



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

October 9, 2019, 10:00 a.m.

1. **Call to Order** – Board Chair, Commissioner Fran Miron
2. **Approval of Agenda** – Commissioner Miron
3. **Approval of June 12, 2019 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Amendments to LifeLinkiii ARMER Participation Plan **(page 7)**
5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services – None
6. **EMS Items** – Ron Robinson, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval to Allow PERA Phased Retirement Option (PRO) for MESB Staff **(page 9)**
  - B. Approval of MESB 2020 Legislative Agenda **(page 15)**
  - C. Discussion: 2020 MESB Meeting Schedule – November Board Meeting **(page 19)**
8. **Old Business** – None
9. **New Business – CLOSED MEETING for Performance Evaluation**
  - A. 2019 Executive Director Performance Review – Commissioner Miron
10. **Adjourn**



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

October 9, 2019, 10:00 a.m.

### *Metropolitan Emergency Services Board Members*

#### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

#### Carver County

Commissioner Gayle Degler  
Commissioner Jim Ische\*

#### Chisago County

Commissioner George McMahon\*

#### City of Minneapolis

Council Member Andrew Johnson\*

#### Dakota County

Commissioner Tom Egan\* (2019 Secretary)  
Commissioner Mary Liz Holberg

#### Hennepin County

Commissioner Irene Fernando\* (2019 Treasurer)  
Commissioner Jeff Johnson

#### Isanti County

Commissioner Greg Anderson\*

#### Ramsey County

Commissioner Trista MatasCastillo\* (2019 Vice Chair)  
Commissioner Jim McDonough

#### Scott County

Commissioner Dave Beer  
Commissioner Tom Wolf\*

#### Sherburne County

Commissioner Felix Schmiesing\*

#### Washington County

Commissioner Wayne Johnson  
Commissioner Fran Miron\* (2019 Chair)

\*Denotes Executive Committee member

# METROPOLITAN EMERGENCY SERVICES BOARD

## EXECUTIVE COMMITTEE MEETING MINUTES

June 12, 2019

### Commissioners Present:

Greg Anderson, Isanti County

Tom Egan, Dakota County

Irene Fernando, Hennepin County-**absent**

Mike Gamache, Anoka County-**absent**

Jim Ische, Carver County

Andrew Johnson, City of Minneapolis-**absent**

Trista MatasCastillo, Ramsey County

George McMahon, Chisago County

Fran Miron, Washington County

Tom Wolf, Scott County

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

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

### 1. Call to Order

The meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Fran Miron.

### 2. Approval of June 12, 2019 Agenda

*Motion by Commissioner Ische, seconded by Commissioner Wolf to approve the June 12, 2019 Executive Committee agenda. Motion carried.*

### 3. Approval of April 10, 2019 Executive Committee Minutes

*Motion by Commissioner Wolf, seconded by Commissioner Egan to accept the April 10, 2019 Executive Committee minutes. Motion carried.*

### 4. Radio Items

#### A. Approval of Amendments to Metro Radio Standards

- i. Standard 1.8.0 – Moves, Additions & Changes
- ii. Standard 1.8.1 – Bi-Directional Amplifiers
- iii. Standard 3.28.1 – METEM
- iv. Standard 3.42.0 – RVRHAIL OPS
- v. Standard 7.2.0 – Response to Non-Compliance
- vi. Standard 7.3.0 – Appeals Process

Tracey Fredrick said the amendments are minor language or formatting changes which are being recommended by the Radio Technical Operations Committee (TOC).

*Motion made by Commissioner McMahon, seconded by Commissioner Ische to approve amendments to Metro Radio Standards 1.8.0, 1.8.1, 3.28.1, 3.42.0, 7.2.0 and 7.3.0. Motion carried.*

#### B. Approval of Deletion of Metro Radio Standards

- i. Standard 3.8.0 – LE & IR Nationwide Channels for Interoperability
- ii. Appendix 3 – Master Fleetmap Matrix

Fredrick said the Radio TOC recommends the deletion of Metro Radio Standard 3.8.0 because the content is covered under a state standard and Appendix 3 because it is out of date and no longer needed.

*Motion made by Commissioner Anderson, seconded by Commissioner Egan to approve deletion of Metro Radio Standards 3.8.0 and Appendix 3. Motion carried.*

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## **C. Approval of Waiver for Edina Police & Fire Departments**

Frederick stated that the City of Edina includes four full-time firefighters on its SWAT team. The City requests a waiver to those four Edina firefighters to have access to the encrypted LE talkgroups in their radios, which are by standard for use only by law enforcement users, to be used only when they are working in a SWAT team capacity.

