Vice Chair)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Gary Kriesel
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

June 14, 2023

Commissioners:

Joe Atkins, Dakota County - **absent**
Gayle Degler, Carver County
Gregg Felber, Sherburne County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Rick Greene, Chisago County

Andrew Johnson, City of Minneapolis - **absent**
Trista Matascastillo, Ramsey County
Fran Miron, Washington County
Mike Warring, Isanti County
Tom Wolf, Scott County

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

Guests Present: Brittany McCormick, *Board Counsel*.

1. Call to Order:

The meeting was called to order at 10:03 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the June 14, 2023 Agenda

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the MESB Executive Committee June 14, 2023 agenda. Motion carried.

3. Approval of the April 12, 2023 Minutes

Motion made by Commissioner Greene, seconded by Commissioner Degler to approve the MESB Executive Committee April 12 2023 minutes. Motion carried.

4. Radio Items – None

5. 9-1-1 Items

A. Approval of Amendments to Metro 9-1-1 Standard 1.11.3

Jake Jacobson stated the 9-1-1 Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicators. The amendments include updates to terminology used, including changing Emergency Communications Professional to Public Safety Telecommunicator; updated links to other documents; and grammatical changes.

Motion made by Commissioner Degler, seconded by Commissioner Wolf to recommend approval of amendments to Metro 9-1-1 Standard 1.11.3 – Minimum Training Standard, Public Safety Telecommunicator. Motion carried.

6. EMS Items

A. Approval of Providing Funding to MnFIRE for EMS Provider Mental Health Initiative

Greg Hayes said that the MESB accepted an EMS Sustainability grant from the Emergency Medical Services Regulatory Board (EMS RB) at its January 11 2023 meeting. These grant funds must be expended by June 30, 2023. MESB staff had a primary plan and a backup plan for how to spend these grant funds in such a short amount of time. Unfortunately, the primary plan fell through. The backup plan, which is before the committee for approval today, is to provide \$10,200.00 to MnFIRE for it to build mental health services to support EMS personnel in the metro region, similar to what MnFIRE does for firefighters.

METROPOLITAN EMERGENCY SERVICES BOARD

Jill Rohret noted that due to the impending pending deadline, this item was noticed to invoke Article III, Section 1 of the MESB Bylaws which allows the Executive Committee to grant authority to the Chair to sign contracts and requires the Board to ratify this action at its next Board meeting.

Motion made by Commissioner Miron, seconded by Commissioner Degler to approve the funding for MnFIRE for EMS Provider Mental Health Initiative. Motion carried.

7. Administrative Items

A. Approval of 2024 MESB Operational Budget

Rohret presented the draft 2024 MESB Operational Budget. The amount of expenses included in the budget went up 9.9%, though assessments are proposed to only increase 5.25%. Rohret detailed where there were significant changes in the proposed budget. She noted that staff salaries increased due to hiring someone at a higher salary than was paid previously. Additionally, staff included a 6.5% merit increase for staff, which tracks the middle range in the 2023 Dakota County Merit Compensation Plan. Local travel increases due to the occurrence of more in-person meetings as well as due to the start of NG9-1-1 transition, which will result in more trips to PSAPs. Travel for conferences also increased due to the increase in airfare.

Rohret said Professional/Contract Services increased 13% as she is gradually including more of the GeoComm contract for GIS services to be included in the operational budget. The increase also includes additional funds for radio technical training. Additionally, insurance increases 11% for the radio technology errors and omissions coverage.

Rohret explained how assessments did not increase by 9.9% due to including some interest revenue, an increase in the amount of EMS reimbursement for MESB overhead, and the inclusion of \$80,000.00 in retained earnings.

Motion made by Commissioner Matascastillo, seconded by Commissioner Wolf to recommend approval of the 2024 MESB Operational Budget. Motion carried.

B. Approval of 2024-2028 MESB Capital Budget

Rohret presented the 2024-2028 MESB Capital Budget. The changes are primarily seen in the 9-1-1 area, which includes additional GIS software services to allow MESB to receive data output from its vendor in a format required by ECN and its vendor, 1Spatial; as well as services that will allow counties to review their data directly with the MESB's GIS software services vendor to create efficiencies. Included in this budget is funding for cloud-based mapping services though it is currently unknown if those will be needed as they may be provided via the state's RFP for Next Generation Core Services.

Rohret also stated that she would like the Board to fund a study to determine exactly how much money is spent on emergency communications as a whole (9-1-1, ARMER, IPAWS, Wireless Broadband) in the metro region, including what is spent by the state, any and all expenses the county has to operate (building rent, utilities, etc.). This will make it easier to tell the legislature why additional funding is needed.

Commissioner Fernando noted the expense is listed as a 2024 expense; she stated that she thought it should be started earlier in the hopes that it may be completed in time for the 2024 legislative session.

Rohret replied that she can include that on the July Board agenda for approval.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Matascastillo, seconded by Commissioner Degler to recommend approval of the 2024-2028 MESB Capital Budget. Motion carried.

8. Old Business

A. Update: Approval of MESB Records Retention Schedule by State Records Disposition Panel

Rohret that at its November 9 2022 meeting, the Board approved a new records retention schedule that specifically addresses records related to the Board's 9-1-1, ARMER, and EMS functions which were not included in the original schedule. She said she received notice on May 19, 2023 that the State Records Disposition Panel approved the new schedule of retention.

9. New Business

A. Cancellation of August 9, 2023 MESB Executive Committee Meeting

Rohret stated the August meeting is traditionally cancelled. Additionally, she will be at a conference at the time of the August meeting. The committee concurred to cancel the meeting.

10. Adjourn

Motion made by Commissioner Wolf, seconded by Commissioner Delger to adjourn. Motion carried.

The meeting was adjourned at 10:42 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 11, 2023

Agenda Item:

**5A. Approval of Amendments 1 to
Services Agreement with Geo-Comm**

Presenter:

Jacobson/Rohret

RECOMMENDATION

MESB staff recommend the Executive Committee recommend approval of Amendment 1 to the MESB-Geo-Comm service agreement.

BACKGROUND

In the 2023 operational budget process, the Board approved funding related to on-going GIS services related to GIS-derived MSAG processes. An RFP for these services was issued on August 8, 2022; the Board awarded the RFP on November 9, 2022 to Geo-Comm.

During the 2024 operational budget process, the Board approved additional funding for on-going GIS services, which require an amendment to the original services agreement with Geo-Comm.

ISSUES & CONCERNS

Funding approved in the 2024 MESB operational budget was for:

- Additional GIS data hub services to allow MESB data output from Geo-Comm to be in the format required by ECN and its GIS services provider 1Spatial (\$8,554.00 for 2024).
- County-level reporting to more efficiently provide both regional and county-level GIS quality control results reporting from a single regional data submission. This allows counties to interact with Geo-Comm results directly for their PSAP area(s), thereby making the process more efficient (\$17,000.00 for 2024).

When Geo-Comm provided the aforementioned cost quotes, they stated there would be a 5% annual escalator clause for these services.

Amendment 1 includes the additional payment amounts for 2024-2026 to add these services.

At the time of this writing, Board Counsel is reviewing Amendment 1.

FINANCIAL IMPACT

The funds for these additional services were included in the 2024 MESB operational budget, which was approved in July 2023.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



Addendum 1

This Agreement shall be an addendum ("Addendum 1") to the Work Authorization #20221109--MESBMN ("Original Agreement") signed on December 13, 2022 by and between Metropolitan Emergency Service Board Minnesota ("Customer") and Geo-Comm, Inc. ("GeoComm") of St. Cloud, Minnesota.

WHEREAS, Customer and GeoComm entered into Agreement;

AND, the Parties wishes to amend the Agreement;

NOW THEREFORE, for and in consideration of the above, the Parties agree:

- Services to provide a customized GeoComm GIS Data Hub output and county-level reporting services as described in the exhibits will be added to Original Agreement, beginning January 1, 2024 to coincide with remaining duration of Original Agreement

Price and Payment Terms

The Original Agreement total will increase by \$80,796.00, from \$335,760.00 to \$416,556.00, and GeoComm will invoice Customer for new services as follows:

- \$25,561.00 Invoiced net 45 on January 1, 2024
- \$26,944.00 Invoiced net 45 on January 1, 2025
- \$28,291.00 Invoiced net 45 on January 1, 2026

All Original Agreement price payment terms remain unaltered.

Contractual Terms

All terms and conditions of the Original Agreement unaltered by this Addendum shall remain in effect and valid.

Geo-Comm, Inc.

A handwritten signature in black ink that reads "Heather Hoskin".

CFO

September 29, 2023

Date

Customer

Metropolitan Emergency Service Board, MN

Date

Exhibit A Scope of Work

The following scope of work describes the tasks which will be completed in partnership with Metropolitan Emergency Services Board (MESB):

- Configuring and providing a monthly 1Spatial map data output
- Monthly County-level GIS QC Reporting

A description these services follows.

Project Management

GeoComm will manage this project as a service addition to our current GeoComm GIS Data Hub project with MESB.

Project Initiation Meeting

After receiving a signed contract, the MESB project team at GeoComm will meet with MESB to begin these services. In the initial meeting, the following topics will be covered.

- Project team introductions
- Project objective and goals review and refinement
- Define mutual expectations
- Establish a communication plan
- Review and agree upon the project timeline, including periodic progress reporting
- Discuss existing resources that will be leveraged for project
- Review GIS data hosting requirements and expectations
- Define system testing scenarios

The meeting will be held via conference call.

1Spatial Map Data Output

As an output of MESB's current GeoComm GIS Data Hub subscription, GeoComm will provide a monthly map data package that can be used by 1Spatial. This will include:

- Pulling down the standard MESB GIS data output
- Configuring it in the new target output for 1Spatial
- Then, providing the output to MESB to load in their 1Spatial system

GeoComm will complete this service monthly.

County by County GIS QC Reporting

GeoComm proposes to provide county by county GIS QC reporting for MESB. The data will be provided as a single data source to GeoComm, and GeoComm will utilize fields maintained by MESB to split the data into individual county datasets and upload individually. GeoComm would then QC the counties individually as well as the existing QC checks that are performed on the originally uploaded merged dataset.

The results will be provided monthly.

Ongoing Support Services

GeoComm's terms of support can be found at www.geocomm.com/legal.

Customer Responsibilities

We believe our clients play a critical role in a project's success. While GeoComm will lead the project efforts, we will partner with you to ensure you have in-depth project knowledge and are kept informed about the project status and meeting project goals.

MESB will be responsible to provide the following support:

General Project Responsibilities

- Assist in coordinating and attend periodic conference calls
- Provide pertinent project information and documentation
- Provide a single point of contact available for communication throughout the project
- Provide internet connection for all training participants

GeoComm Deliverables

Upon project completion, GeoComm will provide MESB with the following project deliverables:

- Project Management
 - Project Initiation Meeting (held remotely)
 - Regular meetings and status calls, following the frequency agreed upon between both parties
- Ongoing Support Services
 - Monthly Map Data output for 1Spatial
 - Monthly county level GIS data QC reports



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 11, 2023

Agenda Item:

**7A. Approval of Amendments to
MESB Policies**

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of amendments to MESB Policies 001, 005, 006, 007, and 013.