*Motion made by Commissioner McMahon, seconded by Commissioner MatasCastillo to approve Edina Police and Fire Departments waiver. Motion carried.*

## **D. Appointment of New Metro Representatives to SECB Land Mobile Radio (LMR) Committee**

Fredrick said that the MESB representative to the SECB LMR Committee, John Gundersen, is retiring this month. The Radio TOC recommends Nate Timm of Washington County Sheriff's Office, who is the current alternate to that committee, to become the region's primary representative, and Mike Mihelich of Ramsey County Emergency Communications Center, as the alternate.

*Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve appointment of new representatives to SECB LMR Committee. Motion carried.*

## **5. 9-1-1 Items – None**

## **6. EMS Items**

### **A. Recommendation of Metro Region Representative to Emergency Medical Services Regulatory Board (EMSRB)**

Jill Rohret said staff recommends approval of a letter to the Governor which recommends a Metro Region EMS representative to the Emergency Medical Services Regulatory Board (EMSRB), based on a recommendation from the EMS TOC, which will meet on June 18. The EMS TOC will recommend one of the four applicants for the seat. Because the Governor's Office will make appointments for the EMSRB by June 30, 2019, staff recommends this letter be approved at today's MESB meeting, with the name to be inserted after the EMS TOC meeting.

*Motion made by Commissioner Egan, seconded by Commissioner Anderson to approve the letter to the Governor making a recommendation to fill the Metro Region position on the EMSRB. Motion carried.*

### **B. Acceptance of FY2020-2021 EMSRB Grants**

Ron Robinson said staff recommends the Executive Committee recommend acceptance of the FY2020-2021 EMSRB Emergency Medical Services Fund and Emergency Medical Services Relief Account Grants for the Metropolitan Regional EMS System. These two grants are awarded based on responses to an EMSRB RFP. The budgets for the grants were approved by the Board at its May 2019 meeting.

*Motion made by Commissioner McMahon, seconded by Commissioner MatasCastillo to recommend acceptance of the FY2020-2021 EMSRB Grants. Motion carried.*

## **7. Administrative Items**

### **A. Approval of 2020 Operational Budget and 2020-2024 Capital Budget**

Rohret presented the proposed MESB 2020 operational budget and 2020-2024 capital budget. For the operational budget, there is overall a 6.5 % increase, however, there is only a 1% increase in assessments. The primary reason for the increase is the additional GIS Specialist

## METROPOLITAN EMERGENCY SERVICES BOARD

position approved by the Board in January 2019 and expenses related to that position. The budget includes a 4% merit increase for staff as was recommended by the Executive Committee at its April 2019 meeting. Benefits, travel, subscriptions and training increased, primarily because this is the first budget to include the new GIS Specialist. The Hennepin County Investment Fund covers 4/5 of the salary and benefits for the new position in 2020.

The Professional Contract Services decreased due to hiring of a former contractor for the GIS Specialist position.

Rent decreased due to budget incorporating a contribution from EMS, which is something that hasn't been included in recent past budgets.

The Communications and Equipment line items also decreased, as the cycle of replacement of MESB computers is complete for the time being.

Insurance decreased based on actual expenses. The Other Operating Expenses line decreased by 63% as it has been rarely used and these sorts of expenses are covered by contingency funds.

The 2020 budget includes \$17,500 in interest revenue to help reduce the assessment increase. The amount is only a portion of the interest earned at Hennepin County. Additionally, anticipated insurance dividends in the amount of \$6,000.00 are included in the budget which assist in reducing assessment increases.

The 2020 Operational Budget results in a 1.10% (\$14,163.00) increase in assessments in 2020. The effect on assessment amounts varies by county/city. Minneapolis' assessment went down because radio administration budget expenses decreased and many other budget changes were in the 9-1-1 area, which is paid entirely by Hennepin County.

Rohret confirmed both budgets will go before the full board in July. Counties have to be notified of assessment totals by August 1, 2019. If there is an opportunity to reduce assessments, it would come back before the full board in November.

The five-year Capital Budget looks very similar to the 2019-2023 Capital Budget approved in 2018. She noted that the software defined wide area network project which was supposed to begin in 2018 was delayed due to the August 1 9-1-1 service disruption and the state's decision to go out for RFP earlier than anticipated.