BACKGROUND

The Metropolitan Emergency Services Board established policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 9-1-1 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 9-1-1 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made. The policies were all reviewed in 2015-2016 and amendments were made to most. Additionally new policies have been created since 2015.

ISSUES & CONCERNS

The Executive Director plans to review all MESB policies every 8-10 years, though policies may be amended or created as needed. The Director plans to conduct this review over the next year; as such, policy amendments will be on many upcoming agendas.

Policy 001 – Board Policies: the amendments are not substantive. References to the nine-county region were changed to ten-county region; agency acronyms were defined and a reference to a former MESB job title was removed.

Policy 005 – Financial Policies: the amendments are not substantive. Most amendments provide clarification or references to other MESB policies.

Policy 006 – Invested Funds: most amendments are not substantive. One statement was added to formalize the review process for MESB funds with Washington and Hennepin Counties.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 11, 2023

Agenda Item:

**7A. Approval of Amendments to
MESB Policies**

Presenter:

Rohret

Policy 007 – Travel Authorization, Advanced Funds, and Reporting: some amendments are not substantive. Some amendments were made to clarify what the Board will pay if family members travel with employees; clarification on per diem meal expenses versus those paid directly by the Board's credit card; clarification on how quickly travel reports should be submitted; and the image of the travel expense report will be removed.

Policy 013 – Use of Board Issued Credit Card: most amendments are to clarify actual MESB processes and requirements for use of the board issued credit card.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: ~~0911-0908-2015~~2023

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

The Board...

- supports the concept of an emergency communications system including 9-1-1, Emergency Medical Services (EMS) programming, and regional radio communications planning being done at the county level with input from all agencies whose services will be available by dialing 9-1-1;
- supports the concept that there are economic and operational advantages to the counties to jointly plan, coordinate and administer the emergency communications system including 9-1-1, EMS programming, and regional radio communications in the metropolitan region;
- will review and approve plans, grant applications, or requests for funds or programs related to 9-1-1, regional radio communications, or EMS within the ~~nine-ten~~-county metropolitan region;
- will review, develop, and present public information and education programs that relate to 9-1-1, radio communications, and EMS functions and services in the metropolitan region;
- will monitor the operation of the 9-1-1 system on behalf of all counties and agencies that operate Public Safety Answering Points (PSAPs);
- will recommend policies, procedures, or programs to coordinate and improve the delivery of 9-1-1 and regional radio communications services in the ~~nine-ten~~-county metropolitan region;
- will identify and seek resolution of 9-1-1 and regional radio communications system malfunctions;
- will review, develop, and recommend standards for 9-1-1 and regional radio communications services;
- will maintain a liaison with the telecommunications service providers of the region in matters of 9-1-1 system design and operation, 9-1-1 tariffs, 9-1-1 database, and 9-1-1 database maintenance;
- will take actions, or recommend actions to the appropriate authorities, public and private, which are needed for the coordination and improvement of the 9-1-1, regional radio communications, or EMS system within the metropolitan counties;
- will maintain Technical Operations Committees (TOCs) to advise the Board on all 9-1-1, regional radio communications, and EMS technical and operational matters;
- will provide services to the agencies that operate PSAPs ~~by employing a 911-Coordinator who~~ facilitates the maintenance of the 9-1-1 call routing and location validation data, as well as the reporting and correction of routing and ALI display errors;
- will monitor technology for applications that may improve 9-1-1 service or public safety radio communications and will be an advocate for the use of technology to meet the needs as identified by the 9-1-1 TOC, EMS TOC, and Radio TOC;

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: ~~0911-0908-2015~~2023

- will provide a liaison with state regulatory agencies relative to 9-1-1, EMS, and regional radio communications regulations and rules;
- will provide technical information to members of the ~~Technical Operations Committees~~ TOCs, EMS providers, regional radio users, and PSAP ~~coordinators~~ personnel;
- will provide a liaison with PSAP personnel regarding all matters relating to 9-1-1 system and database maintenance;
- will provide a liaison with regional radio system users regarding all matters related to the regional radio communications system;
- will maintain and analyze data regarding 9-1-1 system usage, malfunctions, and database issues;
- will represent the region in liaison activities with national organizations and other agencies that operate large 9-1-1 and regional or statewide shared radio systems;
- will assist PSAP managers and regional radio system users in resolving 9-1-1 or radio operational problems when requested;
- will authorize the Executive Director to serve as a spokesperson for the Board and its activities;
- will provide advice and assistance regarding 9-1-1 and regional radio communications system matters to agencies that operate PSAPs and other units of government as requested;
- supports the concept that there are economic and operational advantages to the counties to jointly plan, coordinate, and administer EMS programming in the metropolitan region;
- will take actions, or recommend actions to the appropriate authorities, public and private, which are needed for the coordination and improvement of EMS within the metropolitan counties;
- will serve as the contractual and financial agent for the purposes of accepting and disbursing state or federal funds under agreements with the ~~state-EMSE~~ Emergency Medical Services Regulatory Board (EMSRB) or other state or federal agencies on behalf of the metropolitan counties for regional 9-1-1, radio communications, or EMS activities;
- will develop, review, and recommend standards and procedures for emergency transportation and medical care of ~~the a~~ patient from the scene of an incident to the hospital including equipment for patient care in the metropolitan region;
- will recommend policies, procedures, or programs to coordinate and improve the delivery of EMS in the ~~nine-ten~~-county metropolitan region as proposed by the EMS TOC;
- will encourage the development of new resources and the coordination of EMS services throughout the metropolitan region to efficiently and cost effectively respond to medical emergencies and provide a high level of patient care;

Metropolitan Emergency Services Board

Subject: Board Policies

Number: 001

Effective Date: 11-18-1998

Revision Date: ~~0911-0908-2015~~2023

- will review, develop, and recommend standards for training of emergency services personnel, including dispatchers, first responders, emergency medical technicians, paramedics, emergency room nurses, and physicians for the metropolitan region;
- will develop, review, and recommend standards and procedures for EMS communications, including, but not limited to use of the regional radio communications system within the ~~nine-ten~~-county metropolitan region;
- will make recommendations for improvements to EMS services in the ~~nine-ten~~-county region.

Metropolitan Emergency Services Board

Subject: Financial Policies

Number: 005

Effective Date: 07-08-1998

Revision Date: ~~01-13-2016~~11-08-2023

The Metropolitan Emergency Services Board (MESB) financial policies provide the basic background upon which overall concepts for fiscal management of the Board are based. The policies assist the decision-making process of the Board and are designed to provide a stable foundation to minimize the impact of changing conditions.

- ◇ The Board will attempt to avoid large fluctuations in its assessments to member counties. Actual expenditures may vary from year to year, due to needs of the operations, resulting in fluctuations in fund balance and cash. Substantial fluctuations in assessments are not in the best interest of the public or the Board.
- ◇ According to the Metropolitan Emergency Services Board Joint Powers Agreement, Article VI: Funding; Section 3:
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 of 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.
- ◇ The Board will schedule replacement of its major operational equipment (computers, telephone equipment, printers/fax machines/copiers), so as to maximize efficiency within reasonable fiscal control.
- ◇ By agreement and Board action, Washington County Financial Services acts as the Board's fiscal agent. A small amount of reserves are-is held at Washington County to ensure optimal cash flow for MESB operations.
- ◇ The Board will continue to take advantage of opportunities to make sound investments of its Hennepin County Investment Fund (~~also called Future Projects Fund~~) to maximize investment potential while protecting the fund from volatile fluctuations.
- ◇ Cash balances will be invested in the Hennepin County Investment Fund (also called Future Projects Fund) for reasonable return. Collateral will be held on investments as required in statute.
- ◇ ~~Metropolitan Emergency Services Board~~MESB members shall receive mileage and per diem reimbursements as prescribed in MESB Policy 004 – Per Diem Procedures at a rate established by the Board. Mileage rates shall be consistent with the established Federal rate as published by the IRS.
- ◇ ~~Staff of the Board~~ employees shall receive merit adjustments based on annual performance reviews and in accordance with the annually adopted Dakota County Merit Compensation Plan and annual salary range adjustments made by Dakota County.
- ◇ The Board's fiscal year is the calendar year. The Board adopts an annual budget for the following fiscal year by July 31 each year. The budget is prepared on the modified accrual basis of accounting, which is consistent with generally accepted

Metropolitan Emergency Services Board

Subject: Financial Policies

Number: 005

Effective Date: 07-08-1998

Revision Date: ~~01-13-2016~~ 11-08-2023

accounting principles for fund accounting. Modified accrual basically means that obligations of the Board are budgeted as expenses, but the revenues are recognized only when they are actually received.

- ◇ The Board's financial statements are audited each year by an independent auditor. Financial statements will be produced in accordance with generally accepted principles for fund accounting.

Metropolitan Emergency Services Board

Subject: Invested Funds

Number: 006

Effective Date: 11-23-1992

Revision Date: ~~01-13-2016~~11-

08-2023

The Hennepin County Investment Fund (~~also called Future Projects Fund~~) reserves shall be retained by the Board in a separate invested fund and kept in an escrow account to be used for any purposes the Board deems appropriate and in concert with the mission of the Metropolitan Emergency Services Board (MESB).

The Washington County reserve funds ~~have been~~ accumulated over several years of budgeted but not expended funds and carried from year to year.

Application of interest for the Washington County reserve funds is generally made ~~on the basis of~~ based on the size of each division's (Administration, 9-1-1, Radio and EMS) balance; the Hennepin County Investment Fund is accounted for in the General Fund balance, formerly known as the Administrative Fund.

The Hennepin County Investment Fund is to be used for any purpose the Board deems appropriate to carry out its mission. A portion of the Hennepin County Investment Fund is used to pay for installation and/or one-time costs related to the 9-1-1 system. This portion of the fund was derived from the former Metropolitan 9-1-1 Board's settlement with US West. The Washington County reserve funds may be used for any purpose the Board deems appropriate for operational need. Interest accrued on the Hennepin County Investment Fund shall be applied to the Hennepin County Investment Fund; interest accrued on the Washington County reserve funds shall be applied to each division calculated by Washington County based on the fund balance.

MESB staff shall review annually, after the annual financial audit, the unexpended fund balance at Washington County and will determine what, if any, amount will be transferred to the Hennepin County Investment Fund.

Metropolitan Emergency Services Board

Subject: Travel Authorization, Advanced Funds, and Reporting

Number: 007

Effective Date: 07-08-1998

Revision Date: 11-08-2023

The purpose of this policy is to establish procedures for requesting authorization to travel, to prescribe reporting and accounting procedures, and to provide a means for an employee or a Board member to receive advanced funds for travel.