Rohret noted that there will be network related expenses in 2020 as the MESB will transition to Windows 10. This could possibly result in costs for updates to the AV equipment, which is included in the capital budget.

9-1-1 line items include the network design and transition plan. Timing cannot be identified yet, as it must be coordinated with the State of Minnesota. Cache radio replacement will be completed in 2019 but will be added again in the future as the life of a portable radio is 7-10 years.

Rohret noted that the MESB requested \$150,000 in grant funds from the national 9-1-1 grant through Emergency Communication Networks to further 9-1-1 GIS data and maintenance work and processes.

*Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve 2020 Operational and 2020-2024 Capital Budgets. Motion carried.*

(The 2020 Operational Budget and Capital Budget will be individual agenda items on the July Board agenda.)

### **B. Appointment of new MESB Representative to SECB Finance Committee**

## METROPOLITAN EMERGENCY SERVICES BOARD

Rohret said that former Ramsey County Commissioner Huffman had been the MESB Representative to the SECB Finance Committee for a number of years. His resignation from the Ramsey County Board means a new MESB representative to the committee is needed. Rohret is the alternate and will be attending the June and July meetings. This can be determined by the full board in July. She feels it is necessary to have a board member as the representative. It is a monthly phone meeting.

*Motion made by Commissioner Egan, seconded by Commissioner Wolf to recommend approval of Commissioner McMahon as the MESB Representative to the SECB Finance Committee. Motion carried.*

### **8. Old Business – None**

### **9. New Business**

#### **A. August 2019 Executive Committee meeting**

*Motion made by Commissioner MatasCastillo, seconded by Commissioner McMahan to cancel the August 2019 Executive Committee meeting. Motion carried.*

Commissioner Miron noted there will be two new Anoka County Commissioners and one Ramsey County Commissioner sworn in at the July meeting.

### **10. Adjournment**

Meeting adjourned at 10:30 a.m.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** October 9, 2019  
**Agenda Item:** 4A. Approval of ARMER Participation Plan  
Amendment for LifeLinkiii  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of the amendment to LifeLinkiii's ARMER participation plan.

### **BACKGROUND**

LifeLinkiii has been a user on the ARMER system since 2004. They began with 20 radio IDs and four talkgroups in 2004. LifeLinkiii continues to be a small user on the ARMER system but is expanding its operations.

### **ISSUES & CONCERNS**

LifeLinkiii is requesting an amendment to its ARMER participation plan to add 10 radio IDs and 3 talkgroup IDs. LifeLinkiii is currently experiencing an expansion of its services, primarily due to its helicopter operations. LifeLinkiii is also beginning a replacement program for their portable radios, so the additional IDs and talkgroups will allow it to continue service while radios are down for maintenance. The system administrator for LifeLinkiii has spoken with MnDOT, and MnDOT saw no issues with the additions.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

## Tracey Fredrick

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**From:** Paul J. Eaton <pjeaton@lifelinkiii.com>  
**Sent:** Thursday, September 12, 2019 11:29 AM  
**To:** Tracey Fredrick  
**Subject:** RE: Metro Radio TOC

Hi Tracey,  
Thank you for your help. Let me know if you need anything else.

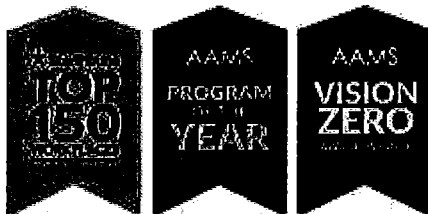
This is the email I sent to the LMR Committee.  
ARMER LMR Committee,

Life Link III is requesting 10 additional radio ID's and 3 talkgroups on the ARMER system.

The reason for this request is to facilitate an expansion in services we provide. We have also initiated a portable radio replacement program allowing us to have portable radios that can be placed in service while others are in maintenance or to be used for public relation events and helicopter landing zone training.