The Board will pay or reimburse the individual (Board member or employee) who travels for or on behalf of the Board for all reasonable and necessary costs of required travel, subject to the provisions of this Instruction. All out-of-town or out-of-state travel by Board members or the Executive Director, for the purpose of attending meetings or conferences or to conduct other business of the Board must be approved by the Board. The ~~Metropolitan Emergency Services Board shall approve all travel through the annual budget process. Prior to registering for conferences/meetings and making other arrangements for travel, the Executive Director must submit to the Board for approval a Travel Request; once the Board approves the Executive Director's request for travel, the Executive Director may make logistical travel arrangements.~~ The Executive Director, or in the absence of the Executive Director, the Chairperson of the Board, must approve all employee travel, prior to travel.

APPROVED EXPENSES

Transportation

Coach air travel is ~~considered~~ standard for out-of-state travel. Flights are to be booked no less than 60 days prior to travel. Airport parking is an approved expense. Employees may park at Park 'n Fly, Park'n Go, or EZ Park; self-park, uncovered parking is the only eligible expense. If an employee chooses to park in a higher rate class, the employee is responsible for the difference in rate.

Use of a personal automobile for long distance travel may be approved by the Executive Director (or the Chair of the Board for travel by a Board member or the Executive Director) provided that the total cost of mileage during travel between home and the destination does not exceed the cost of coach air travel. Requests to use a personal vehicle shall be made in writing to the Executive Director no less than 60 days prior to travel and should include a cost estimate of mileage reimbursement. When a personal automobile is used for out-of-state travel, reimbursement will be made at the current mileage rate in effect at the time of travel and will not exceed the cost of coach air fare to the destination, no later than 60 days prior to travel. Mileage reimbursement will be computed ~~on the basis of~~based on the most direct route from the Board offices to the travel destination and return. If an employee chooses to drive rather than fly, hotel parking charges will only be reimbursed up to the amount of long-term airport parking charges at the locations listed above.

Transportation to and from the air terminal is considered part of travel cost. Reimbursement for airport transportation, and any other required local travel, will be made only upon presentation of a dated receipt.

If it is expedient or more convenient to rent a car at the travel destination, reimbursement will be made for business related rental car costs only. Rental car requests must be made and approved by the Executive Director (or the Chair of the Board for travel by a Board member or the Executive Director) 30 days prior to travel.

Metropolitan Emergency Services Board

Subject: Travel Authorization, Advanced Funds, and Reporting

Number: 007

Effective Date: 07-08-1998

Revision Date: 11-08-2023

Lodging

Hotel or motel ~~accommodations~~ accommodation charges are ~~to be~~ appropriate ~~to the purposes of the travel~~ expenses. Receipts are required for all reimbursement for lodging and such receipts must clearly show the room charges and any other fees or charges. If family members accompany employees on approved travel, the receipt must clearly show the single room rate and reimbursement will be made at the single room rate. Employees are responsible for the difference between single and double occupancy, or higher, rates.

Meals

Meals with an overnight stay shall be reimbursed at the per diem equal to the IRS allowable amounts as determined by the General Services Administration (GSA) Meals and Incidental Expense (M&IE) rate ~~(www.gsa.gov/mie)~~. The M&IE rate includes meal taxes and tips.

Note: Travel days may not be eligible for full day per diem depending upon the departure time at the beginning of the travel, or the arrival time at the end of the travel. And in the event that meals are included in ~~the an event~~ registration fee, charges or per diem for those meals shall not be reimbursable. Below is an example on how to break down a daily per diem:

Breakfast	20%
Lunch	30%
Dinner	50%

Reimbursement claims for meals will be only for Board members, employees or representatives of the Board. No alcohol will be reimbursed.

If meals are paid for via the Board's credit card, those expenses are subject to the Board's Credit Card Policy 013. Receipts are required for all expenses, including a copy of the itemized expense receipt. Employees and Board members shall be mindful that meal expenses when using the Board's credit card shall not exceed the amount allowed by the per diem. If using the Board's credit card for meals, employees shall not claim per diem for meals for that travel event.

Other Expenses

All other costs which are necessary for carrying out the purposes of the travel must be itemized on the request for reimbursement. Individual expenses which exceed \$10.00 require a dated receipt if reimbursement is requested. If the Board's credit card is used for these individual expenses, receipts will be required, including a copy of the itemized receipt, per the Board's Credit Card Policy 013.

REIMBURSEMENT REQUESTS

Employees, including the Executive Director, shall submit Travel Expense Reports for all travel. All ~~reimbursement requests~~ Travel Expense Reports shall be submitted to the Executive Director for approval and payment no later than the month following when they were incurred (the Executive Director's travel reports must be submitted in the same time period but shall be approved by either the Treasurer or Board Chair). Any reimbursement request which is submitted after the end of the month following the occurrence of the expense may be denied.

Metropolitan Emergency Services Board

Subject: Travel Authorization, Advanced Funds, and Reporting

Number: 007

Effective Date: 07-08-1998

Revision Date: 11-08-2023

All reimbursements requests must include receipts for all claimed expenses except for meal per diem.

PROCEDURES

Approval

The ~~Metropolitan Emergency Services Board~~ MESB shall approve all travel through the annual budget process. The Executive Director, or in the absence of the Executive Director, the Chairperson of the Board, must approve all employee travel, prior to travel. All ~~unbudgeted~~ out-of-town travel must be approved by the Board for Board members and for the Executive Director. The Executive Director, or in absence of the Executive Director, the Chairperson of the Board, must approve unbudgeted travel for all other employees prior to date of travel.

All approvals will be recorded by using the Request for Travel Authorization & Advance form which will include: the beginning and ending date of the travel, the destination, the per diem rate, and an estimate of the total cost of the travel along with a statement as to the reason for the travel.