Respectfully submitted

**Paul Eaton – ACS, CFC, CCS, CTO**  
Communication Center Lead  
Dispatch: 800-328-1377  
Fax: 612-638-4970  
Mobile: 763-498-4892  
3010 Broadway St NE  
Minneapolis, MN 55413  
[pjeaton@lifelinkiii.com](mailto:pjeaton@lifelinkiii.com)



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**From:** Tracey Fredrick [mailto:tfredrick@mn-mesb.org]  
**Sent:** Wednesday, September 11, 2019 6:47 AM  
**To:** Paul J. Eaton <pjeaton@lifelinkiii.com>  
**Subject:** Metro Radio TOC

**CAUTION:** This email originated from outside of Lifelink III. **DO NOT CLICK** links or open attachments unless you recognize the sender and know the content is safe.

Good morning Paul,





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**October 9, 2019**

**Agenda Item:**

**7A. Approval to Implement PERA  
Phased Retirement Option**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

The Executive Director recommends the Executive Committee recommend approval to allow implementation of the PERA Phased Retirement Option (PRO) for desiring eligible employees.

### **BACKGROUND**

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

### **ISSUES & CONCERNS**

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

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

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

Currently, the MESB has four staff members approaching the retirement age. It may be beneficial to allow the subject matter experts the ability to enter into a PRO agreement to allow for adequate knowledge transfer to future MESB employees which are hired to work in the subject matter areas.

### **FINANCIAL IMPACT**

The MESB would have to enroll the participating employee in PERA's exempt plan and report these individuals on the salary deduction report. The MESB would also have to report once the phased retirement agreement has been concluded or when the employee fully retires.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

## Phased Retirement Option (PRO)

The Special Session of the 2019 MN Legislature implemented PERA's Phased Retirement Option (PRO) as a permanent program that employers can choose to offer to eligible employees. The PRO was due to sunset effective June 30, 2019. The program creates a flexible environment where employees can transition into retirement, and employers can better navigate the necessary knowledge transfer.

### Eligibility

With their employer's agreement, the PRO allows Basic and Coordinated members of the General Plan to begin collecting a PERA benefit as early as age 62 while working a reduced schedule. The employee must have worked more than 1,044 hours in each of the five preceding years.

The PRO agreement form has been updated on our website under *Members > Retirement Planning*. New participants must enter into a PRO agreement prior to terminating employment, and PERA must receive the PRO agreement before the PRO begins. Employees who are currently on a PRO are required to work with their employer to submit a new agreement to PERA.

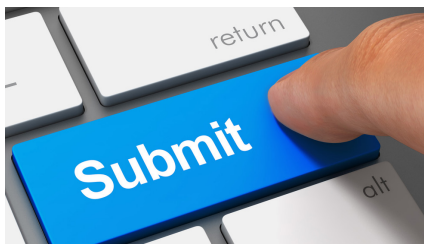
### Requirements

To participate in the PRO, the employee must reduce their schedule by 25% in each pay period and may not work over 1,044 hours in a year. If the allowed hours in a pay period or the maximum hours per year are exceeded, the PERA monthly benefit will be suspended and will not be reinstated until all public employment has been terminated and a continuous separation for 30 days has occurred.

Though there is no longer an annual renewal process, a PRO agreement is for a five-year maximum. During the PRO agreement, employees and employers do not contribute to PERA.

### PRO Reporting Responsibilities

As of 7/1/2019, employers must report PRO earnings and compensated hours under Exempt Plan 99 within 14 days of the end of each pay period. The compensated hours should include hours worked and vacation/sick pay used for an employee based on their agreed upon work schedule. Again, no contributions should be withheld.



The existing Salary Deduction Report (SDR) file format allows Exempt Plan 99 to be reported along with your agencies other contributions. It also allows for reporting of compensated hours as follows:

- Column 161 (+ -) plus or minus
- Column 162-167 compensated hours

These fields remain optional for active members and retirees not participating under the PRO. However, you may choose to add compensated hours for all transactions. If file format changes are required by your agency, you may view the format specifications in Employer Manual – Chapter 9.

### Alternate WEB SDR option

If you or your payroll provider are not able to include the earnings and compensated hours in your regular SDR, you may use ERIS to create a special SDR by selecting New SDR and selecting Exempt Plan only under Plan. Enter the paid date, coverage begin and end date and select Submit. The report will allow you to enter earnings and compensated hours. Left click on Summary/Submit to PERA, then select Submit to PERA to remit the required detail to us. If you need assistance, please contact us at 651-296-3636 option #2

At the end of PRO employment, employers and employees must inform PERA that the employee has terminated from a PRO covered position. A 30-day break in public service is required for the employee in order to continue to qualify for retirement benefits.

## Foreign Citizen Exclusion

The 2019 bill simplified the language relating to PERA coverage for foreign citizens. Foreign citizens who are employed by a governmental subdivision are excluded for the first three years of employment, EXCEPT:

- Employees of Hennepin County or Hennepin Healthcare System, Inc.
- Employees legally authorized to work in the United States for three years or more
- Employees otherwise required to participate under federal law

Currently, those under H1B1 Visas are required to be in the plan if they meet all other eligibility criteria. As an employer, you are responsible to notify PERA of any other federal law that requires participation of a foreign citizen you employ.

The Phased Retirement program creates a flexible environment where members can transition into retirement, and employers can provide the necessary knowledge transfer. If you are age 62 or older, you may be eligible to participate in the Phased Retirement Option (PRO) and start your PERA retirement benefit without terminating your public service position.

## IT IS UP TO YOUR EMPLOYER

Participating in the PRO is at the discretion of your employer and may not be available to all Coordinated and Basic members. Contact your employer for more information. In addition, you should investigate if a reduction of hours may impact other employee benefits.

### PRO REQUIREMENTS

- Active Coordinated or Basic member, not an elected official
- Age 62 or older
- Immediately eligible for a retirement annuity from the General Plan (Coordinated or Basic members)
- Worked at least 1,044 hours in each of the five preceding years in a position covered by PERA
- You must agree to reduce your regular schedule by 25 percent in each pay period under the pro and may not work over 1,044 hours in a one year period
- Not a current PERA benefit recipient
- Not eligible for the state employee Post-Retirement Option program under minn. Stat. §43A.346

### BENEFITS OF THE PRO

- **PERA's termination requirements are waived for your PRO.** You will receive a PERA retirement monthly benefit without terminating your public service position. If you are active in other public service, however, you must follow PERA's termination requirements for these positions to receive your PERA retirement benefit.
- **No member and employer contributions to PERA.** You will no longer contribute to PERA for the employment under the PRO. Since you are receiving your retirement benefit, there is no accrual of service credit or adjustment of the high-five salary for your service under the PRO.
- **No annual earnings limits while working under the PRO agreement.** Your position covered under the PRO will not be subject to PERA's post-retirement earnings limits.

### THE PRO PROCESS

- 1 Contact your employer.** The PRO agreement must be with your same employer, and it is the discretion of your employer to offer the PRO to you.
- 2 Apply for the PRO and retirement benefit.** PERA must receive the PRO agreement before the PRO begins. The PRO agreement replaces the *Verification of Termination* form. All other PERA benefit and application requirements must be met. Your retirement benefit will begin approximately the same time as the PRO employment period.
- 3 During the PRO.** The maximum length of the PRO is five years. You must reduce your regular schedule by 25 percent in each pay period and may not work over 1,044 hours in a one year period during the PRO. Your employer will report your earnings and hours to PERA while working under the PRO.
- 4 End of the PRO agreement.** After completing the PRO, you must terminate your position covered under the PRO. You must have no written/verbal agreement prior to termination of employment to provide services to any public employer as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state.

### COMBINED SERVICE ANNUITY

Please contact a PERA representative if you have service with another Minnesota public pension fund and are considering a PERA Phased Retirement program. Your PERA PRO agreement may impact your eligibility for a combined service benefit.



Your PERA monthly benefit will be suspended if the allowed hours in a pay period or the maximum hours per year are exceeded. The benefit will not be reinstated until all public employment has been terminated, and you have a continuous separation from public employment for 30 days. Please see the PRO agreement for more information.

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **If I enter a PRO agreement, when does my retirement benefit begin?**

Both the PRO agreement and the retirement application materials must be sent to PERA together. Your PERA retirement benefit cannot be deferred while you are employed under the PRO. Your employer will enter the starting date of the PRO employment period on the PRO agreement. Therefore:

- If the PRO employment period starts on the 1st of the month, then your benefit effective date will also be the 1st of the month (same date).
- If the PRO employment period starts on any other day of the month, then your benefit effective date will be the 1st of the following month.

### **When I enter into and begin my PRO agreement, can I take a position with my current employer that is different than my current position?**

Yes, provided all other eligibility criteria and PRO requirements are met.

### **Can a PERA-covered employer other than my current employer offer me a PRO agreement?**

No. The PRO agreement must be entered with your same, current PERA covered employer prior to any termination of employment.

### **Can I work full-time for a certain period and then not work at all for the remainder of a year covered by a PRO agreement?**

No. You must reduce your regularly scheduled hours of work by at least 25% per pay period and not exceed 1,044 hours for the PRO agreement one year period.

- Example 1: if you were scheduled to work 80 hours per pay period prior to the PRO, you may work 40 hours per pay period for the PRO one year agreement.
- Example 2: if you were scheduled to work 80 hours per pay period prior to the PRO, you may not work more than 60 hours in any pay period covered by the PRO for the first 6 months and not work more than 20 hours in any pay period for the remaining 6 months (as you may not work more than 1,044 total hours for the year).

### **If my employer allows me to accrue vacation, sick and holiday leave while working under the PRO, will the hours associated with the leave pay, when taken, count towards the maximum number of hours I may work under the PRO?**

Yes. The hours you take off from work, for which you receive pay, will count towards the maximum number of hours you may work under the PRO agreement.

### **If I currently have employment in more than one position covered by PERA membership and want to continue working for these employers, do I have to enter a PRO with each PERA-covered employer?**

Yes, if you wish to continue employment for each position. To participate under the PRO agreement and also start your PERA pension, you must either:

- Enter a PRO agreement for each position you intend to maintain during the PRO agreement. However, you must reduce each position by at least 25% and total work hours combined under all PRO agreements must not exceed 1,044 hours.
- Terminate the employment not covered by a PRO agreement and remain out of that employment for at least 30 days with no agreement to return.

### **Will I be eligible for disability benefits from PERA if I become disabled while working under a PRO agreement?**

No. By accepting/receiving a retirement benefit, you are no longer eligible for PERA disability benefits.



Public Employees Retirement Association  
60 Empire Drive, Suite 200, St. Paul, MN 55103-2088  
1-800-652-9026 | 651-296-7460 | mnpera.org

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## PHASED RETIREMENT OPTION (PRO) AGREEMENT

The employee and employer must enter into a PRO Agreement prior to the start of the employee's phased retirement employment. The employer and PERA member must complete this form in its entirety. The signed Agreement must be submitted to PERA before the effective date of the PRO and should accompany a completed *Application for PERA Retirement Benefits*.

### Employer

Name of employer offering PRO Agreement PERA Employer No. (6-digits)

Name of individual to be employed under the PRO Agreement Social Security No. (last 4)

Starting date of the PRO employment period

The employee must have a reduced schedule that (1) is a reduction of at least 25 percent of regularly scheduled work hours and (2) does not exceed 1,044 hours. Complete lines 1-3 to determine the allowable number of compensated hours the employee may have in any reporting period under the PRO Agreement.

Normal reporting period for the employee ☐ Weekly ☐ Biweekly ☐ Monthly ☐ Semi-monthly

#### Member must meet BOTH of the following maximum hour criteria:

##### A. Maximum hours per pay period:

1. Number of current hours the employee worked in a normal pay period: \_\_\_\_\_
2. Multiply the number from line 1 X .75: \_\_\_\_\_ x .75
3. Enter the **maximum** hours to be worked per pay period (result from multiplying lines 1 and 2): \_\_\_\_\_

B. Maximum hours per year. 1,044<sup>1</sup>

<sup>1</sup>Note: For members working less than full time prior to the PRO, annualized maximum hours per pay period may be less than 1,044

I have read the requirements for PRO Agreements (on back of form) and confirm that the named employee has met the PRO requirements.

Signature of Employer Representative

Job Title

Date

### Member

I have read the requirements for PRO Agreements (on back of form) and confirm that my agreement has met the PRO requirements.

Signature of PERA member

Date

Home email address  
(for PRO communications)

## INFORMATION ABOUT THE PERA PHASED RETIREMENT OPTION (PRO) PROGRAM

The employer has sole discretion to determine the length of an employee's PRO employment period. The maximum period of phased retirement employment for a member is five years.

The PRO Agreement must be completed by the employer and employee and sent to PERA before the reduced PRO employment begins. If a PRO Agreement covering employment of less than five years is renewed, do not send the renewal document to PERA. Keep the document on file.

### To participate in the PRO program, the following requirements must be met:

The employee must:

- **understand that if the allowed hours in a pay period or the maximum hours per year are exceeded, the PERA monthly benefit will be suspended. The benefit will not be reinstated until all public employment has been terminated and a continuous separation for 30 days has occurred.**
- be an active member of General Plan as an employee, not an elected official
- be age 62 or older
- be immediately eligible for a retirement annuity from the General Plan
- have worked at least 1,044 hours each of the five preceding years
- have a reduced annual work schedule that is both a reduction of at least 25 percent from the employee's number of previously regularly scheduled work hours and that may not exceed 1,044 hours in a one-year period. The employer and employee may agree on any scheduling arrangement that is less than the maximum hours allowed
- not be eligible for the state employee Post-Retirement Option program under Minn.Stat. § 43A.346
- not work as an employee for another governmental employer in Minnesota
- at the termination of the PRO agreement, have no written/verbal agreement prior to termination of employment to provide services to your agency as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state

### The PERA reporting responsibilities of the employer are:

- I understand that our agency must report the earnings and number of compensated hours that the named employee has each pay period while the PRO employment continues. I further understand the break in service requirements that must be met when the employee fully retires and will immediately notify PERA when the employee terminated PRO employment and all public employment.
- Enroll the employee under PERA's Exempt Plan at the start of the phased retirement employment period.
- Report the phased retirement earnings of the employee and the associated number of compensated hours after each pay period using the Salary Deduction Report or an approved alternative method.
- Do not pay employer contributions or employee deductions to PERA on the earnings of the PRO position.
- Monitor the number of compensated hours that the employee has while working in a PRO position and ensure that the limit in law is not exceeded. Please work with PERA to fulfill this requirement.
- When the member does fully retire, report the termination of service to PERA and take steps to ensure that the employee has a complete, continuous separation from all public employment for 30 days. Also, there can be no written/verbal agreement prior to termination of employment to provide services to your agency as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state.

### IMPORTANT:

**If the PRO employment does not meet the conditions in law (stated above) the employee will no longer qualify to receive retirement annuity payments unless the person has a termination of service and a 30 day break from all public employment.**

### RETURN (MAIL OR FAX) COMPLETED FORM TO:



Public Employees Retirement Association  
60 Empire Drive, Suite 200, St. Paul, MN 55103-2088  
1-800-652-9026 | 651-296-7460 | Fax: 651-297-2547 | mnpera.org





## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:**

**October 9, 2019**

**Agenda Item:**

**7B. Approval of MESB 2020**

**Legislative Agenda**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

The Executive Director recommends the Executive Committee recommend approval of the 2020 MESB Legislative Agenda.

### **BACKGROUND**

In past years, the Metropolitan Emergency Services Board developed a legislative agenda which was approved by the Board. The agenda is MESB staff and MESB lobbyists' best estimates of items which may arise during the 2020 legislative session.

### **ISSUES & CONCERNS**

The 2020 legislative session begins on February 11, 2020. Many 2020 agenda items are carried over from previous years. The legislative agenda is divided into three sections: General Items, 9-1-1/ARMER Items, and EMS Items.

**General Items** include keeping the Statewide Emergency Communication Board under DPS rather than MN IT (it is unknown if this will be an item or not; it is being kept on the legislative agenda in the event it arises), as well as maintaining the SECB's authority over ARMER and 9-1-1. The other General Item is to maintain the 9-1-1 special revenue fund for public safety communications use only. These items have been included in previous legislative agendas.

**9-1-1/ARMER** Items includes amendments to MS 403 to update the composition of the Statewide Emergency Communication Board. The updates will restore the 1/3, 1/3, 1/3 balance of the board and will add a seat for Tribal governments. Additionally, the amendments will include updating the definition of the metropolitan area, for the purposes of Chapter 403, to include Chisago, Isanti and Sherburne counties. It is doubtful that any changes will be made to the 9-1-1 portions of Chapter 403 in 2020.

There are three new items in the 9-1-1/ARMER section. The first is initiative likely to be introduced by Minnesota County IT Leadership Association (MNCITLA) and/or Association of Minnesota Counties (AMC) to provide some on-going maintenance funds to counties to maintain GIS data related to NG9-1-1. The second is reclassifying public safety telecommunicators to a public safety grade profession rather than the current clerical position classification. It is unknown if this will be a 2020 initiative or not; a State Representative inquired with a metro county about this issue. The third item is amending Chapter 403 to clarify what Multi-Line

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PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**October 9, 2019**

**Agenda Item:**

**7B. Approval of MESB 2020**

**Legislative Agenda**

**Presenter:**

**Rohret**

Telephone Systems (MLTS) can implement for a 24x7 private answering point. This item could be sponsored by the MESB if DPS will not/cannot put it in its bill.

EMS Items include: establishing long-term sustainable funding for EMS, including requesting General Fund dollars to fully cover regions' administrative/overhead expenses, as well as to restore old programs or provide new programs within the regions; seeking an increase in distracted driving funds to allow for additional funding, similar to Seatbelt Funds, for the eight EMS regions (and would include allocating some amount to the Department of Public Safety); maintaining the regional EMS grant program under the Emergency Medical Services Regulatory Board (EMSRB); and repealing EMS Rules 4690.1900, which requires EMS communications plans separate from the ARMER plan.

### **FINANCIAL IMPACT**

No direct impact, except staff time at the Capitol. If some items are successful, such as increased funding for EMS regions, the MESB would later experience greater revenue.

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**Metropolitan Emergency Services Board  
2020 Legislative Agenda - DRAFT**

Item	Sponsor	Lobby	Support	Monitor	Notes
<b>General Items</b>					
Keep SECB under DPS, rather than MN IT		✓	✓	✓	This is a historical stance, but there is still concern that there may be a push to move SECB to MN IT.
Maintain the 9-1-1 Special Revenue Fund only for public safety communications use		✓	✓	✓	
<b>911/ARMER Items</b>					
(GIS) - Funding for counties' on-going maintenance of GIS data for 9-1-1		✓	✓	✓	Anticipated introduction by MNCITLA and/or AMC.
DPS amendments to MS 403 to change/update SECB composition			✓	✓	Anticipated introduction. Will add Department of Corrections to SECB (will restore 1/3, 1/3, 1/3 representation) and add a seat for Tribal Nations. Possible amendment to definition of metropolitan area to include Chisago, Isanti and Sherburne Counties.
Change in employment classification of public safety telecommunicators from clerical to public safety professional		✓	✓	✓	Possible introduction based on inquiry from a State Representative.
Amend MS 403 to clarify MLTS requirements for using a 24x7 private answering point	✓	✓	✓	✓	Possible item to be sponsored by MESB or by ECN. This amendment would clarify what Multi-Line Telephone Services can use for a 24x7 private answering point. Could be included in the DPS MS 403 amendments or MESB could sponsor separately if DPS cannot do so.
VoIP provider legislation				✓	Monitor to ensure compliance with 9-1-1 statutes.
<b>EMS Items</b>					
Long-term sustainable funding for EMS regions, including requesting an additional \$2.8 million in General Revenue Funds to be divided among all 8 EMS regions	✓	✓	✓	✓	Since 2017, this has been introduced and included in various bills only to fall out of omnibus bills at the last moment.
Seek an increase in fines for distracted driving to allow for additional funding for all 8 EMS regions. As with seatbelt funds, a portion of the increase would go to the Department of Public Safety			✓	✓	
Maintain EMS regional grant program under EMSRB, rather than moving to MDH		✓	✓	✓	
Amend EMS rules to repeal 4690.1900		✓	✓	✓	





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**October 9, 2019**

**Agenda Item:**

**7C. 2020 MESB Meeting Schedule**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

The Executive Director recommends the Executive Committee recommend a meeting date for the November 2020 Board meeting.

### **BACKGROUND**

In its early years, the Metropolitan Emergency Services Board's meeting schedule was the Executive Committee met on the first Wednesday of each month, followed by the Board on the second Wednesday of the month. In the late 2000s, that was changed to the current schedule where the meetings are always on the second Wednesday of the month, alternating the Executive Committee in even-numbered months and the full Board in odd-numbered months.

### **ISSUES & CONCERNS**

The 2020 calendar has Veterans' Day, November 11, 2020, falling on the second Wednesday of the month. Veteran's Day is a federal holiday.

Staff wonders how to schedule the November Board meeting. A few options could be:

1. Re-schedule the November 11, 2020 Board meeting to either Wednesday, November 4, 2020 or Wednesday, November 18, 2020.
2. Cancel the November meeting and hold a Board meeting in place of the Executive Committee meeting on either Wednesday, October 14, 2020 or Wednesday, December 9, 2020.
3. Hold the meeting as scheduled on Wednesday, November 11, 2020 (staff in attendance would take an alternate day as a holiday).

### **FINANCIAL IMPACT**

Costs for all twelve MESB Board/Executive Committee meetings were included in the 2020 budget. MESB would not incur any additional costs.

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