If registration or other costs must be pre-paid with Board funds, the amount and reason shall be noted on the Request for Travel Authorization & Advance form.

Travel Expense Report

All expenditures from advanced funds and all expenditures for which reimbursement is claimed must be described in detail on the Travel Expense Report.

Metropolitan Emergency Services Board

Subject: Travel Authorization, Advance Funds, and Reporting

Number: 007

Effective Date: 07-08-1998

Revision Date: 11-08-2023

Travel Expense Report

Employee:	
Purpose of travel:	
Destination:	

Beginning Date Of Travel	Ending Date Of Travel
-----------------------------	--------------------------

	Day									
	Month									
	Date									TOTALS
Transportation										
Hotel										
Breakfast										
Lunch										
Dinner										
Cab Fare										
Telephone & other										
Registration										
TOTALS										

Total expenses itemized above	
Total expenses prepaid with Board funds	
Total expended by employee	
Enter the amount of the travel advance	
Amount due to claimant	
Amount of advance to be returned.	

By my signature, I hereby certify that this claim
is just and correct and that no part has been paid.

Submitted By: _____

Date: 02-18-99

Approved By: _____

Date: _____

The Travel Expense Report must be submitted within thirty (30) days of the return from travel. If the amount of the advance exceeds the amount reported in the Travel Expense Report and approved by the Executive Director, the balance must be returned to the Board at the time the Travel Expense Report is submitted.

All requests for reimbursement must be substantiated by signed receipts except as noted herein. Receipts must be dated and contain the name of the person or firm to whom payment was made. Cash register receipts or charge card forms are acceptable. Receipts that include charges for other individuals will not be accepted except as provided herein.

No Free Travel through Vendors

Metropolitan Emergency Services Board

Subject: Travel Authorization, Advanced Funds, and Reporting

Number: 007

Effective Date: 07-08-1998

Revision Date: 11-08-2023

No employee or Board member involved with evaluation, recommendation or approval of Board purchases shall accept free transportation or lodging from any person, firm or corporation where such transportation or lodging is for participation in vendor marketing activities. Where such activities require use of the vendor's corporate transportation or lodging facilities, fair value reimbursement by the Board is required. Participation in such activities requires advance approval by the Executive Director for employees and by the Board Chair for Board members and the Executive Director. This policy is not meant to limit participation, where appropriate, in vendor sponsored seminars and education related activities or in product marketing activities where automobile travel or a meal is provided.

Metropolitan Emergency Services Board

Subject: Use of Board Issued Credit Card

Number: 013

Effective Date: 2-13-2002

Revision Date: ~~01-13-2016~~ 11-08-2023

PURPOSE

To establish procedures and guidelines for the appropriate use of Metropolitan Emergency Services Board (MESB) issued credit cards.

ALLOWED USE BY BOARD EMPLOYEES

The Executive Director shall determine appropriate staff members to be issued ~~MESB Emergency Services Board~~ issued credit cards. ~~The Metropolitan Emergency Services Board~~ MESB may issue credit cards to employees for the purpose of facilitating Board authorized expenses.

Upon issuance of an MESB Board issued credit card, employees shall execute an Agreement for Use of MESB Credit Card. Employees will not be issued a credit card if an agreement is not executed.

APPROVED EXPENDITURES

Travel expenses which are authorized under ~~the Metropolitan Emergency Services Board Travel~~ MESB Policy, 007 – Travel Authorization, Advanced Funds and Reporting, shall be considered an appropriate use of the Board issued credit card. This includes air transportation, meals, lodging and other related travel expenses s while on Board approved travel.

Purchase of ~~Metropolitan Emergency Services Board~~ MESB hardware, software, office equipment, reference materials or report services, or other pre-approved offices expense or meeting related expenses is also allowed.

Credit cards shall not be used for cash advances or personal expenses for any reason.

DOCUMENTATION

Employees must submit receipts for all credit card expenditures as soon as practical following the expense in order that they may be reviewed prior to payment of the credit card bill. ~~If an employee has misplaced or neglected to get a receipt for a credit card charge they must fill out~~ complete and submit a missing receipt affidavit. The missing receipt affidavit is required for every missing receipt and the Executive Director must sign ~~off on~~ the form. Use of the missing receipt affidavit should be infrequent.

Employees shall request written pre-authorization to use the Board issued credit card when it is being used other than for Board approved travel. ~~Written pre-approval from the Executive Director shall be required. This written approval shall be attached to all credit card charge receipts.~~ Employees shall submit a written request for expenditure to the Executive Director via email; the Executive Director shall reply with approval. This documentation shall be saved by employees for proof of authorization.

EXPENDITURE LIMITS

~~No credit card charge or balance shall exceed \$5,000~~ The Executive Director shall determine the appropriate expenditure maximum for each MESB issued credit card depending on the requirements of each employee's position. Employees may not charge

Metropolitan Emergency Services Board

Subject: Use of Board Issued Credit Card

Number: 013

Effective Date: 2-13-2002

Revision Date: ~~01-13-2016~~ 11-08-2023

or carry a balance which exceeds that limit. The Executive Director shall have the highest card limit due to purchases which may need to be made for the entire office.

VIOLATIONS

Employees found to have engaged in ~~unapproved~~ unauthorized use of the Board issued credit card may be disciplined appropriately, up to and including termination.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 11, 2023

Agenda Item:

**7B. Approval of 2024 MESB
Legislative Platform**

Presenter:

Rohret

RECOMMENDATION

Staff recommend the Executive Committee recommend approval of the 2024 MESB legislative platform.

BACKGROUND

In past years, the Metropolitan Emergency Services Board developed a legislative agenda, which was approved by the board. The agenda is traditionally MESB staff and MESB lobbyists' best estimation of items which may arise during the legislative session.

ISSUES & CONCERNS

The 2024 Minnesota Legislative session begins on February 12, 2024.

This year, in consultation with the MESB lobbyists from Larkin Hoffman, the format of the MESB's legislative priorities was changed to a legislative platform. Specific bills which have already been introduced in the 2023 session are included.

The legislative platform allows for more flexibility to express MESB support or opposition as new bills are introduced. The platform consists of broader policy statements and priorities. At the bottom of the document are specific issues or bills, which will also include information on whether the Board supports or opposes a particular issue.

The 9-1-1 Technical Operations Committee recommends the Board include support for the proposed public safety telecommunicator training and certification legislation. A summary of the 9-1-1 TOC's discussion is included in the meeting materials. It should be noted that this was already included in the legislative platform.

The Executive Director and the MESB lobbyists will actively monitor bill introductions and will submit letters of support to committees and additional lobbying efforts in accordance with this platform.

FINANCIAL IMPACT

No direct impact except for staff time at the Capitol.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board (MESB) supports public safety for the residents of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, and Washington Counties. This support includes oversight and management of the metropolitan portion of the ARMER radio system; oversight and management of the regional 9-1-1 network and system; and coordination of the regional EMS system.

LEGISLATIVE PLATFORM

9-1-1: To ensure that the state's 9-1-1 systems delivers the kind of accurate and timely service that the residents of Minnesota expect, the MESB supports:

- Adequate funding to support the county and municipal operation of public safety answering points (PSAPs) and the transition to Next Generation 9-1-1, including funds for on-going GIS data maintenance;
- Updates to the 9-1-1 statutes (Minnesota Statutes Chapter 403) to reflect 9-1-1 network and operational requirements in a Next Generation 9-1-1 system;
- Changes to the employment classification of public safety telecommunicators from clerical to protective services occupations;
- Adoption of training requirements and a certification process for public safety telecommunicators; and
- Funding to implement indoor mapping of K-12 schools to support accurate 9-1-1 caller location during active assailant situations.

Allied Radio Matrix for Emergency Response (ARMER): To ensure that all first responders and others engaged in public safety projects are able to communicate in a secure and reliable manner, the MESB supports:

- Adequate funding to support implementation of Advanced Encryption Standard (AES) level encryption, including radio purchase and programming costs;
- Funding to support the purchase and installation of distributed antenna systems in K-12 schools to support ARMER penetration into the schools in the event of active assailant situations; and
- Adequate funding to support the purchase, installation, upgrades, and maintenance of the ARMER system by all system owners.

Emergency Medical Services (EMS): To ensure the administration of a coordinated EMS system in the metropolitan region, the MESB supports:

- Long-term, sustainable funding for regional EMS programs, including funds to augment the declining funds derived from seatbelt fines.
- Retention of current EMS regional programs under the Emergency Medical Services Regulatory Board (EMSRB), rather than moving them to the Minnesota Department of Health.

Regional Emergency Communications Boards/Statewide Emergency Communications Board (SECB): To ensure the administration of a statewide emergency communication system, the MESB supports:

- Funding allocations to support regional emergency communications/services board governance, in support of SECB activities.
 - Open transparent, and robust governance by the SECB over public safety communications systems.
-

2024 LEGISLATIVE AGENDA

The Metropolitan Emergency Services Board has adopted the following positions as its legislative agenda for the 2024 legislative session.

- **Support Investments in ARMER System (H.F. 1075/S.F. 1576):** Build on the \$4 million allocated in 2023 and dedicate additional state dollars towards grants for the purchase of public safety radios consistent implementation statewide of AES Encryption.
- **Support/Oppose EMSRB Conversion (H.F. 2423):** Replace the EMSRB with a cabinet-level Department of Emergency Medical Services.
- ~~**Support Modernization of 9-1-1 Statute (Bill Numbers TBD):** Support the Minnesota Department of Public Safety's legislation to modernize the current 9-1-1 statutes to support Next Generation 9-1-1 networks and technology.~~
- **Support/Oppose Certification of Telecommunicators (Bill Numbers TBD):** Support legislation establishing new uniform standards for training and certifying public safety telecommunicators (PSTs).



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 11, 2023
Agenda Item: 7B. 9-1-1 TOC Approval of Public
Safety Telecommunicator Training/Certification
Presenter:

RECOMMENDATION

The 9-1-1 TOC recommends to the Board that it supports the public safety telecommunicator (PST) training and certification legislation as part of its legislative priorities.

BACKGROUND

A legislatively mandated statewide workgroup of stakeholders completed and submitted a [Final Report](#) on January 15, 2022, to the chairs and ranking minority members of the legislative committees with jurisdiction over public safety policy and finance regarding training and certification of PSTs. This report fulfilled the statutory requirements by including the following recommendations:

1. Statutory definition of 9-1-1 telecommunicators.
2. Minimum training and continuing education standards for certification of 9-1-1 telecommunicators.
3. Standards for certification of 9-1-1 telecommunicators.
4. Funding options for mandated 9-1-1 telecommunicator training.
5. Best practices in incident response command structure for Minnesota's first responders.

ISSUES & CONCERNS

It is anticipated that during the 2024 legislative session a bill will be introduced to implement the report's findings. The Statewide Emergency Communications Board (SECB) NG9-1-1 Committee seeks support for this legislation from public safety agencies and stakeholders – see attached.

FINANCIAL IMPACT

No direct impact except for staff time at the Capitol.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MINNESOTA STATEWIDE EMERGENCY COMMUNICATIONS BOARD

September 12, 2023

RE: Stakeholder support for Minnesota Public Safety Telecommunicator (PST) Training and Certification

Since the first 9-1-1 call was placed in 1968, work performed by Minnesota's Public Safety Telecommunicators (PSTs) has evolved significantly given increasing technology sophistication and ever greater public expectations regarding the level and quality of service they receive. Surprisingly, there are no statewide training and certification requirements governing the 'first, first responders' who staff Minnesota's 103 Public Safety Answering Points (PSAPs). While the Minnesota Legislature has established requirements for other public safety disciplines (law enforcement, fire, emergency medical service, etc.), Minnesota is one of the few remaining states in the nation that has yet to pass legislation to define minimum training and certification requirements for PSTs.

To explore the need for PST training and certification requirements in Minnesota, legislation was passed in the 2021 session to create a '9-1-1 Telecommunicator Working Group' consisting of representatives from Minnesota's 9-1-1 stakeholder community. This working group was tasked with submitting a report that included recommendations related to a statutory definition of 9-1-1 telecommunicators, minimum training and continuing education standards for certification of 9-1-1 telecommunicators, standards for the certification of 9-1-1 telecommunicators, funding options for mandated 9-1-1 telecommunicator training, and other recommendations that the working group deems appropriate.

The working group completed the Legislature's authorized task on December 21, 2021, and submitted their [final report](#) to the Legislature on January 15, 2022.

With the Legislature's submitted report, the Statewide Emergency Communication Board (SECB) formed a working group consisting of members from the SECB Legislative Committee; the SECB Next Generation (NG) 9-1-1 Committee; and other key stakeholders from the 9-1-1 community to develop proposed PST training and certification legislation for introduction during the upcoming 2024 legislative session. The product of that work is a roadmap document enclosed with this letter.

When they place a 9-1-1 call, Minnesotans expect, and deserve, consistent, high quality emergency services. Implementing training and certification requirements for Public Safety telecommunicators is an essential element of meeting those expectations.

Key legislators in the house and senate are prepared to introduce PST training and certification in the upcoming 2024 legislative session. To demonstrate broad stakeholder support for this initiative, I encourage you to contact your local house and senate representatives to discuss the importance of passing this legislation in the upcoming 2024 session. I also encourage you to provide a letter of support that I can present, on behalf of the SECB, to our legislative leaders. Broad based support from the entire 9-1-1 stakeholder community will help ensure that legislation is enacted to ensure that Minnesota's "first, first responders" have the knowledge, skills, and training necessary to navigate their highly technical and challenging role in providing emergency services to Minnesota's community members, visitors, and public safety partners.

Please send your letters of support to me via e-mail at: darlene.pankonie@co.washington.mn.us

Darlene Pankonie

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

SECB NG9-1-1 Committee Chair



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 11, 2023
Agenda Item: 7C. Approval of Increase to Executive Director Signing Authorization
Presenter: Rohret

RECOMMENDATION

Staff recommend the Executive Committee recommend approval of increasing the Executive Director's signing authorization limit from \$10,000.00 to \$15,000.00.

BACKGROUND

Since at least the mid-1990s, the Executive Director of the Metropolitan Emergency Services Board (also formerly known as the Metropolitan 9-1-1 Board) has had a maximum dollar figure signing limit for purchases and contracts.

The Executive Director hired in 1995 (and retired in 2007) had at least four different employment agreements, each of which listed her signing limit as \$5,000.00.

At its October 12, 2005 meeting, the Board approved increasing the Executive Director's signing limit to \$10,000.00, due to an increasing number of expenses, often related to the board's ARMER duties, which were over \$5,000.00.

ISSUES & CONCERNS

MESB now has regular expenses which exceed \$10,000.00. Some of these are ARMER lease payments; other expenses include regular monthly credit card payments which exceed \$10,000.00. For some expenses/invoices, the delay in getting the Board Treasurer or Chair's signature to pay these bills may result in past due payment fees. Increasing the limit by an additional \$5,000.00 will provide the ability to process invoice payments timely and without late payment fees.

FINANCIAL IMPACT

Approval of this increase will reduce the amount of late payment fees the MESB pays.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 11, 2023
Agenda Item: 7D. Discussion: Change to
2023 MESB Treasurer in November
Presenter: Rohret

RECOMMENDATION

None; this is a discussion item only.

BACKGROUND

Annually, in January, the MESB officers rotate in accordance with the Joint Powers Agreement, the MESB's bylaws, and the Board's governance policies.

For 2023, the officers were approved as:

Chair: Isanti County (Mike Warring)
Vice-Chair: Ramsey County (Trista Martinson)
Secretary: Carver County (Gayle Degler)
Treasurer: City of Minneapolis (Andrew Johnson)

ISSUES & CONCERNS

Council Member Andrew Johnson's term expires December 31, 2023; he did not seek re-election. As such, he has pursued other employment opportunities and begins his new position outside city government on October 10; he will not be able to attend the remaining MESB meetings in 2023. He will remain as a City Council Member until November 21, 2023, and is happy to continue to serve as the MESB Treasurer, including approving expenses and financial reports, until mid-November or until Minneapolis' new appointment is sworn-in.

The City of Minneapolis intends to appoint Council Member Linea Palmisano to fill the Minneapolis position through 2023; the appointment is scheduled for October 19, though it must be signed by the mayor prior to being official. The timing of this appointment is unknown at the time of this writing.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL