



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

May 13, 2020, 10:00 a.m.

[WebEx Meeting Link](#)

Meeting Number: 620 503 811

Meeting Password: MESB051320 (63720513 from phones/video systems)

1. **Call to Order** –Board Chair Commissioner Trista Matascastillo
2. **Approval of Agenda** – Commissioner Matascastillo
3. **Consent Agenda** – Rohret (**page 3**)
 - A. Approval: March 11, 2020 Meeting Minutes
 - B. Approval: February 2020 Treasurer's Report
 - C. Approval: March 2020 Treasurer's Report
 - D. Correspondence
4. **Acceptance of 2019 Audit** – Jill Rohret/Cathy Lydon, Redpath & Co. (**page 27**)
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Appointment to SECB STR Workgroup (**page 89**)
 - B. Approval to Draft Metro Radio Standard 3.48.0 – COMU and Deletion of Metro Radio Standards 3.17.5, 3.17.6, and 3.17.7 (**page 91**)
 - C. Approval of Amendment to Hennepin County's ARMER Participation Plan (**page 103**)
 - D. Approval of Amendment to 2020 Regional Funding Priorities (**page 107**)
6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Ratification of Approval of Pandemic Metro PSAP Consolidation Plan (**page 109**)
7. **EMS Items** – Ron Robinson, EMS Coordinator – None
8. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Amendment to Joint Powers Agreement with Dakota County for Human Resources Services (**page 115**)
9. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron
 - B. Statewide Emergency Communications Board (SECB) Reports:
 - 1) Finance – Commissioner McMahon/Rohret
 - 2) Legislative – Commissioner Egan/Rohret – Meetings cancelled
 - 3) Steering – Commissioner Fernando/Rohret
 - 4) Other SECB Committees Eggimann/Fredrick
 - 5) Board – Commissioner Matascastillo/Rohret
10. **Old Business** – None
11. **New Business** – None
12. **Adjourn**



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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* (2020 Vice Chair)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Irene Fernando* (2020 Secretary)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson* (2020 Treasurer)

Ramsey County

Commissioner Trista Matascastillo* (2020 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*

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

May 13, 2020
3. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the March 11, 2020 meeting of the Board are attached for review and approval.
- B. **February 2020 Treasurer's Report** – The Treasurer has reviewed the February 2020 financial statements and has given his approval of the report.
- C. **March 2020 Treasurer's Report** – The Treasurer has reviewed the March 2020 financial statements and has given his approval of the report.
- D. **Correspondence** – Correspondence includes a letter from Assistant DPS Commissioner Bruce West regarding the 2021-2025 Motorola SUA support agreement.
- E. **Informational Only** – Draft minutes from the April 8, 2020 MESB Executive Committee meeting.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Minutes March 11, 2020

Commissioners Present:

Greg Anderson, Isanti County
Dave Beer, Scott County-**absent**
Gayle Degler, Carver County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Mary Liz Holberg, Dakota County-**absent**
Jim Ische, Carver County-**absent**
Andrew Johnson, City of Minneapolis-**absent**

Jeff Johnson, Hennepin County
Wayne Johnson, Washington County-**absent**
Jim McDonough, Ramsey County-**absent**
George McMahon, Chisago County
Trista Matascastillo, Ramsey County
Mandy Meisner, Anoka County
Fran Miron, Washington County
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Jill Rohret; Pete Eggimann; Tracey Fredrick; Kelli Jackson; Ron Robinson; and Martha Ziese.

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

1. Call to Order

The meeting was called to order at 10:03 a.m. by the 2020 MESB Chair, Commissioner Trista Matascastillo.

Discussion items were moved to beginning of the meeting until a quorum could be reached.

4D. Discussion: Update on Metro Mobility ARMER Usage

Tracey Fredrick provided an update to the Board on Metro Mobility's ARMER system usage. There were multiple discussions over the course of 2019 with regard to solutions for Metro Mobility to bring down its usage to an acceptable level. Initially, Metro Mobility came before the Radio TOC in February 2019 and the MESB March 2019 with the agreement that the Radio TOC would monitor its usage and recommend any necessary action at its August 2019 meeting; this was later delayed until the January 2020 meeting.

Fredrick said Metro Mobility's plans to implement a solution with TRAPEZE was not successful. A new solution found and was hoped to be implemented in August 2019, but procurement issued delayed implementation until the end of 2019. The Radio TOC decided not to take immediate action at its January 2020 meeting, to allow for additional time to collect and analyze data. The Radio TOC requested Metro Mobility return to continue discussions at its March 2020 meeting, at which time approximately four months of usage data will be available, as originally desired.

A workgroup was formed of members of the Radio TOC to monitor how the implementation of the new system is affecting usage. Drops in usage have been seen. Metro Mobility will make a presentation at the March 25, 2020 Radio TOC meeting, and present to the MESB full board at its May 2020 meeting.

4E. Discussion: 2021 Motorola Service Contract

Fredrick said the current Motorola service agreement expires at the end of this year. ECN hired consultants from Tusa Consulting to assist with negotiations for a new service contract with Motorola. The consulting firm gave a presentation at the February Radio TOC meeting. The committee was concerned Tusa's final report was not due until the end of December, while county budgets are being prepared now. Motorola has given a preliminary budget of \$33 million for a five-year contract which is an approximate 6% increase from 2015. Local system owners would like an

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System Upgrade Agreement 2 (SUA2), which allows for better budgeting; they are concerned that ECN will decide to proceed with a cheaper System Maintenance Agreement (SMA), which could result in unbudgeted costs for local system owners.

Jill Rohret said the concerns from counties is that they do not want to put in a budget that is too high, causing counties to potentially over-tax, nor too low and not have the funds. The SECB has a standard for how this contract is supposed to be negotiated but ECN is not following that standard with this negotiation.

Commissioner Egan asked how the RFP for consultants figured into the negotiation Motorola.

Rohret said the RFP was for an independent company to assist in negotiating a contract on ECN's behalf. It is of the opinion of the MESB and many local system owners that this RFP will not make a difference and it does not follow the process outlined in the SECB standard.

Fredrick said a letter of support was sent to ECN at the end of 2018 stating MESB supports the process that had been followed in the past in negotiations with Motorola.

Commissioner Anderson asked what caused the increase in the contract amount.

Fredrick said inflation and update of maintenance costs since the contract was last negotiated in 2015.

Quorum attained.

2. Approval of Agenda

Motion by Commissioner Degler, seconded by Commissioner Wolf to approve the March 11, 2020 agenda. Motion carried.

3. Approval of Consent Agenda

Motion by Commissioner Egan, seconded by Commissioner Miron to approve the March 11, 2020 Consent Agenda. Motion carried.

4. Radio Items

A. Approval of Rice/Steele PSAP Request to Utilize METCOM

Fredrick said the METCOM talkgroup was created in 2007 as a region-wide talkgroup to facilitate communications between PSAPs. The Rice/Steele PSAP requests a variance to use the METCOM talkgroup for hailing and interoperability with neighboring PSAPs, Dakota Communications Center and Scott County Sheriff's Office. She noted that Goodhue County requested similar use in 2011 and the request was denied.

Commissioner Egan said Dakota County staff is very much in support of this variance.

Motion made by Commissioner Egan, seconded by Commissioner Wolf to approve Rice/Steele PSAP's request for variance to utilize METCOM. Motion carried.

B. Approval to Delete Metro Radio Standard 6.2.0 - User Fees

Fredrick said the Executive Committee recommends the deletion of Metro Radio Standard 6.2.0 – User Fees. This standard was governed how user fees for the ARMER system would be charged. In 2007, the Minnesota Legislature passed legislation which allowed for the 9-1-1 surcharge revenues to pay all ARMER system backbone operating costs, thereby eliminating the need for the MESB to charge user fees. The MESB has not charged user fees since 2007, and thus no need

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for this standard. The Executive Committee noted that, if needed in the future, the Board can implement a new version.

need arises in the future for a standard on this topic, the Board can implement a new version.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Degler to approve deletion of Metro Radio Standard 6.2.0 – User Fees. Motion carried.

C. Acceptance of 2020 SECB Grant

Fredrick said staff recommend the Board accept the 2020 Statewide Emergency Communication Board Grant in the amount of \$25,000.00 for training and exercises.

Fredrick said the SECB grant has assisted in the past with sending personnel to the Public Safety Conference. Other uses for the grant would be to purchase radio technical training and resiliency training for telecommunicators.

Motion made by Commissioner Miron, seconded by Commissioner Jeff Johnson, to accept the 2020 SECB Grant. Motion carried.

5. 9-1-1 Items

A. Ratification of Nominations to the NG9-1-1 Interoperability Oversight Commission

Pete Eggimann said NENA is organizing and establishing the NG9-1-1 Interoperability Oversight Commission to be an independent governance structure which oversees and manages the PSAP Credentialing Agency (PCA) and the Forest Guide initiatives. He said the PCA is intended to establish and manage the security certificate process which would support the interoperability between PSAPs across the U.S and Canada. There were two seats for this commission for which the MESB submitted nominations. For the seat “representing organizations with a direct responsibility for handling 9-1-1 emergency calls,” the 9-1-1 TOC recommended nominating Darlene Pankonie, PSAP Manager of Washington County and Nancie Pass, Director of the Ramsey County Emergency Communications Center. For the seat “representing local or regional 9-1-1 authorities with responsibility for operating an NG9-1-1 network with a region smaller than a US state or province,” the Executive Committee recommended nominating Hennepin County Commissioner Irene Fernando.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Egan to ratify the nominations of Commissioner Fernando, Darlene Pankonie and Nancie Pass to the NG9-1-1 Interoperability Oversight Commission. Motion carried.

6. EMS Items

A. Approval of Amendments to EMS TOC Bylaws

Ron Robinson presented amendments to the EMS TOC bylaws, which were made to include Sherburne County, and change language in the definition of the metro region to include all county members to the MESB joint powers agreement. This language change was made to mirror language in both the 9-1-1 and Radio TOC bylaws.

Motion made by Commissioner Wolf, seconded by Commissioner Jeff Johnson to approve amendments to EMS TOC Bylaws. Motion carried.

7. Administrative Items

A. Approval of Executive Director Travel Request

Rohret stated that she was requesting approval to travel for the 2020 APCO Annual Conference and MTUG National meeting August 2-7 in Orlando, FL.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Miron, seconded by Commissioner Jeff Johnson to approve the Executive Director's travel request. Motion carried.

B. Approval of MESB Policy 033 – PERA Phased Retirement Option

Rohret presented new MESB Policy 033 – PERA Phased Retirement Option. She said this draft policy was discussed in November and it authorizes the Executive Director to offer the PERA Phased Retirement Option to employees at his/her discretion.

Motion made by Commissioner Fernando, seconded by Commissioner Jeff Johnson to approve MESB Policy 033 – PERA Phased Retirement Option. Motion carried.

C. Approval of Resolution Regarding the Amendment to Joint Powers Agreement with Dakota County for Human Resources Services

Rohret stated that on February 12, she received notification was received from Dakota County that they would be charging for its Human Resources services at an hourly rate of \$94.00 per hour, plus any other applicable fees such as the Wellness program, PERA information and miscellaneous fees such as photocopies and mileage. This change requires an amendment to the joint powers agreement between MESB and Dakota County.

Rohret said that the proposal from Dakota County would mean that it would begin charging for its services as soon as the amendment to the joint powers agreement was executed. This cost was not included in the MESB's 2020 budget. Rohret said a conservative annual estimate of Dakota County's time is about 20 hours, or approximately \$2,000.00. She noted that the revised amendment draft states that Dakota County has the right to refuse to assist in certain matters, and that if there was an hourly rate change, the MESB would be notified.

Rohret said that traditionally the MESB contracts with member agencies to provide services to keep assessments at a reasonable level. Washington County provides accounts payable/receivable; Hennepin County provides board legal counsel and investment account; Dakota County provides human resources consulting, employee benefits and payroll services. She noted that said Dakota County states that since they have been tracking the amount of time it spent working on MESB items; September 2019 - February 2020, the County spent 4.40 hours on MESB items. Rohret said though that is not a large expense, there is concern that this change could allow Washington County and Hennepin County to begin charging for their services, which would greatly impact the MESB budget and county assessments.

Rohret said that the proposed amendment has been reviewed by MESB Counsel. Rohret has asked Dakota County if it would be possible to delay this action until next year so it could be included in the 2021 budget but has not received a response.

Commissioner Meisner asked if this was the general direction Dakota County was going with all of the other entities for which it provided services.

Commissioner Egan said he did not have an answer for that, but he did know that Dakota County charged for their services to other JPAs like the Housing Authority.

Commissioner Johnson asked Jay Arneson about the arrangement between Hennepin County and the MESB.

Jay Arneson said that the Hennepin County's Attorney's Office has provided services to the MESB and/or the 9-1-1 Board for over 25 years. He was not aware of any written agreement but understands that if there were a project of a large proportion then there would be a discussion.

METROPOLITAN EMERGENCY SERVICES BOARD

Commissioner Fernando asked for clarification how this came before the MESB if Commissioner Egan was not aware of this request to amend the JPA.

Rohret said the notification came from the Dakota County Employee Relations Department.

Commissioner Fernando said she did not see the benefit of rushing a vote on this until more information is gathered. She suggested that going forward, these agreements, such as one with Hennepin County, should be in writing.

Motion made by Commissioner Egan, seconded by Commissioner Fernando to table this item until more information is brought forth. Motion carried.

Commissioner Gamache asked if Dakota County could provide a breakdown of Dakota County's hourly rate.

8. Reports

A. Legislative Report

Matthew Bergeron presented the legislative report. He said bills were introduced on behalf of the MESB to amend the definition of the metro region as it pertains to Minnesota Statutes Chapter 403; Rohret testified in the House last week and the bill was moved to the floor of the House. Representative John Huot has introduced two Emergency Medical Services Regulatory Board (EMSRB) reform proposals. The COVID-19 crisis will probably change the supplemental appropriations for non-emergency responders and how the legislature operates for the rest of the session.

Commissioner Schmiesing asked if there was talk of ending session early in light of the COVID-19.

Bergeron said there are conversations, but there are open meeting laws that have to be considered.

B. Statewide Emergency Communications Board (SECB) Reports

1. Finance

Rohret said the Finance Committee met in February and discussed the National 9-1-1 grant. The applications have not yet been approved.

2. Legislative – cancelled

3. Steering

Commissioner Fernando said that she supported reducing the number of Steering Committee meeting to 1 hour 6 times per year.

4. LMR

Fredrick said the LMR met yesterday and had also met in February. Inter-zone patching on the ARMER system and the Motorola contract were discussed.

5. Broadband/Wireless – did not meet since last board meeting

6. Interoperability – did not meet since last board meeting

7. NG9-1-1

Eggimann said that there were discussions on a creation of a standard for telephone CPR, the GIS Data Standard and grants.

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8. SECB

Commissioner Matascastillo said the SECB is also looking to reduce the number of meetings held. Last month an app called Citizen was launched. It raises concerns in the law enforcement arena. It is an app which notifies people what is going on near them with 9-1-1 calls.

9. Old Business – CLOSED MEETING for Attorney-Client Privileged Discussion re: Discrimination Claim

Motion made by Commissioner Egan, seconded by Commissioner Wolf to close the meeting. Motion carried.

Motion made by Commissioner Wolf, seconded by Commissioner Egan to open the meeting. Motion carried.

Arneson summarized outcome of closed meeting. The board received update from counsel as to the status of a pending lawsuit and authorized the Executive Director to participate in mediation.

10. New Business – None

11. Adjournment

Motion made by Commissioner Wolf, seconded by Commissioner Egan to adjourn the meeting. Motion carried.

Meeting was adjourned at 11:20 a.m.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

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

TO: Metropolitan Emergency Services Board
FROM: Isanti County Commissioner Greg Anderson, MESB Treasurer
RE: Treasurer's Report – February 2020
DATE: March 13, 2020

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

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

The review was conducted on March 13, 2020.

Sincerely,

Greg Anderson
Commissioner, Isanti County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

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

TO: Metropolitan Emergency Services Board

FROM: Isanti County Commissioner Greg Anderson, MESB Treasurer

RE: Treasurer's Report – March 2020

DATE: April 28, 2020

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

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

The review was conducted on April 27, 2020.

Sincerely,

Greg Anderson
Commissioner, Isanti County
Treasurer, Metropolitan Emergency Services Board

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

TO: Allied Radio Matrix for Emergency Response (ARMER)
System Upgrade Agreement Stakeholders

FROM: Assistant Commissioner Bruce West, SECB Chair

DATE: April 9, 2020

SUBJECT: **ARMER 2021-2025 System Upgrade Agreement (SUA) Status**

Minnesota's land mobile radio system known as ARMER has been in service and has experienced continual growth and improvement since 2002. To keep the ARMER system current and to provide predictable on-going costs, the state engaged in a System Upgrade Agreement (SUA) with ARMER's manufacturer, Motorola Solutions. The current five-year SUA contract between the state and Motorola expires 12/31/2020.

While the Minnesota Department of Transportation (MnDOT) owns the ARMER network "backbone" and a majority of the infrastructure, many ARMER participant entities own network components including local subsystem infrastructure and dispatch consoles. The Department of Public Safety division of Emergency Communication Networks (ECN) has primary responsibility for the majority of the SUA financial cost. However, all network component owners proportionally contribute toward SUA costs and have a vested interest in the SUA contract.

MnDOT and ECN have been engaged in ongoing discussions with Motorola for the 2021 – 2025 SUA. We recently reached an agreement with Motorola which surpasses an offer that was previously shared with ARMER stakeholders. This has been a lengthy but productive process. We are appreciative of the input, guidance and support we received from our public safety partners during this process.

To recap, in late 2017 Motorola presented an initial budgetary proposal for the next five-year SUA in the amount of \$45M (\$9M per year). The state did not accept that offer as it included services beyond what Minnesota requested or required. In early 2018, Motorola produced a revised budgetary proposal offering services in alignment with those of the current SUA at a cost of \$33M (\$6.6M per year). While ECN and MnDOT furthered discussions with Motorola, MnDOT calculated the tentative five-year SUA cost to each network component owner based on their respective ownership proportion. These preliminary SUA costs were provided to all stakeholders in 2018 for their budgetary planning purposes.

Because ARMER is a statewide, shared system resource, it is essential that all ARMER network component owners are in agreement with both the level of service and the associated cost to support those services over the course of each Motorola contract.

In July 2018 and again in November 2018, ECN hosted informational meetings with statewide ARMER stakeholders to review Motorola's proposal. ECN was provided with valuable feedback from individual stakeholders as well as from the regional Emergency Communications/Services Boards (ECB/ESBs) indicating Motorola's \$33M proposal for a five-year SUA lacked sufficient detail and justification for cost. ECN was delegated with pursuing increased detail and improved pricing.

ECN initiated a Request for Proposal (RFP) in quarter four 2018 to secure professional and technical consultants to support this important initiative. In February 2019, ECN awarded a contract to Tusa Consulting to assist in analyzing the scope and cost for the proposed SUA proposal. The Tusa team met

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

with ECN and ARMER stakeholders, as well as with MnDOT and with Motorola to become familiar with the current SUA, to understand the specifics of the proposed SUA, as well as to perform a detailed comparison and analysis between the current services and those being offered in the proposed SUA. During this process, Tusa met with regional ECBs/ESBs to keep information flowing and communication lines open, as well as to solicit their feedback. Regular updates were provided during Land Mobile Radio committee meetings, as well as Statewide Emergency Communication Board (SECB) meetings.

Thanks to the collaborative efforts of multiple partners, we have recently reached a tentative agreement with Motorola. Highlights of the five-year SUA for 2021-2025 include:

- Cost of \$31.7M for five years. Motorola priced year one at \$6,238,272.00 and reflects a 1% increase each subsequent year.
- Motorola will deliver two major upgrades during the five year period.
- Motorola will discount subscriber radio pricing for the remainder of the existing subscriber contract (beginning late-April 2020 and expires February 1, 2022).
- Motorola will discontinue requiring old radios be traded in when negotiating large purchases with pricing better than the state contract (allowing entities to donate old radios).
- Motorola and MnDOT will continue to share system maintenance responsibilities similar to existing practice.
- The contract must be fully executed by November 20, 2020.

Next steps are currently under way. The Finance committee is expected to review the proposal and make a recommendation to the SECB to approve it. MnDOT will begin work with the Minnesota Department of Administration (MDA) to initiate a Single Source Justification RFP in accordance with state procurement rules. MDA will continue to support the contract negotiation process to ensure that all terms and conditions are met.

Each ARMER network infrastructure owner has a contract with MnDOT defining their financial share of the SUA cost. MnDOT has prepared and distributed revised proportional stakeholder costs in accordance with the SUA cost. ECN will engage in a contract with MnDOT to assume financial responsibility for the remaining amount that exceeds MnDOT's appropriated maintenance fund.

Once approved by the Department of Administration, the Motorola SUA for 2021-2025 will be formally executed. ECN and MnDOT have made a commitment to Motorola to make every effort to complete this on or before November 20, 2020.

Thank you sincerely for your determination in working together to ensure that we have achieved a successful outcome to this lengthy, but critically important initiative for public safety communications in Minnesota.

If you have any questions about this process please contact either Tim Lee at MnDOT (651-234-7963) or Jim Stromberg at ECN (651-201-7557).

ARMER SERVICES and SUA II PRICING

Detail/Description	2021	2022	2023	2024	2025	Five Year Total
TECHNICAL SUPPORT						
Technical Support is available 7 days a week, 24 hours a day, as defined in Section X. The Motorola System Support Center's staff will work with your local service organization or technicians to handle questions related to your Motorola 2-way communications system. If the problem is beyond the scope of the SSC's staff, they will contact key personnel who are involved with the design, development, and manufacture of your communication products for resolution.						
Total Technical Support	\$148,759	\$158,040	\$167,490	\$177,135	\$186,964	\$838,388
SERVICES						
<u>Dedicated FSO</u> : Motorola will provide one dedicated field service technician, who is specifically trained and qualified to support the MN Metro/ARMER Radio System. The assigned technician will expend his/her full 40-hour workweek performing corrective maintenance on appropriate project work assigned as agreed to by Motorola and the System Owners with direction from the MN Metro/ARMER System Administrator.						
Total Dedicated FSO	\$235,286	\$239,992	\$244,791	\$249,700	\$254,689	\$1,224,458
<u>Security Update Service</u> : Security Update Service provides updates of the latest anti-virus definition, intrusion signature files and OS Patches that have been pre-tested on a Motorola test system to ensure they do not interfere with radio system functionality. Pre-tested updates will be made available as necessary, however, an outbreak of malicious code that is deemed a significant threat to the Astro 25 radio network will cause a priority test cycle to occur which will release anti-virus definition updates in a shorter cycle.						
Total Security Update Service	\$61,072	\$62,904	\$64,791	\$66,735	\$68,737	\$324,239
Services Total	\$445,117	\$460,936	\$477,072	\$493,570.00	\$510,390	\$2,387,085
SOFTWARE						
<u>SUA II</u> : Includes All Software and Hardware as required per contract for upgrades and life cycle replacement, and professional services required for both software and hardware implementation.						
SUA II Total	\$5,793,155	\$5,826,843	\$5,861,542	\$5,897,282	\$5,934,093	\$29,312,915
Annual Contract Totals	\$6,238,272	\$6,287,779.00	\$6,338,614	\$6,390,852	\$6,444,483	\$31,700,000


Motorola SUAll Cost shares for Calendar year 2021
SUAll Contract Total: \$6,238,272.00

MESB	
Agency	Infrastructure SUAll cost
MESB	\$0.00
Metro Transit	\$35,273.63
HCMC	\$8,900.16
MRCC East	\$6,260.47
Edina	\$4,173.65
MAC	\$6,587.50
Ridgeview	\$5,053.55
St Louis Park	\$4,173.65
Bloomington	\$5,606.41
Eden Prairie	\$18,680.23
U of M	\$5,933.44
Anoka County	\$87,609.94
Carver County	\$30,494.32
Chisago County	\$59,756.78
Dakota County	\$100,201.77
Hennepin County	\$284,852.76
Isanti County	\$9,956.04
Ramsey County	\$118,088.12
Scott County	\$60,660.14
Washington County	\$117,299.15
Minneapolis	\$78,972.27
Total	\$1,048,533.97

State (Includes any SW users)	
Agency	Infrastructure SUAll cost
ARMER Infrastructure (MnDOT)	\$4,144,534.09
MnDOT	\$12,598.67
State Patrol	\$54,857.21
DOC	\$90,223.23
MSOP	\$16,643.26
North Memorial	\$8,900.16
Allina(Lakeview EMS, New River Ambulance)	\$14,179.55
Mayo/Gold Cross	\$15,261.82
Sanford	\$7,467.40
Total	\$4,364,665.40


Motorola SUAll Cost shares for Calendar year 2021
SUAll Contract Total: \$6,238,272.00

Central MN Region	SUAll
Agency	Infrastructure SUAll cost
CM Regional Equipment	\$3,846.62
St Cloud	\$20,387.23
Stearns County	\$56,109.60
Benton County	\$5,003.68
Sherburne County	\$29,615.89
Wright County	\$32,456.49
Kandiyohi County	\$18,278.41
Meeker County	\$14,003.57
Grant County	\$3,997.67
Douglas County	\$10,258.14
Stevens County	\$3,972.74
Pope County	\$4,274.84
Wadena County	\$3,293.75
Otter Tail County	\$22,324.47
Morrison County	\$12,343.50
Mille Lacs County	\$11,589.72
Wilkin County	\$6,410.05
Traverse County	\$0.00
Big Stone County	\$0.00
Todd County	\$4,500.68
Swift County	\$6,410.05
Total	\$269,077.08

South East MN Region	SUAll
Agency	Infrastructure SUAll cost
Olmsted County	\$28,835.71
Rochester	\$0.00
Goodhue County	\$40,072.00
Wabasha County	\$5,154.73
Winona County	\$14,204.48
Houston County	\$3,620.78
Fillmore County	\$4,274.84
Mower County	\$12,922.76
Freeborn County	\$20,614.53
Dodge County	\$3,620.78
Rice County	\$17,546.62
Steele County	\$13,875.98
Rice/Steel Dispatch	\$19,560.12
Total	\$184,303.35


Motorola SUAll Cost shares for Calendar year 2021
SUAll Contract Total: \$6,238,272.00

South Central MN Region	
Agency	Infrastructure SUAll cost
Regional Radio Board	\$6,838.27
McLeod County	\$12,469.62
Hutchinson	\$3,293.75
Sibley County	\$10,357.86
Nicollet County	\$5,154.73
LeSueur County	\$12,318.57
Brown County	\$10,709.82
Blue Earth County	\$8,121.45
Watsonwan Caounty	\$3,293.75
Waseca County	\$18,628.90
Martin County	\$3,947.81
Faribault County	\$4,827.70
Total	\$99,962.23
South West MN Region	
Agency	Infrastructure SUAll cost
SW MN Emergency Communications Board	\$27,050.98
Murray County	\$3,620.78
Laq Qui Parle County	\$0.00
Chippewa County	\$10,030.83
Renville County	\$10,030.83
Yellow Medicine County	\$10,357.86
Redwood County	\$4,274.84
Lincoln County	\$2,740.88
Lyon County	\$10,684.89
Pipestone County	\$3,947.81
Cottonwood County	\$3,947.81
Rock County	\$0.00
Nobles County	\$3,947.81
Jackson County	\$6,410.05
Total	\$97,045.37


Motorola SUAll Cost shares for Calendar year 2021
SUAll Contract Total: \$6,238,272.00

North East MN Region	
Agency	Infrastructure SUAll cost
Itasca County	\$6,361.66
Kanabec County	\$4,173.65
Pine County	\$3,947.81
Cass County	\$21,343.38
Crow Wing County	\$17,397.04
Atkin County	\$10,910.73
Koochiching County	\$3,293.75
Carlton County	\$5,908.51
St Louis County	\$48,145.06
City of Duluth	\$7,465.93
Lake County	\$3,947.81
Cook County	\$3,721.97
Leech Lake Band of Ojibwe	\$3,620.78
Total	\$140,238.08

North West MN Region	
Agency	Infrastructure SUAll cost
Hubbard County	\$3,947.81
Polk County	\$5,053.55
Becker County	\$5,531.62
Beltrami County	\$5,707.60
White Earth	\$0.00
Clearwater County	\$0.00
Pennington	\$3,293.75
RRRDC	\$10,208.28
Clay County	\$703.92
Cass County ND	\$0.00
Total	\$34,446.52

Under warrenty 2021

\$6,238,272.00

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

April 8, 2020

Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Jim Ische, Carver County
Andrew Johnson, City of Minneapolis

Trista Matascastillo, Ramsey County
George McMahon, Chisago County
Fran Miron, Washington County-**absent**
Felix Schmiesing, Sherburne County
Tom Wolf, Scott County

Staff Present: Pete Eggimann; Tracey Fredrick; Jill Rohret; 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 Trista Matascastillo.

2. Approval of April 8, 2020 Agenda

Motion made by Commissioner Ische, seconded by Commissioner McMahon to approve the MESB April 8, 2020 Executive Committee Agenda. Motion carried.

Roll Call Vote:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 7

No: 0

3. Approval of February 12, 2020 Executive Committee Minutes

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the February 12, 2020 Executive Committee minutes. Motion carried.

Roll Call Vote:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		

METROPOLITAN EMERGENCY SERVICES BOARD

Gamache, M.	Anoka		
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 7

No: 0

4. Radio Items

A. Approval of Appointment to SECB STR Workgroup

Tracey Fredrick said Ron Jansen from Dakota County was appointed as primary member to the SECB STR Workgroup for 2020. Mr. Jansen has requested a new appointment to the STR Workgroup be made, as there may be other entities with more experience with STR technologies. Fredrick said Curt Meyer from Hennepin County volunteered to act as the primary member to this workgroup and the Radio TOC approved this action on March 25, 2020.

Motion made by Commissioner Wolf, seconded by Commissioner Ische to approve the appointment to the SECB STR Workgroup. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

B. Approval of Draft Metro Radio Standard 3.48.0 – COMU and Deletion of Metro Radio Standards 3.17.5, 3.17.6, and 3.17.7

Fredrick said Metro Radio Standards 3.17.5, 3.17.6 and 3.17.7 were created for three COMU positions prior to those positions receiving state recognition. During the review of the metro standards, it was realized that the state has recognized these positions and so the associated metro standards could be deleted and a new COMU standard could be developed to cover all COMU positions. The Radio TOC concurred with this position at its February 2020 meeting and recommends approval of draft Metro Radio Standard 3.48.0.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve draft Metro Radio Standard 3.48.0 – COMU and delete Metro Radio Standards 3.17.5, 3.17.6, and 3.17.7. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
Matascastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

C. Approval of Amendment to Hennepin County's ARMER Participation Plan

Fredrick said this amendment will allow administrators to track and manage various radio assets in Hennepin County. The Radio TOC recommends approval.

Motion made by Commissioner Wolf, seconded by Commissioner Ische to approve the amendment to Hennepin County's ARMER participation plan. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin		
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Total Votes

Yes: 8

No: 0

5. 9-1-1 Items

A. Approval of Pandemic Metro PSAP Consolidation Plan

Pete Eggimann said the 9-1-1 TOC held a special meeting to consider a Pandemic Metro PSAP Consolidation Plan for maintaining service if any of the metro PSAP(s) found themselves unable to support minimum staffing requirements due to the pandemic. PSAPs are not designed for social distancing or to support staff working remotely from home.

METROPOLITAN EMERGENCY SERVICES BOARD

Eggimann said the plan calls for some preparation to take place at the Ramsey and Hennepin County PSAPs, which would be where the consolidation would occur because they are the largest PSAPs.

Eggimann said it would be relatively easy to program the radio system at the Hennepin and Ramsey PSAPs to support the other metro PSAP operations and 9-1-1 calls can be re-routed quickly, but the difficulty lies in providing CAD capabilities for multiple PSAPs at the alternate locations. Three CAD vendors, Motorola, CentralSquared and RapidDeploy, were contacted to see if their products could support a regional approach to CAD operations and be able to be deployed quickly. Only RapidDeploy appears able to meet the region's needs and has proposed a six-month contract for \$10,000.00, which is a 96% discount. The MESB could fund this out of the Hennepin County Investment Fund. The 9-1-1 TOC recommends the Board approve the Pandemic Metro PSAP Consolidation Plan, including the regional backup CAD solution with RapidDeploy. Eggimann suggested that there may be additional costs as the implementation plan is completed but believes the costs will be minimal.

Commissioner McMahon asked how this would affect Chisago County which has law enforcement officers that could be called in to staff their PSAP.

Eggimann said participating in the plan is voluntary and Chisago County may choose not to participate if they have adequate resources locally. He said the telecommunicator job is complicated and temporary replacements, like law enforcement officers, will struggle with the technology used to track and dispatch emergency responders without some extensive training.

Jill Rohret said at this point, it is thought the funding would come from the Hennepin County Investment Fund. Rohret and Eggimann did have a conversation with ECN about funding a state-wide project. It is her recommendation that the MESB expend the funds for this immediate project, and then re-evaluate once the contract term ends, if necessary.

Commissioner Matascastillo asked if these costs could be reimbursed by FEMA. She has spoken with Nancie Pass that said this plan is really about how to consolidate as a region.

Rohret said the President did call for an emergency declaration, but details of what all is included is not known at this time. RapidDeploy has discounted this service by over 90%, and it is her recommendation to the Board to accept the 9-1-1 TOC plan and enable the deployment work to begin.

Motion made by Commissioner McMahon, seconded by Commissioner Fernando to approve Pandemic Metro PSAP Consolidation Plan and approve the RapidDeploy solution in the amount of \$10,000.00 for a six-month contract.

Commissioner Gamache asked if Hennepin and Ramsey Counties were ready to go. Eggimann said they are the two largest PSAPs, and have the largest number of workstations, including several training workstations that can be put into regular service if needed.

Jay Arneson asked Rohret to confirm that the action to be taken by the MESB Executive Committee is to approve the above motion and will be ratified at the May Board meeting. Rohret responded yes, that is the intention.

METROPOLITAN EMERGENCY SERVICES BOARD

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Total Votes

Yes: 10

No: 0

Motion carried.

6. EMS Items – None

7. Administrative Items

A. Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services

Rohret said there was a discussion at the March Board meeting on the Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services.

Rohret said It is Dakota County's intent to amend the joint powers agreement and begin charging the MESB for the services provided by Dakota County Employee Relations. Dakota County provides services for several outside organizations and is taking steps to perform services consistently. The MESB is the last entity to be requested to comply with this change.

Rohret said there would be a charge of \$94.00 per hour which would begin upon execution of the amendment to the joint powers agreement. The charge would apply to larger projects, such as position evaluations, but not quick telephone call questions.

Rohret spoke with Andy Benish, Director of Dakota County Employee Relations to get answers to the questions raised during the March meeting. Regarding whether the charges could begin in 2021, Benish said Dakota County is not inflexible, but the MESB is the last entity to agree to this change and they would desire the charges to begin sooner. Rohret noted that Dakota County only spent 4.5 hours on services for the MESB from September through mid-February. Rohret said she would project no more than 20 hours annually.

Rohret said, per Commissioner Gamache's inquiry at the March meeting as to how the fee was calculated, that the Dakota County Finance Department created a formula which takes into account employee salaries and benefits to develop the charge. Benish said the formula was established in 2019 and would be adjusted periodically. The MESB can build in an escalator in its operational budget for any annual increases as it does for merit compensation plans. Commissioner Egan said he also spoke with Benish that said Dakota County provides services for at least seven entities and the MESB by far uses the most of Dakota County services.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner McMahon, seconded by Commissioner Egan to approve the Amendment to the Joint Powers Agreement with Dakota County for Human Resources Services. Motion carried.

Roll Call:

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis	X	
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington		
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Total Votes

Yes: 10

No: 0

B. Discussion – MESB 2021 Budget

i. Amount of Increase for Merit Salary Increases

Rohret said the MESB staff are preparing the 2021 operational budget. Staff are seeking input from the Executive Committee regarding the amount which should be included for staff salary merit performance increases, as well as whether any overall budget increases should be kept under a certain amount due to the pandemic situation.

Rohret said the 2020 Dakota County Merit Compensation Policy & Plan includes base increase ranges of 4.5-6.5% for the lower quartiles, and 3.5-4.5% base increases for the higher two quartiles. Last year staff received guidance from the board to include a 4% merit increase for staff. For 2021, 4% is projected to be \$31,199.79, and for 4.5% the amount would be \$35,099.77. Rohret asked if the board would like to insert a “no more than 3%”, considering the unknown economic situation.

Council Member Johnson said the City of Minneapolis is implementing a freeze on all discretionary spending until the economic impact becomes clearer. Minneapolis is projecting a \$1-2,000,000 loss for the year, which most likely will result in work force reductions and cut-backs in other budgeted items. This might be a better direction for the MESB to go until more is known about the impact.

Commissioner MatasCastillo agreed and asked if the decision could wait until it is known what the counties and cities are doing.

Rohret said the JPA requires counties to be notified what their assessment amounts will be by August 1st. A draft budget is presented to the Executive Committee at the June meeting, with full board approval in July. The July amount is the maximum amount budgeted which can be lowered when there is final approval by the board in November.

Commissioner Ische said he recommends using the higher amount. There are numerous opportunities to trim back the budgets such as the preliminary and final levy once the economic effects of the pandemic are known.

METROPOLITAN EMERGENCY SERVICES BOARD

Commissioner McMahon and Egan agreed.

Rohret suggested using the more conservative 4% initially.

8. Old Business – None

9. New Business – None

10. Adjournment

Motion made by Commissioner Fernando, seconded by Commissioner Wolf to adjourn the meeting. Motion carried.

Adjourn 10:47 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 4. Acceptance of 2019 MESB Financial Audit
Presenter: Rohret/Cathy Lydon, Redpath & Co.

RECOMMENDATION

The Executive Director recommends acceptance of the 2019 MESB financial audit.

BACKGROUND

The Metropolitan Emergency Services Board hires an auditing firm to conduct its annual financial audits. The firm which conducted the 2019 audit is Redpath and Company. The audit report must be accepted by the Board.

ISSUES & CONCERNS

The 2019 audit is a clean audit. Please refer to the supporting documentation for this agenda item for more complete information and opinions from the auditors.

FINANCIAL IMPACT

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

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



To: Metropolitan Emergency Services Board

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

Date: April 24, 2020

Re: Summary of Audit for the Year Ended December 31, 2019

GENERAL COMMENTS

Audit reports have been completed and dated April 24, 2020.

We have been invited to the MESB Board Meeting on May 13, 2020. In the meantime you can contact me, Cathy Lydon, with any questions or comments: 651-255-9337 or clydon@redpathcpas.com.

AUDIT OVERVIEW

Our opinion on the financial statements is unmodified, sometimes called "clean." (pp. 3-5)

There were no findings on compliance or internal control.

For 2019, a federal single audit (The Uniform Guidance) was not required because expenditures of federal funds (including pass through) were less than \$750,000.

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

The fund balance for all funds increased by \$102,885 in 2019. The General Fund had an increase of \$25,910. The 911 Fund had an increase of \$5,291, the EMS Fund had an increase of \$6,635 and the Radio Fund had a decrease of \$65,049.

Metropolitan Emergency Services Board

Summary of Audit for the Year Ended December 31, 2018

Page 2

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

A recap of December 31 balances is as follows:

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

*calculated based on benefits ending at age 65

Like all other affected governmental organizations, MESB was required to implement GASB Statement No. 68 for calendar year 2015. This Statement required recording a liability on the government-wide financial statements for PERA's unfunded liability and pension related deferred outflows of resources and deferred inflows of resources allocated to MESB. MESB reported a net pension liability of \$536,291, deferred outflows of resources of \$47,902 (will increase pension expense in future years) and deferred inflows of resources of \$107,846, (will decrease pension expense in future years).

AUDIT MANAGEMENT LETTER

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

Significant highlights include:

- No difficulties encountered in dealing with management in performing and completing our audit.
- No corrected or uncorrected misstatements identified during the audit.

Thank you.

**METROPOLITAN EMERGENCY
SERVICES BOARD**

FINANCIAL STATEMENTS

December 31, 2019

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Metropolitan Emergency Services Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Metropolitan Emergency Services Board, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the total OPEB liability and related ratios and pension information on pages 7 - 15 and 42 - 48 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

We have previously audited Metropolitan Emergency Services Board's 2018 financial statements, and we expressed an unmodified audit opinion on the respective financial statements of the governmental activities and each major fund in our report dated April 30, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2020, on our consideration of the Metropolitan Emergency Services Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purposes of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Metropolitan Emergency Service Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Metropolitan Emergency Services Board's internal control over financial reporting and compliance.

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

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 24, 2020

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MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of Metropolitan Emergency Services Board's (MESB) financial performance provides an overview of MESB's financial activities for the fiscal year ended December 31, 2019. Please consider it in conjunction with MESB's financial statements.

Effective January 1, 2017, the Joint Powers Agreement was renewed for a five year period by each of the governing bodies of the members and shall continue in force until December 31, 2021.

Financial Highlights

- The assets of MESB exceeded its liabilities at December 31, 2019 by \$2,621,067 (net position). Of this amount, \$2,084,824 (unrestricted net position) may be used to meet MESB's ongoing obligations.
- MESB's total net position decreased by \$20,347. In 2019, the MESB experienced depreciation in the value of assets, decreased valuation of OPEB liabilities, as well as a decrease in pension liability.
- As of December 31, 2019, MESB's governmental funds reported combined ending fund balances of \$3,331,370, which is a \$102,885 increase from the prior year. The increase in fund balance is primarily due to staffing issues and higher than anticipated revenues from interest. The 2019 budget included \$17,500 of interest revenue. Actual interest received was much higher than budget with a total of \$82,580. Of the interest received, \$43,104 was from the Hennepin County investment account and \$39,476 was received from the Washington County operational account. The other major factor was staffing issues. In 2018, there was a change in staff for the Radio Coordinator position, however the 2019 budget was based on a higher salary than what was paid for the new incumbent.

Using this Annual Report

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

Reporting MESB as a Whole

The Statement of Net Position and the Statement of Activities

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

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

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

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

Management's Discussion and Analysis

Reporting MESB's Funds

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

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

Financial Analysis of MESB as a Whole

MESB's assets exceeded liabilities by \$2,621,067. Our analysis below focuses on the net position and changes in net position of MESB's governmental activities.

NET POSITION

	December 31,	
	2019	2018
Current and other assets	\$3,738,988	\$3,574,546
Capital assets	272,049	374,806
Total assets	<u>\$4,011,037</u>	<u>\$3,949,352</u>
Deferred outflows of resources	<u>\$56,471</u>	<u>\$103,159</u>
Current liabilities	\$426,291	\$353,928
Long-term liabilities	899,490	914,583
Total liabilities	<u>\$1,325,781</u>	<u>\$1,268,511</u>
Deferred inflows of resources	<u>\$120,660</u>	<u>\$142,586</u>
Net position:		
Net investment in capital assets	\$272,049	\$374,806
Restricted	264,194	264,311
Unrestricted	2,084,824	2,002,297
Total net position	<u>\$2,621,067</u>	<u>\$2,641,414</u>

Management's Discussion and Analysis

Net position was negatively impacted by \$596,235 at December 31, 2019 due to the change in the defined benefit pension plan. Pension-related amounts included in the above schedule related to the standard are as follows:

Deferred outflows of resources	(\$47,902)
Deferred inflows of resources	107,846
Net pension liability	<u>536,291</u>
Total	<u><u>\$596,235</u></u>

Of the total net position at December 31, 2019, \$272,049 (10%) reflects MESB's net investment in capital assets. These assets are not available for future spending. An additional \$264,194 (10%) of MESB's net position represents resources that are subject to external restrictions (for EMS Relief) on how they might be used.

CHANGES IN NET POSITION

	December 31,	
	2019	2018
Revenues:		
Program revenues:		
Charges for services	\$2,028,490	\$2,026,461
Operating grants and contributions	310,971	540,504
General revenues:		
Unrestricted investment earnings	82,580	63,532
Other	8,451	4,380
Total revenues	<u>2,430,492</u>	<u>2,634,877</u>
Expenses:		
General	610,122	517,854
911 telephone system	507,313	480,703
Emergency medical services system	300,178	374,550
Radio	1,033,226	1,206,799
Total expenses	<u>2,450,839</u>	<u>2,579,906</u>
Increase (decrease) in net position	(20,347)	54,971
Net position - January 1 as originally reported	2,641,414	2,740,178
Prior period adjustment	-	(153,735)
Net position - January 1, as restated	<u>2,641,414</u>	<u>2,586,443</u>
Net position - December 31	<u><u>\$2,621,067</u></u>	<u><u>\$2,641,414</u></u>

MESB's net position decreased by \$20,347 (-0.77%). In 2019, the MESB experienced depreciation in the value of assets, decreased valuation of OPEB liabilities, as well as a decrease in pension liability.

Management's Discussion and Analysis

MESB's Funds

General Fund

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

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

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

911 Fund

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

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

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

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

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

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

Management's Discussion and Analysis

Radio Fund

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

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

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

EMS Fund

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

Another source of funds known as EMS Relief funds which represent seat belt fine revenues are also awarded to the metro region program by the EMSRB. The EMS Fund revenues (both grant and seat belt revenues) can only be used for metro region EMS Program in accordance with the grant parameters as approved by the EMSRB when the grant is awarded. The MESB entered into a new two-year grant contract for FY 2016 – 2017. The Metro Region EMS Systems Program received a grant extension in 2017 for FY 2018-2019. For the FY 2019 grant beginning July 1, 2017, the approved program budget is \$146,250

The EMS position became a staff position fully funded by assessment funds in 2018.

Management's Discussion and Analysis

Financial Analysis of MESB's Funds

As of the end of the current fiscal year, MESB's governmental funds reported combined ending fund balances of \$3,331,370 an increase of \$102,885 in comparison with the prior year. The increase in fund balance is primarily due to staffing related issues and actual interest revenue. The 2019 MESB budget included only \$17,500 in interest revenue; the amount actually received as \$82,580. Additionally, personnel changed for the Radio Coordinator position resulting in lower than budgeted salary and benefits expense for that position.

Budgetary Highlights

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

Capital Asset and Debt Administration

Capital Assets

At the end of 2019, MESB had \$272,049 net investment in capital assets, which consists of equipment as detailed below.

CAPITAL ASSETS AT YEAR END

	December 31,	
	2019	2018
Equipment	\$1,682,275	\$1,673,875
Accumulated depreciation	(1,410,226)	(1,299,069)
Net capital assets	<u>\$272,049</u>	<u>\$374,806</u>

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

Noncurrent Liabilities

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

NONCURRENT LIABILITIES AT YEAR END

	Absences	OPEB	Liability
December 31, 2019	\$130,764	\$251,108	\$536,291
December 31, 2018	<u>113,481</u>	<u>259,758</u>	<u>549,211</u>
Increase (decrease)	<u>\$17,283</u>	<u>(\$8,650)</u>	<u>(\$12,920)</u>

Management's Discussion and Analysis

Economic Factors and Next Year's Budget

Total expenditures budgeted for all funds in 2019 total \$2,055,054 compared to budgeted expenditures of \$2,122,358 for 2020. The increase in budgeted expenditures from 2019 to 2020 is largely due to an increase in costs related to personnel costs.

Contacting MESB's Financial Management

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

BASIC FINANCIAL STATEMENTS

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

December 31, 2019

With Comparative Totals For December 31, 2018

	Governmental Activities	
	2019	2018
Assets:		
Cash and investments	\$3,423,821	\$3,254,542
Accounts receivable	3,997	6,836
Due from other governments	234,018	241,237
Prepaid items	77,152	71,931
Capital assets (net of accumulated depreciation)	272,049	374,806
Total assets	4,011,037	3,949,352
Deferred outflows of resources:		
Related to pensions	47,902	97,174
Related to OPEB	8,569	5,985
Total deferred outflows of resources	56,471	103,159
Liabilities:		
Accounts payable	56,012	142,356
Accrued salaries	40,000	22,753
Funds held for others	56,401	57,453
Due to other governments	219,493	102,316
Unearned revenue	35,712	21,183
Compensated absences:		
Due within one year	9,555	7,867
Due in more than one year	121,209	105,614
OPEB liability:		
Due within one year	9,118	-
Due in more than one year	241,990	259,758
Net pension liability - due in more than one year	536,291	549,211
Total liabilities	1,325,781	1,268,511
Deferred inflows of resources:		
Related to pensions	107,846	142,586
Related to OPEB	12,814	-
Total deferred inflows of resources	120,660	142,586
Net position:		
Investment in capital assets	272,049	374,806
Restricted for EMS relief	264,194	264,311
Unrestricted	2,084,824	2,002,297
Total net position	\$2,621,067	\$2,641,414

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

METROPOLITAN EMERGENCY SERVICES BOARD
STATEMENT OF ACTIVITIES
Statement 2

For The Year Ended December 31, 2019

With Comparative Totals For The Year Ended December 31, 2018

Functions/Programs:	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position Governmental Activities	
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	2019 2018
Governmental activities:					
General	\$610,122	\$540,773	\$1,248	\$ -	(\$68,101) \$23,048
911 telephone system	507,313	492,406	-	-	(14,907) 3,661
Emergency medical services program	300,178	975	229,525	-	(69,678) (68,020)
Radio	1,033,226	994,336	80,198	-	41,308 28,370
Total governmental activities	<u>\$2,450,839</u>	<u>\$2,028,490</u>	<u>\$310,971</u>	<u>\$0</u>	<u>(111,378)</u> <u>(12,941)</u>
General revenues:					
Unrestricted investment earnings					82,580 63,532
Other					8,451 4,380
Total general revenues					<u>91,031</u> <u>67,912</u>
Change in net position					<u>(20,347)</u> <u>54,971</u>
Net position - January 1					2,641,414 2,740,178
Prior period adjustment					- (153,735)
Net position - January 1, as restated					<u>2,641,414</u> <u>2,586,443</u>
Net position - December 31					<u>\$2,621,067</u> <u>\$2,641,414</u>

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

METROPOLITAN EMERGENCY SERVICES BOARD
BALANCE SHEET
Statement 3
GOVERNMENTAL FUNDS

December 31, 2019

With Comparative Totals For December 31, 2018

	General Fund	911 Fund	EMS Fund	Radio Fund	Total	
					2019	2018
Assets:						
Cash and investments	\$2,390,066	\$418,175	\$290,784	\$324,796	\$3,423,821	\$3,254,542
Accounts receivable	-	3,103	-	894	3,997	6,836
Due from other governments	-	17,586	92,253	124,179	234,018	241,237
Prepaid items	-	11,601	-	65,551	77,152	71,931
Total assets	\$2,390,066	\$450,465	\$383,037	\$515,420	\$3,738,988	\$3,574,546
Liabilities and fund balance						
Liabilities:						
Accounts payable	\$14,341	\$3,139	\$12,622	\$25,910	\$56,012	\$142,356
Accrued salaries	25,496	11,996	-	2,508	40,000	22,753
Due to other governments	147,528	55,462	-	16,503	219,493	102,316
Funds held for others	-	56,401	-	-	56,401	57,453
Unearned revenue	-	-	-	35,712	35,712	21,183
Total liabilities	187,365	126,998	12,622	80,633	407,618	346,061
Fund balance:						
Nonspendable	-	11,601	-	65,551	77,152	71,931
Restricted	-	-	349,123	-	349,123	349,122
Committed	-	311,866	21,292	369,236	702,394	630,641
Assigned	2,050,353	-	-	-	2,050,353	2,010,516
Unassigned	152,348	-	-	-	152,348	166,275
Total fund balance	2,202,701	323,467	370,415	434,787	3,331,370	3,228,485
Total liabilities and fund balance	\$2,390,066	\$450,465	\$383,037	\$515,420	\$3,738,988	\$3,574,546
Fund balance reported above					\$3,331,370	\$3,228,485
Amounts reported for governmental activities in the Statement of Net Position are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.					272,049	374,806
Deferred outflows of resources-pension related are not current financial resources and, therefore, are not reported in the funds.					47,902	97,174
Deferred outflows of resources-OPEB related are not current financial resources and, therefore, are not reported in the funds.					8,569	5,985
Deferred inflows of resources-pension related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds.					(107,846)	(142,586)
Deferred inflows of resources-OPEB related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds.					(12,814)	-
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:						
Compensated absences payable					(130,764)	(113,481)
OPEB liability					(251,108)	(259,758)
Net pension liability					(536,291)	(549,211)
Net position of governmental activities					\$2,621,067	\$2,641,414

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

METROPOLITAN EMERGENCY SERVICES BOARDSTATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS**Statement 4**

For The Year Ended December 31, 2019

With Comparative Totals For The Year Ended December 31, 2018

	General Fund	911 Fund	EMS Fund	Radio Fund	Total	
					2019	2018
Revenues:						
Member assessments	\$539,923	\$492,406	\$ -	\$237,320	\$1,269,649	\$1,252,362
User fees	-	-	-	392,770	392,770	410,228
Reimbursement revenue	850	-	975	364,246	366,071	363,871
Intergovernmental:						
State	-	-	179,526	49,328	228,854	435,314
Federal	-	-	49,999	30,870	80,869	100,999
Interest	51,245	15,056	6,634	9,645	82,580	63,532
Other	3,239	-	-	5,212	8,451	4,380
Total revenues	<u>595,257</u>	<u>507,462</u>	<u>237,134</u>	<u>1,089,391</u>	<u>2,429,244</u>	<u>2,630,686</u>
Expenditures:						
Current:						
Personal services	496,302	421,335	400	90,653	1,008,690	897,770
Rent and site leases	10,258	7,693	3,846	379,537	401,334	416,692
Equipment and maintenance upgrades	6,595	12,940	2,075	97,391	119,001	108,973
Other grant expenditures	-	-	208,725	80,741	289,466	507,969
Other services and charges	78,042	60,203	203	361,020	499,468	528,665
Capital outlay	8,400	-	-	-	8,400	47,048
Total expenditures	<u>599,597</u>	<u>502,171</u>	<u>215,249</u>	<u>1,009,342</u>	<u>2,326,359</u>	<u>2,507,117</u>
Revenues over (under) expenditures	<u>(4,340)</u>	<u>5,291</u>	<u>21,885</u>	<u>80,049</u>	<u>102,885</u>	<u>123,569</u>
Other financing sources (uses):						
Transfer in	30,250	-	-	-	30,250	30,250
Transfer out	-	-	(15,250)	(15,000)	(30,250)	(30,250)
Total other financing sources (uses)	<u>30,250</u>	<u>0</u>	<u>(15,250)</u>	<u>(15,000)</u>	<u>0</u>	<u>0</u>
Net change in fund balance	25,910	5,291	6,635	65,049	102,885	123,569
Fund balance - January 1	<u>2,176,791</u>	<u>318,176</u>	<u>363,780</u>	<u>369,738</u>	<u>3,228,485</u>	<u>3,104,916</u>
Fund balance - December 31	<u>\$2,202,701</u>	<u>\$323,467</u>	<u>\$370,415</u>	<u>\$434,787</u>	<u>\$3,331,370</u>	<u>\$3,228,485</u>

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

METROPOLITAN EMERGENCY SERVICES BOARD**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS****Statement 5**

For The Year Ended December 31, 2019

With Comparative Totals For The Year Ended December 31, 2018

	<u>2019</u>	<u>2018</u>
Amounts reported for governmental activities in the Statement of Activities are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	\$102,885	\$123,569
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Depreciation	(111,157)	(113,861)
Capital outlay	8,400	47,048
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. Expenses reported in the Statement of Activities include the effects of the changes in these expense accruals as follows:		
Change in compensated absences payable	(17,284)	(8,466)
Governmental funds report pension and OPEB contributions as expenditures, however, pension and OPEB expense is reported in the Statement of Activities. This is the amount by which pension and OPEB expense differed from pension and OPEB contributions:		
Pension contributions	\$55,045	
Pension expense	(56,657)	
OPEB contributions	8,570	
OPEB expense	(10,149)	6,681
	<u>(3,191)</u>	<u>6,681</u>
Change in net position of governmental activities (Statement 2)	<u><u>(\$20,347)</u></u>	<u><u>\$54,971</u></u>

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

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. FINANCIAL REPORTING ENTITY

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

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

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

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

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

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

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

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

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2019

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

MESB reports the following major governmental funds:

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

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

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

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

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

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

D. BUDGETS

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

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

Expenses of the General Fund and the 911 Fund exceeded budgeted appropriations by \$16,174 and \$4,765, respectively.

E. CASH AND INVESTMENTS

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

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

F. RECEIVABLES AND PAYABLES

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

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

G. PREPAID ITEMS

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

H. CAPITAL ASSETS

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

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

I. COMPENSATED ABSENCES

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

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

J. REIMBURSEMENT REVENUE

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

K. FUND BALANCE CLASSIFICATIONS

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

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

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

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

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

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

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

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

L. INTERFUND TRANSACTIONS

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

M. USE OF ESTIMATES

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

N. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

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

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

O. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with MESB's financial statements for the year ended December 31, 2018, from which the summarized information was derived.

P. DEFINED BENEFIT PENSION PLAN

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

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Note 2 DEPOSITS AND INVESTMENTS

A. INVESTMENTS

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

The carrying amount of MESB's cash and investments at December 31, 2019 is as follows:

Cash and investments pooled with Washington County at fair value	\$1,205,300
Cash and investments pooled with Hennepin County at fair value	<u>2,218,521</u>
Total	<u><u>\$3,423,821</u></u>

MESB categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy has three levels. Level 1 investments are valued using inputs that are based on quoted prices in active markets for identical assets. Level 2 investments are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly. Level 3 investments are valued using inputs that are unobservable. At December 31, 2019, the MESB does not have any applicable investments.

B. INVESTMENT RISKS

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

Note 3 RECEIVABLES

All receivables at December 31, 2019 are expected to be collected within one year.

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

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Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Equipment	\$1,673,875	\$8,400	\$ -	\$1,682,275
Less accumulated depreciation for:				
Equipment	<u>1,299,069</u>	<u>111,157</u>	<u>-</u>	<u>1,410,226</u>
Capital assets - net	<u>\$374,806</u>	<u>(\$102,757)</u>	<u>\$0</u>	<u>\$272,049</u>

Depreciation expense was charged to programs as follows:

General	\$185
911 telephone system	6,157
Emergency medical services system	84,918
Radio	<u>19,897</u>
Total depreciation expense	<u>\$111,157</u>

Note 5 NONCURRENT LIABILITIES

Activity for the year ended December 31, 2019, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Estimated Amount Due Within One Year</u>
Compensated absences	<u>\$113,481</u>	<u>\$31,846</u>	<u>(\$14,563)</u>	<u>\$130,764</u>	<u>\$9,555</u>

Compensated absences are liquidated by each of the four funds.

Note 6 **DEFINED BENEFIT PENSION PLANS**

A. PLAN DESCRIPTION

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

General Employees Retirement Fund (GERF)

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

B. BENEFITS PROVIDED

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

GERF Benefits

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

Annuities, disability benefits, and survivor benefits are increased effective every January 1. Beginning January 1, 2019, the postretirement increase will be equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024 or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

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C. CONTRIBUTIONS

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

GERF Contributions

Coordinated Plan members were required to contribute 6.50% of their annual covered salary in fiscal year 2019; MESB was required to contribute 7.50% for Coordinated Plan members. MESB's contributions to the GERF for the year ended December 31, 2019, were \$55,045. MESB's contributions were equal to the required contributions as set by state statute.

D. PENSION COSTS

GERF Pension Costs

At December 31, 2019, MESB reported a liability of \$536,291 for its proportionate share of the GERF's net pension liability. MESB's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million to the fund in 2019. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with MESB totaled \$16,666. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. MESB's proportionate share of the net pension liability was based on MESB's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018, through June 30, 2019, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2019, MESB's proportionate share was .0097%, which was a decrease of .0002% from its proportionate share measured as of June 30, 2018.

MESB's proportionate share of the net pension liability	\$536,291
State of Minnesota's proportionate share of the net pension liability associated with the MESB	<u>16,666</u>
Total	<u><u>\$552,957</u></u>

For the year ended December 31, 2019, MESB recognized pension expense of \$56,657 for its proportionate share of the GERF's pension expense. In addition, MESB recognized an additional \$1,248 as a pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

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At December 31, 2019, MESB reported its proportionate share of the GERS's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$14,793	\$ -
Changes in actuarial assumptions	-	41,939
Net collective difference between projected and actual investment earnings	-	54,589
Changes in proportion	5,198	11,318
Contributions paid to PERA subsequent to the measurement date	27,911	-
Total	<u>\$47,902</u>	<u>\$107,846</u>

\$27,911 reported as deferred outflows of resources related to pensions resulting from MESB contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2020	(\$27,787)
2021	(47,095)
2022	(13,838)
2023	865
2024	-
Thereafter	-

E. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2019 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants for all plans were based on RP 2014 tables for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases after retirement for retirees are assumed to be 1.25% per year for the General Employees Plan.

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Actuarial assumptions used in the June 30, 2019 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2019.

The following changes in actuarial assumptions and plan provisions occurred in 2019:

General Employees Fund

Changes in Actuarial Assumptions:

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

Changes in Plan Provisions:

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

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

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	35.5%	5.10%
Private Markets	25.0%	5.90%
Fixed Income	20.0%	0.75%
International Equity	17.5%	5.90%
Cash Equivalents	2.0%	0.00%
Total	100%	

F. DISCOUNT RATE

The discount rate used to measure the total pension liability in 2019 was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates specified in Minnesota Statutes. Based on that assumption, the fiduciary net position of the GERF was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. PENSION LIABILITY SENSITIVITY

The following presents MESB's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as

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what MESB's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in in Discount Rate (6.5%)	Discount Rate (7.5%)	1% Increase in Discount Rate (8.5%)
MESB's proportionate share of the GERF net pension liability	\$881,634	\$536,291	\$251,142

Pension liability is liquidated by the General, EMS and Radio funds.

H. PENSION PLAN FIDUCIARY NET POSITION

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

Note 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. PLAN DESCRIPTION

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

B. BENEFITS PROVIDED

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

For the one former employee receiving benefits, MESB is obligated to pay one-half of this person's monthly single contribution for active employees' health insurance until the person becomes eligible for Medicare. Once eligible for Medicare, MESB is obligated to pay up to the amount Anoka County pays for Medicare supplement plan. The monthly benefit amount is adjusted annually. Total benefits paid in 2019 were \$5,985.

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

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

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

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

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

C. PARTICIPANTS

As of the January 1, 2018 actuarial valuation, participants of the plan consisted of:

Active employees	8
Inactive employees and beneficiaries currently receiving benefits	<u>1</u>
Totals	<u><u>9</u></u>

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D. TOTAL OPEB LIABILITY AND CHANGES IN TOTAL OPEB LIABILITY

MESB's total OPEB liability of \$251,108 was measured as of January 1, 2019 and was determined by an actuarial valuation as of January 1, 2018. Changes in the total OPEB liability during 2019 were:

Balance - beginning of year	\$259,758
Changes for the year:	
Service cost	7,824
Interest	8,732
Changes of benefit terms	-
Differences between expected and actual experience	-
Changes in assumptions	(19,221)
Benefit payments	<u>(5,985)</u>
Net changes	<u>(8,650)</u>
Balance - end of year	<u>\$251,108</u>

OPEB liability is liquidated by each of the four funds.

E. ACTUARIAL ASSUMPTIONS AND OTHER INPUTS

The total OPEB liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3.00%
Discount rate	3.3% as of December 31, 2018 and 3.8% as of December 31, 2019
Investment rate of return	2.85%
Healthcare cost trend rates	6.25% for 2019, decreasing over 5 years to an ultimate rate of 5.00%
Post-65 Healthcare trend rate	4.00%

Since the plan is funded on a pay-as-you-go basis, both the discount rate and the investment rate of return was based on the 20 year AA rated municipal bond rate as of January 1, 2018 based on a tax-exempt, high-quality 20-year Municipal bond index.

Mortality rates were based on the RP-2014 White Collar Mortality tables with MP-2017 Generational Improvement Scale.

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

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

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

The following presents the total OPEB liability of MESB, as well as what MESB's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.80%) or 1% higher (4.80%) than the current discount rate:

	1% Decrease (2.80%)	Discount Rate (3.80%)	1% Increase (4.80%)
Total OPEB liability	\$294,044	\$251,108	\$216,699

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

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

	1% Decrease (5.25% decreasing to 4%)	Healthcare Cost Trend Rates (6.25% decreasing to 5.0%)	1% Increase (7.25% decreasing to 6.0%)
Total OPEB liability	\$212,737	\$251,108	\$300,047

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

For the year ended December 31, 2019, MESB recognized \$10,149 of OPEB expense. At December 31, 2019, MESB reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$0	\$12,814
Contributions subsequent to the measurement date	8,569	-
Total	\$8,569	\$12,814

\$8,569 reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2019.

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

Year Ended December 31,	OPEB Expense Amount
2020	\$6,407
2021	6,407
2022	-
2023	-
2024	-
Thereafter	-

Note 8 COMMITMENTS

LEASES

MESB leases its office premises, including use of phones, under an agreement which was renewed on November 26, 2018 and is effective through December 31, 2020 with monthly lease payments of \$2,137. Rent expense under this lease totaled \$25,644 for 2019. MESB has future minimum payments of \$25,644 for 2020.

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

<u>Year Ended</u>	
2020	\$336,391
2021	324,483
2022	308,845
2023	301,074
2024	299,103
2025-2029	1,140,995
2030-2034	17,500
2035-2036	<u>4,667</u>
Total	<u><u>\$2,733,058</u></u>

Rent expense under these leases for the year ended December 31, 2019 totaled \$375,690.

COMMITTED CONTRACTS

MESB had no committed contracts as of December 31, 2019.

LITIGATION

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

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Note 9 FUND BALANCE

CLASSIFICATIONS

At December 31, 2019, a summary of the governmental fund balance classifications are listed below. Definitions for the classifications can be found in Note 1K.

	<u>General</u>	<u>911 Fund</u>	<u>EMS Fund</u>	<u>Radio Fund</u>	<u>Total</u>
Nonspendable:					
Prepaid items	\$ -	\$11,601	\$ -	\$65,551	\$77,152
Restricted to:					
Emergency services	-	-	349,123	-	349,123
Committed to:					
Emergency services	-	311,866	21,292	369,236	702,394
Assigned to:					
Future projects	2,050,353	-	-	-	2,050,353
Unassigned	<u>152,348</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>152,348</u>
Total	<u>\$2,202,701</u>	<u>\$323,467</u>	<u>\$370,415</u>	<u>\$434,787</u>	<u>\$3,331,370</u>

Note 10 FEDERAL AND STATE FUNDS

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

Note 11 RISK MANAGEMENT

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

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

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Note 12 EMERGENCY MEDICAL SERVICES FUNDS

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

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

<u>Grant Period</u>	<u>Budget</u>	<u>Prior Years</u>	<u>2019</u>	<u>Balance</u>
Receipts (cash basis):				
07/01/17 - 06/30/19	\$146,250	\$106,700	\$39,550	\$ -
07/01/19 - 06/30/21	<u>146,250</u>	<u>-</u>	<u>-</u>	<u>146,250</u>
Total receipts	<u>\$292,500</u>	<u>\$106,700</u>	<u>\$39,550</u>	<u>\$146,250</u>
Grant revenue/expenditures (accrual basis):				
07/01/17 - 06/30/19	\$146,250	\$130,503	\$15,747	\$ -
07/01/19 - 06/30/21	<u>146,250</u>	<u>-</u>	<u>20,065</u>	<u>126,185</u>
Total grant revenues/expenses	<u>\$292,500</u>	<u>\$130,503</u>	<u>\$35,812</u>	<u>\$126,185</u>

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

Note 13 INTERFUND TRANSFERS

	<u>Transfers In General Fund</u>
Transfers out:	
EMS Fund	\$15,250
Radio Fund	<u>15,000</u>
Total transfers	<u>\$30,250</u>

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

METROPOLITAN EMERGENCY SERVICES BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2019

Note 14 RECENTLY ISSUED ACCOUNTING STANDARDS

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

Statement No. 87 *Leases*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2019.

Statement No. 89 *Accounting for Interest Cost Incurred before the End of a Construction Period*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2019.

Statement No. 91 *Conduit Debt Obligations*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2020.

Statement No. 92 *Omnibus 2020*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2020, except the requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.

Statement No. 93 *Replacement of Interbank Offered Rates*. The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021. All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020.

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

Note 15 SUBSEQUENT EVENTS AND UNCERTAINTIES

The COVID-19 pandemic continues to cause rapidly changing disruptions world-wide. Management has evaluated these conditions and believes that it is not possible to reasonably estimate the financial impact, if any, of COVID-19 on MESB's future operations at December 31, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

METROPOLITAN EMERGENCY SERVICES BOARD
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For The Year Ended December 31, 2019
With Comparative Actual Amounts For The Year Ended December 31, 2018

Statement 6

	Budgeted Amounts		2019 Actual	Variance with	2018 Actual
	Original	Final	Amounts	Final Budget - Over (Under)	Amounts
Revenues:					
Member assessments	\$539,923	\$539,923	\$539,923	\$ -	\$533,997
Reimbursement revenue	2,000	2,000	850	(1,150)	2,714
Interest	8,500	8,500	51,245	42,745	40,362
Other	3,000	3,000	3,239	239	4,375
Total revenues	553,423	553,423	595,257	41,834	581,448
Expenditures:					
Current:					
Personal services	486,553	486,553	496,302	9,749	414,638
Rent and site leases	9,720	9,720	10,258	538	9,960
Equipment and maintenance upgrades	11,200	11,200	6,595	(4,605)	3,181
Other services and charges	75,950	75,950	78,042	2,092	80,459
Capital outlay	-	-	8,400	8,400	5,195
Total expenditures	583,423	583,423	599,597	16,174	513,433
Revenues over (under) expenditures	(30,000)	(30,000)	(4,340)	25,660	68,015
Other financing sources (uses):					
Transfer in	30,000	30,000	30,250	250	30,250
Total other financing sources (uses)	30,000	30,000	30,250	250	30,250
Net change in fund balance	\$0	\$0	25,910	\$25,910	98,265
Fund balance - January 1			2,176,791		2,078,526
Fund balance - December 31			\$2,202,701		\$2,176,791

See accompanying notes to the required supplementary information.

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

For The Year Ended December 31, 2019

With Comparative Actual Amounts For The Year Ended December 31, 2018

	Budgeted Amounts		2019 Actual	Variance with	2018 Actual
	Original	Final	Amounts	Final Budget - Over (Under)	Amounts
Revenues:					
Member assessments	\$492,406	\$492,406	\$492,406	\$ -	\$484,339
Reimbursement revenue	-	-	-	-	25
Interest	5,000	5,000	15,056	10,056	10,503
Total revenues	497,406	497,406	507,462	10,056	494,867
Expenditures:					
Current:					
Personal services	358,756	358,756	421,335	62,579	376,529
Rent and site leases	9,720	9,720	7,693	(2,027)	7,470
Equipment and maintenance upgrades	11,000	11,000	12,940	1,940	13,351
Other services and charges	117,930	117,930	60,203	(57,727)	75,777
Total expenditures	497,406	497,406	502,171	4,765	473,127
Net change in fund balance	\$0	\$0	5,291	\$5,291	21,740
Fund balance - January 1			318,176		296,436
Fund balance - December 31			\$323,467		\$318,176

See accompanying notes to the required supplementary information.

METROPOLITAN EMERGENCY SERVICES BOARD**REQUIRED SUPPLEMENTARY INFORMATION****Statement 8****SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS**

For The Year Ended December 31, 2019

	2019	2018
Total OPEB liability:		
Service cost	\$7,824	\$8,568
Interest	8,732	8,360
Changes of benefit terms	-	-
Differences between expected and actual experience	-	-
Changes in assumptions	(19,221)	-
Benefit payments	(5,985)	(3,841)
Net change in total OPEB liability	(8,650)	13,087
Total OPEB liability - beginning	259,758	246,671
Total OPEB liability - ending	<u>\$251,108</u>	<u>\$259,758</u>
Covered-employee payroll	\$702,011	\$681,564
Total OPEB liability as a percentage of covered-employee payroll	35.8%	38.1%

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

METROPOLITAN EMERGENCY SERVICES BOARD

REQUIRED SUPPLEMENTARY INFORMATION

Statement 9

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

For The Year Ended December 31, 2019

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

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

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

For The Year Ended December 31, 2019

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

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

See accompanying notes to the required supplementary information.

METROPOLITAN EMERGENCY SERVICES BOARD
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2019

Note A LEGAL COMPLIANCE – BUDGETS

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

Note B OPEB INFORMATION

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

For the fiscal year ending December 31, 2019, the discount rate was changed from 3.30% to 3.80%.

Note C PENSION INFORMATION

PERA – General Employees Retirement Fund

2019 Changes

Changes in Actuarial Assumptions

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

Changes in the Plan Provisions

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

2018 Changes

Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.0% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

2017 Changes

Changes in Actuarial Assumptions:

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

2016 Changes

Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.

METROPOLITAN EMERGENCY SERVICES BOARD
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2019

- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.5% for inflation.

OTHER REPORTS

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Metropolitan Emergency Services Board as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Metropolitan Emergency Services Board's basic financial statements, and have issued our report thereon dated April 24, 2020.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during

our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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



REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 24, 2020



MINNESOTA LEGAL COMPLIANCE REPORT

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

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Metropolitan Emergency Services Board's basic financial statements, and have issued our report thereon dated April 24, 2020.

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

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

A handwritten signature in black ink that reads "Redpath and Company, Ltd." with a stylized flourish at the end.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 24, 2020

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 5A. Approval of Radio Representative to
SECB Strategic Technology Reserve Workgroup
Presenter: Fredrick

RECOMMENDATION

The Executive Committee recommends approval for Curt Meyer as primary member to the Statewide Emergency Communications Board (SECB) Strategic Technology Reserve (STR) workgroup for the remainder of the year.

BACKGROUND

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

ISSUES & CONCERNS

In late 2019, the Radio TOC voted to appoint Ron Jansen from Dakota County and Mark VandenBerghe from Eden Prairie Fire Department as respective primary and alternate members to the SECB STR Workgroup for 2020.

Mr. Jansen requested a new appointment to the STR Workgroup be made, as he does not have this equipment locally at Dakota County, and there may be other entities with more experience with STR technologies.

The Radio TOC asked for a member of the TOC to become the primary member for the SECB STR Workgroup. Curt Meyer from Hennepin County volunteered to act as the primary member to this workgroup and the Radio TOC approved this action on March 25, 2020.

The Radio TOC requests these new appointments to be effective immediately, upon approval.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 13, 2020

Agenda Item:

**5B. Approval of New Metro Radio
Standard 3.48.0 - COMU**

Presenter:

Fredrick

RECOMMENDATION

The Executive Committee recommends approval of new Metro Radio Standards 3.48.0 – Communications Unit (COMU) and the deletion of Metro Radio Standards 3.17.5 – INTD, 3.17.6 – RADO, and 3.17.7 – INCM.

BACKGROUND

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

The U.S. Department of Homeland Security's (DHS) Cybersecurity and Infrastructure Security Agency (CISA) Office of Emergency Communications (OEC) has several positions in its Incident Command System Structure (ICS) related to the communications unit. The State of Minnesota recognizes six of the COMU positions: Communications Unit Leader, Communications Technician, Incident Communication Center Manager, Incident Tactical Dispatcher, Radio Operator, and Amateur Emergency Communications Specialist.

ISSUES & CONCERNS

Metro Radio Standards are being reviewed for content and language changes.

Metro Radio Standards 3.17.5, 3.17.6 and 3.17.7 were created for three COMU positions prior to those positions receiving state recognition. During the review of the metro standards, it was realized that the state has recognized these positions and so the associated metro standards could be deleted and a new COMU standard could be developed. The Radio TOC concurred with this position at its February 2020 meeting.

If the Board approves Metro Radio Standard 3.48.0 – COMU, Metro Radio Standards 3.17.5, 3.17.6 and 3.17.7 will be deleted.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

Metro Region ARMER Standards

Section 3 – Metro 3.48.0 Communications Unit (COMU)

Date Established

3-13-20

Date Revised/Reviewed

3-13-20

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for initial recognition and renewal of the six recognized Communications Unit (COMU) positions and oversight of the COMU in Minnesota.

2. Background

- **Capabilities**

The COMU program for the State of Minnesota recognizes the following positions:

- Communications Unit Leader (COML)
- Communications Unit Technician (COMT)
- Incident Communication Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Amateur Emergency Communications Specialist (AECS)

- **Constraints**

To become recognized or a renewal of recognition in a COMU position, the individual must follow the recognition procedures established in the State Operating Guidelines (SOGs).

3. Operational Context

The National Incident Management System (NIMS) is a standardized approach to incident management established in March 2004 by the U.S. Department of Homeland Security. Within NIMS, the Incident Command System (ICS) systematizes command, control, and coordination of emergency response. The COMU resides in the Logistics Section of the ICS.

The Statewide Emergency Communication Board (SECB) empowers its Interoperability Committee to manage Minnesota's COMU program. It authorizes the Interoperability Committee to adopt and maintain SOGs to guide Minnesota COMU, consistent with the Purpose Statement.

The Metro Communications Response Task Force (CRTF) team organizes and exercises pre-planned events for the Metro region and is responsible for initial deployment of COMU resources from the Metro region. The CRTF also conducts quarterly training for members.

4. Recommended Procedure

The procedures listed in the SOGs shall be followed in order to be initially recognized and in order to have recognition renewal in any of the six Minnesota-recognized COMU positions. Completed packets for initial recognition or renewal shall be sent to the MESB Radio Services Coordinator. All Metro-based COMU positions will be reviewed and approved by the Metro Radio Technical Operations Committee (RTOC) prior to review and approval by the State committees.

5. Management

For the Metro region, documentation for an initial recognition or renewal of a COMU position should be initiated with the Radio Services Coordinator.

The Statewide Interoperability Coordinator (SWIC) will manage the COMU recognition and renewal process in Minnesota.

DRAFT

METRO REGION

800 MHz Trunked Regional Public Safety Radio System

Standards, Protocols, Procedures

Document Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.17.5	Date: 03/22/17
Procedure Title:	Criteria for Certification as an Incident Tactical Dispatcher (INTD)	
Date Established:	05/10/2017	MESB Approval - Signature:
Replaces Document Dated:		05/10/2017
Date Revised:		

This standard has been deleted per MESB action on May 10, 2020.

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of Incident Tactical Dispatcher (INTD) in Minnesota.

2. Background:

During all hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-IDT course.

An INTD is a specially trained individual qualified to operate away from the dispatch center in a command post, EOC, base camp, incident scene or as mutual aid to another dispatch center. INTD's leverage the multi-tasking, communication, accountability and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises and extended incidents. INTD's may support the communication unit as a single resource or as part of an incident dispatch team or full COMU.

As representatives of the Minnesota public safety community complete INTD, the federal government has left it up to each state as to determine how the INTD will be certified. This standard will lay out the certification process for Minnesota. An INTD will by default meet all criteria to be considered a RADO for the purpose of the Communications Unit (COMU). No further training will be required.

However, to receive certification, the INTD must complete the RADO task book and follow State Standard 3.17.6 to be certified.

3. Recommended Procedure:

The following procedure shall be followed in order to be initially certified as an Incident Tactical Dispatcher and in order to be recertified:

Prerequisite Experience/Training:

- A public safety background with three years of experience in dispatch operations, or ICTAP RADO training and 1 year experience in dispatch operations.
- Completion of the ICTAP Communications Unit Awareness web-based course.
- Completion of IS 100.b, IS 144, IS 200.b, IS 700.a, and IS 800.b.
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.

Certification Process:

1. Attend and successfully complete a three-day DHS-OEC all-hazards INTD (TRG-IDT) training session taught by a DHS-OEC certified IDT instructor. Experienced Incident Dispatchers that can demonstrate successful completion of incident dispatcher (IDT) training from outside sources, shall be recognized and considered as having fulfilled this requirement.
2. Complete the INTD Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of INTD training. It is acceptable to use an incident that occurred up to three years prior to the INTD training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-IDT was available can use tasks completed since recognized IDT training was completed.
3. Participate as an Incident Tactical Dispatcher in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for IDT certification. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.

7. ~~The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the INTD candidate's credentials to request a resolution that the COMT candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment "B," check-off template.)~~
8. ~~The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INTD. This will serve as State Certification of the INTD and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).~~

RECERTIFICATION

~~Submission of Attachment E, along with a dated ICS 205 or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a INTD during an event will be sufficient for recertification.~~

~~Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.~~

~~It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.~~

~~ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.~~

4. Management

~~The Statewide Interoperability Program Manager will manage the INTD certification and recertification process in Minnesota.~~

1. ~~All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of certified INTDs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.~~

METRO REGION

800 MHz Trunked Regional Public Safety Radio System

Standards, Protocols, Procedures

Document Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.17.6	Date: 03/22/17
Procedure Title:	Criteria for Certification as a Radio Operator (RADO)	
Date Established:	05/10/2017	MESB Approval - Signature:
Replaces Document Dated:		05/10/2017
Date Revised:		

This standard has been deleted per MESB action on May 10, 2020.

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of the Radio Operator (RADO) in the Metro Region of Minnesota.

2. Background:

During all hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all hazards Radio Operator (RADO) as well as formulated a curriculum and comprehensive All-Hazards TRG-RADO course.

The responsibilities of an All Hazard RADO includes support staffing for the Incident Communications Center, monitoring radio traffic and base station operations for emergency operations centers, hospitals, dispatch centers and non-governmental organizations supporting civil emergency response at the state, local or regional level. The RADO position, in contrast to the Incident Tactical Dispatcher, is designed for emergency response professionals and support personnel in all disciplines who have a basic understanding of the all-hazard ICS communications unit. Experienced dispatch personnel should consider the more comprehensive RADO position.

As representatives of the Minnesota public safety community complete RADO, the federal government has left it up to each state as to determine how the RADO will be certified. This standard will lay out the certification process for Minnesota.

3. Recommended Procedure:

METRO 3.17.6 – Radio Operator (RADO) Certification

1

The following procedure shall be followed in order to be initially certified as a RADO, and in order to be recertified:

~~Prerequisite Experience/Training:~~

- ~~• Awareness of fundamental public safety communications technology~~
- ~~• Completion of the OEC Communications Unit Awareness web-based course~~
- ~~• Completion of IS 100.b, IS 200.b, IS 700.a, and IS 800.b~~

~~Certification Process:~~

- ~~1. Attend and successfully complete a two-day DHS-OEC all-hazards RADO (TRG-RADO) training session taught by a DHS-OEC certified RADO instructor. Personnel that can demonstrate successful completion of the DHS-OEC TRG-AUXCOMM course shall be considered as having fulfilled this requirement.~~
- ~~2. Complete the RADO Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of RADO training. It is acceptable to use an incident that occurred up to three years prior to the RADO training. (See attachment "A" Evaluation Form).~~
- ~~3. Participate as a RADO in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.~~
- ~~4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)~~
- ~~5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for RADO certification. (See attachment "C" Agency Certification Form)~~
- ~~6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.~~
- ~~7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the RADO candidate's credentials to request a resolution that the COMT candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment "B," check-off template.)~~
- ~~8. The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the RADO. This will serve as State Certification of the RADO and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).~~

RECERTIFICATION

Submission of Attachment E, along with a dated ICS 205 or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a RADO during an event will be sufficient for recertification.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the RADO certification and recertification process in Minnesota.

1. All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of certified RADO's with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

Metro Region ARMER Standards

Section 3 – Metro 3.17.7 Criteria for Certification as an INCM

Date Established

5-10-17

Date Revised/Reviewed

5-10-17

This standard has been deleted per MESB action on May 10, 2020.

~~1. Purpose or Objective~~

~~The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of the Incident Communication Center Manager (INCM) in Minnesota.~~

~~2. Background~~

~~During all hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire and law enforcement services, is essential. Unfortunately, the absence of on scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), the National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-INCM course.~~

~~For some incidents, the COML establishes an Incident Communications Center staffed with Incident Tactical Dispatchers and/or Radio Operators to provide communications support for operations. However, as the incident expands, it may become important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span of control issues. The All-Hazard Incident Communications Center Manager is then responsible for managing all functions in the Incident Communications Center, reporting to the COML.~~

~~As representatives of the Minnesota public safety community complete INCM, the federal government has left it up to each state as to determine how the INCM will be certified. This standard will lay out the certification process for Minnesota.~~

~~3. Recommended Procedure~~

~~The following procedure shall be followed in order to be initially certified as an Incident Communications Center Manager and in order to be recertified:~~

~~Prerequisite Experience/Training:~~

- ~~• State of Minnesota INCM Certification.~~
- ~~• ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.~~

Certification Process:

- Attend and successfully complete a three-day DHS-OEC ~~All Hazards~~ INCM (TRG-~~INCM~~) training session taught by a DHS-OEC certified INCM instructor.
- Complete the INCM Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by a qualified evaluator(s) within three years of INCM training. It is acceptable to use an incident that occurred up to three years of INCM training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-INCM was available can use tasks completed since recognized IDT training was completed.
- Participate as an INCM in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
- Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification/Certification of completed task book form).
- Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for IDT certification. (See attachment "C" Agency Certification Form).
- Submit the signed off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (SEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
- The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), ~~Emergency~~ Services Board (ESB) or the MESB RTOC, presenting the INCM candidate's credentials to request a resolution that the ~~COMT INCM~~ candidate be recommended to the Statewide Interoperability Coordinator Program Manager (SWIC) for final review and certification. (See attachment "B", check-off template).
- The ~~SWIC Statewide Interoperability Program Manager~~ will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INCM. This will serve as State Certification of the INCM and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

RECERTIFICATION

Submission of Attachment E, along with a dated ICS ~~205~~ or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of an INCM during an event will be sufficient for recertification.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remain the same as their original certification expiration date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN)'s Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

4. Management

The SWIC Statewide Interoperability Program Manager will manage the INCM certification and recertification process in Minnesota.

- All certifications will be recorded and kept on file by the Emergency Communication Network's (ECN's) Standards & Training Coordinator. A list of certified INCMs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

May 13, 2020

Agenda Item:

**5C. Approval of Amendment to
Hennepin County Participation Plan**

Presenter:

Fredrick

RECOMMENDATION

The Executive Committee recommends approval of the amendment to the Hennepin County ARMER participation plan.

BACKGROUND

Hennepin County has been an ARMER participant since the system's inception; the county was actively involved in the original procurement process for the system. The county has an approved full ARMER participation plan with the MESB and DPS-ECN.

ISSUES & CONCERNS

Hennepin County is requesting an amendment to its ARMER participation plan to add an Electronic Asset Management (EAM) system to its network. The EAM will allow administrators to track and manage various radio assets in the county. The EAM will also allow a connection to the ARMER provisioning manager database, so that any updates that are made will appear in real-time. The EAM can also be used by other entities, should any want to share the system in the future.

This request requires Statewide Emergency Communication Board approval as well. The LMR Committee has recommended approval by the SECB.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

HENNEPIN COUNTY SHERIFF

February 19th, 2020

Metropolitan Emergency Services Board
2099 University Ave West
Saint Paul MN 55104

Ms. Frederick,

Hennepin County is requesting the use of ARMER resources. This request needs to be submitted to the Technical Operational Committee for review and approval.

The County is working with Motorola to implement an electronic asset management system (EAM). This EAM system is a cloud base system that will be used to track and manage the County's radio assets. Part of this EAM system includes a connection to the ARMER's provisioning manager database. This connection allows for the automatically updates of the EAM database as radios are added into the provisioning manager database.

As per previous discussions with MNDOT and the SMG group. The County will provide a Juniper SSG140 firewall at the Zone 2 MSO location to make this connection. This firewall will be controlled and administered by MNDOT. This firewall will be used to control and direct the one-way flow of traffic from the provisioning manager.

If other system owners are interested with this provisioning management EAM connection in the future, the County will gladly work with them to share this system resource.

Respectfully submitted,

King Wai Fung

King Fung
Senior Professional Engineer
Hennepin County Sheriff's Office
1245 Shenandoah Lane N
Plymouth MN 55447
612-596-1923

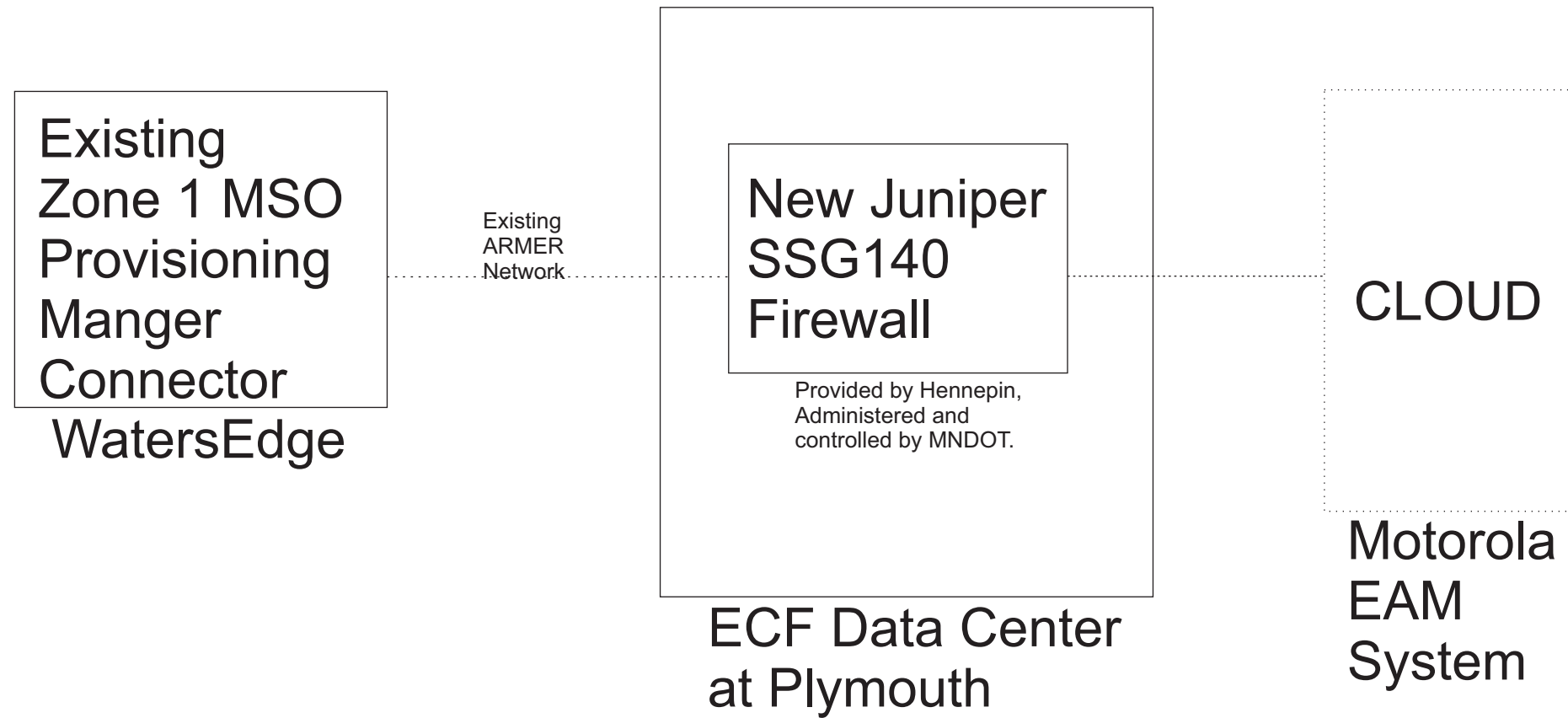
Hennepin County Sheriff's Office

350 South Fifth Street, Room 6, Minneapolis, MN 55415

612-348-3744 | hennepinsheriff.org



Equipment Asset Management System Connection to ARMER Provisioning Manager





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 5D. Approval of Additional Regional Grant Funding Priority Item
Presenter: Fredrick

RECOMMENDATION

Staff recommends the Board approve an additional CY2020 Regional Grant Funding Priority Item, PSAP/9-1-1 Security Audit.

BACKGROUND

The Metropolitan Emergency Services Board has been, or will assumed to be, granted two general purpose grants for the 2020 year. The first grant is the Statewide Emergency Communications Board (SECB) Grant. MESB has already been awarded \$25,000 for this grant and plans to apply to the open \$825,000 competitive grant once that application is available. The second grant is the State Homeland Security Program (SHSP) Grant. MESB will be awarded \$25,000 for this grant also, and also plans to apply to the open \$50,000 competitive equipment grant once that application is available.

ISSUES & CONCERNS

The Board previously approved the following priority items at its November 2019 meeting:

- PSAP back-up equipment cache
- Vendor-provided resiliency training for telecommunicators
- Other 9-1-1 call processing or dispatch-related vendor-provided training
- Vendor-provided technical training
- Assistance to attend the 2020 Minnesota Public Safety Communications Conference
- Communications Response Task Force (CRTF) training/exercise

A major issue during this grant cycle is the availability and timing of receiving grant funds. If the PSAP/9-1-1 Security Audit needs to be done within a specific time frame, it is not yet known when MESB will receive some of these funds, so they may not be able to be applied.

The PSAP/9-1-1 Security Audit will allow for a security audit of all metro PSAPs. Chisago County Sheriff's Office and Hennepin County Sheriff's Office PSAPs each had a security audit conducted by contracts for the U.S. Department of Homeland Security; a couple of PSAPs in the state had a security audit conducted by ECN technical advisors, Mission Critical Partners (MCP). Including PSAP/9-1-1 security audits in the regional funding priorities will allow for the remaining metro PSAPs to have a security audit.

FINANCIAL IMPACT

No direct financial impact to MESB but it will require staff time to process the grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 6A. Ratification of Pandemic Metro PSAP Consolidation Plan (MPCP)
Presenter: Eggimann

RECOMMENDATION

The Executive Committee recommends the Board ratify the Executive Committee's approval of the Pandemic Metro PSAP Consolidation Plan (MPCP) to ensure PSAP operations within the MESB region in the event a PSAP(s) can no longer meet minimum staffing requirements due to the pandemic.

BACKGROUND

The current Metro Regional 9-1-1 System Plan does not include a continuity of operations section for PSAPs. Traditionally, continuity of operations plans are developed and maintained by each PSAP. However, the MESB and PSAPs have never experienced nor planned for PSAP staffing during a pandemic situation.

ISSUES & CONCERNS

The 9-1-1 TOC met in a special meeting on April 2, 2020 and adopted a Pandemic Metro PSAP Consolidation Plan (MPCP) plan. This plan was developed in response to the coronavirus pandemic and the possibility that the virus could spread through an entire center staff before any staff members become symptomatic. This could reduce the number of staff members capable of reporting for duty to a number below what is necessary to keep the PSAP operational.

The plan divides the metro area PSAP into an east group and a west group based on geography and average call volume. The west group of PSAPs would consolidate as necessary at the Hennepin Co. Sheriff's Office Communications Center (HCSCC) and the east group would consolidate at the Ramsey Co. Emergency Communications Center (RCECC). The consolidations would only take place if one or more of the primary PSAPs within the MESB service area could no longer meet their individual minimum staffing levels.

The plan involves programing the participating PSAP radio configurations into the RCECC and HCSCC consoles to permit continued radio operations for all responders. Planning is underway to identify how to provide CAD operational capabilities for all the PSAPs at each location as well. 9-1-1 call routing can be changed when needed. Planning is also underway to support forwarding an affected PSAP's primary administrative numbers to the RCECC and HCSCC. The goal is to replicate as many of the vital operational tools necessary for the participating PSAP operations as possible at the east and west sites. This plan will be incorporated into the metro area Consolidated 9-1-1 Plan on file with the state 9-1-1 program.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 6A. Ratification of Pandemic Metro PSAP Consolidation Plan (MPCP)
Presenter: Eggimann

This plan was approved by the Executive Committee at its April 8, 2020 meeting; the Board needs to ratify the Executive Committee action.

FINANCIAL IMPACT

PSAPs could request regional funding related to the implementation of this plan for costs that support or benefit all participating PSAPs that cannot be performed by existing PSAP staff or IT departments. For example, there could be telephone company expenses to re-provision trunk groups to the alternate PSAPs. At this time, an estimate is unknown, though staff believe it to be a manageable figure.

Consolidating multiple jurisdictions into two Metro sites will be a significant challenge as all PSAPs currently operate separate Computer Aided Dispatch (CAD) systems with very limited CAD-to-CAD sharing today. The need has been identified to purchase a metro region-wide cloud-based CAD system to be used if a consolidation of PSAPs does occur. This will allow the metro region to utilize a common CAD platform that is easily accessible for all users, to properly respond to this pandemic emergency or any other event that would require a joint response or consolidation of resources in the future.

At its April meeting, the Executive Committee approved moving forward with a short-term backup CAD solution with RapidDeploy, a cloud-based CAD service provider whose solution could be implemented very quickly. The cost of the short-term CAD solution was \$10,000 for six months of service. This cost was paid using the MESB investment fund. The RapidDeploy CAD system is up and running as of April 30 with basic capabilities enabled, and more capabilities are being added almost daily as more data gets uploaded.

An agreement has also been reached with GeoComm to provide cloud-based GIS data storage and geocoding services to allow the RapidDeploy CAD to utilize the metro area NG9-1-1 GIS data rather than less accurate commercially available data such as Google Maps. GeoComm has agreed to provide this service to the MESB at no charge for six months, as the MESB is testing a new service from GeoComm.

Overall plan implementation continues as additional capabilities come online, but the backup system is useable with the initial capabilities enabled at this time in the event one or more of our PSAPs did need to close. This backup system will be used as part of a contingency plan testing and training exercise before the six-month window closes and should provide valuable experience and information regarding continuity of operations options going forward. It is also

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 6A. Ratification of Pandemic Metro PSAP Consolidation Plan (MPCP)
Presenter: Eggimann

possible that the PSAPs will want to retain the system beyond the six months, but a funding source would need to be identified to support the project on an ongoing basis. On-going operational costs are not funded out of the Hennepin County Investment Fund and would have to be either incorporated into the MESB's operational budget or into county operational budgets.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 8A. Approval of Resolution Regarding
the Amendment to Joint Powers Agreement
with Dakota County for Human Resources Services
Presenter: Rohret

RECOMMENDATION

The Executive Committee recommends approval of Resolution 2020-1 approving an amendment to the Joint Powers Agreement with Dakota County for Human Resources Services.

BACKGROUND

The Metropolitan Emergency Services Board has contracted with member agencies to provide services to the MESB to keep assessments to counties at a reasonable level. Current services provided are: accounts payable/receivable (Washington County); board legal counsel and investment account (Hennepin County); and human resources consulting, including employee benefits and payroll services (Dakota County).

In December 2007, the MESB and Dakota County executed a joint powers agreement for human resources services, payroll services and employee benefits programs.

ISSUES & CONCERNS

On February 12, 2020, the MESB Executive Director was notified by Dakota County Employee Relations of the County's intent to amend the joint powers agreement and begin charging the MESB for the services provided by the County. The hourly rate which will be charged is \$94.00 and would begin upon execution of the amendment to the joint powers agreement. Dakota County will also charge for any administrative costs incurred by the County, as well as an annual administrative fee for participation in the County benefit plans.

This cost was not included in the MESB's 2020 budget. Dakota County has stated that since the County began to track the amount of time it spent working on MESB items in September 2019 (through February 12, 2020), the County spent 4.40 hours on MESB items. As such, the MESB Executive Director provides a conservative estimate of 20 hours per year for this agreement, at an expense of \$1,880.00 per year at the \$94.00 rate. The County does reserve the right to increase the hourly rate and administrative fee on an annual basis.

Currently, the MESB pays for actual payroll and benefit costs including salary, PERA contributions, benefit plan contributions, a \$6.00 per employee fee for administering the benefits

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 8A. Approval of Resolution Regarding
the Amendment to Joint Powers Agreement
with Dakota County for Human Resources Services
Presenter: Rohret

plan, an annual fee for MESB employee participation in the County's wellness program, and annual HRA/HSA employer contributions.

The proposed First Amendment included in this packet has been reviewed by MESB Counsel; feedback was sent to Dakota County. At the time of this writing, the MESB is waiting for a response.

This item was discussed at the March 11, 2020 MESB meeting and the item was tabled pending additional information.

April Update: On March 27, 2020, Jill Rohret spoke with Andy Benish, Director, Dakota County Employee Relations, and received answers to the Board's questions. Dakota County performs HR services for several outside entities and had not been consistent in how it worked with them. Dakota County desires to handle each entity in the same fashion. The MESB is the last outside entity for which Dakota County performs HR services and needs an amendment to the Joint Powers Agreement for such services.

Dakota County will charge the \$94.00/hour rate for bigger projects, such as position evaluations, etc. A quick phone call for a question will not result in charges.

In response to whether the charges could begin in 2021, it was stated that the County does not wish to be inflexible, but they would prefer to start charging in 2020, as the MESB is now the only outlier in the County's process.

In response to how the \$94.00/hour rate was developed, the Dakota County Finance Department created a formula for time spent to support outside organizations. The department took into account salaries and benefits for Dakota County Employee Relations staff to develop the standard charge. The \$94.00 rate was established in 2019 and will periodically be adjusted as salaries increase. The MESB can build in an escalator in its operational budget for any annual increases since it has the Dakota County annual merit compensation plans.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: May 13, 2020
Agenda Item: 8A. Approval of Resolution Regarding
the Amendment to Joint Powers Agreement
with Dakota County for Human Resources Services
Presenter: Rohret

FINANCIAL IMPACT

The costs incurred under this amended agreement in 2020 were not included in the 2020 budget, though it is likely that the MESB will not go over budget because of this one item.

The Dakota County costs would be included in the 2021 budget and will likely result in a small increase in assessments.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

RESOLUTION 2020-01
RESOLUTION APPROVING AMENDMENTS TO THE
MESB-DAKOTA COUNTY AGREEMENT FOR
HUMAN RESOURCES SERVICES

WHEREAS, at its September 11, 2007 meeting, the Metropolitan Emergency Services Board (MESB) approved a single-entity to manage salary-merit increases and health benefit plans; and

WHEREAS, at its November 14, 2007 meeting, the MESB authorized execution of a joint powers agreement with Dakota County for human resources services, employee benefit programs and payroll services; and

WHEREAS, the joint powers agreement for human resources services between the MESB and Dakota County was executed on December 6, 2007; and

WHEREAS, Dakota County has provided human resources services, employee benefit programs and payroll services since January 1, 2008 and these services have been free of charge; and

WHEREAS, the Joint Powers Agreement between the MESB and the County of Dakota for Human Resources Services, Payroll Services, and Employee Benefits Programs had no determined termination date; and

WHEREAS, the MESB received notification from Dakota County on February 12, 2020 that Dakota County intended to begin charging the MESB for human resources services; and

WHEREAS, the parties agree to amend its joint powers agreement as follows:

1. The effective date of the First Amended and Restated Joint Powers Agreement Between the MESB and the County of Dakota for Human Resources Consulting Services, Payroll Services, and Employee Benefit Plan Participation shall be when the agreement is executed by both parties;
2. Dakota County shall provide MESB human resources consulting services on an ad hoc basis and reserves the right to decline to provide said services;
3. Dakota County shall charge the MESB an hourly rate of \$94.00 for services performed;
4. Dakota County shall charge the MESB any applicable administrative costs as stated in the First Amended and Restated Agreement;
5. Dakota County shall provide the MESB with a monthly detailed invoice for services provided;
6. The First Amended and Restated Agreement shall terminate on December 31, 2022;

NOW, THEREFORE BE IT RESOLVED, that the Metropolitan Emergency Services Board approves the First Amended and Restated Joint Powers Agreement Between the MESB

and the County of Dakota for Human Resources Consulting Services, Payroll Services, and Employee Benefit Plan Participation.

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Anderson	_____	_____	_____
Beer	_____	_____	_____
Degler	_____	_____	_____
Egan	_____	_____	_____
Fernando	_____	_____	_____
Gamache	_____	_____	_____
Holberg	_____	_____	_____
Ische	_____	_____	_____
Johnson, A.	_____	_____	_____
Johnson, J.	_____	_____	_____
Johnson, W.	_____	_____	_____
McDonough	_____	_____	_____
McMahon	_____	_____	_____
Matascastillo	_____	_____	_____
Meisner	_____	_____	_____
Miron	_____	_____	_____
Schmiesing	_____	_____	_____
Wolf	_____	_____	_____

**FIRST AMENDED AND RESTATED JOINT POWERS AGREEMENT BETWEEN
THE METROPOLITAN EMERGENCY SERVICES BOARD
AND THE COUNTY OF DAKOTA
FOR HUMAN RESOURCES CONSULTING SERVICES
PAYROLL SERVICES, AND EMPLOYEE BENEFIT PLAN PARTICIPATION**

This First Amended Joint Powers Agreement (“**Agreement**”) is made and entered into by and between the Metropolitan Emergency Services Board (“**MESB**”) and the County of Dakota (“**County**”) (the MESB and the County are sometimes collectively referred to as the “**Parties**”) pursuant to Minn. Stat. § 471.59.

WHEREAS, the MESB is a joint powers organization established under Minnesota law to plan, coordinate, and administer regional 911 and radio systems and emergency medical services in the Twin Cities metro area; and

WHEREAS, the County is a political subdivision of the State of Minnesota and a member of the MESB; and

WHEREAS, the County’s Employee Relations Department (“**Department**”) presently provides human resources consulting and payroll services to the MESB pursuant to the Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services, and Employee Benefit Programs; and

WHEREAS, the MESB desires that the Department continue to provide human resources, consulting, and payroll services to the MESB, and the County is willing to permit the Department to so continue pursuant to the terms and conditions of this Agreement; and

WHEREAS, the County presently provides MESB employees access to its group medical, dental, vision, life, and short- and long-term disability insurance plans (collectively referred to as “**County Benefit Plans**”) pursuant to the Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services and Employee Benefit Programs; and

WHEREAS, the MESB desires that its employees have continued access to the County Benefit Plans, and the County is willing to permit such continued access subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to enable, subject to the terms and conditions set forth herein: (a) the MESB to continue obtaining human resources consulting and payroll services from the Department, and (b) MESB employees to continue participating in the County Benefit Plans.

2. **Duration.** This Agreement will be in full force and effect on the date it is executed by both Parties and will continue in force until terminated pursuant to paragraph 5.h. herein (the “Agreement Term”).
3. **Human Resources Consulting and Payroll Services.**
 - a. **Scope of Human Resources Consulting Services.** The Department will provide human resources consulting services to the MESB upon request on an *ad hoc* basis. The Director of the Department (“**Director**”) has sole and complete discretion to decline to provide human resources consulting services to the MESB. Nothing in this Agreement obligates the Department to provide human resources consulting services to the MESB or limits the MESB’s ability to obtain human resources consulting services from other sources.
 - b. **Scope of Payroll Services.** The Department will provide payroll processing services to the MESB, including withholding payroll taxes and other required or elective amounts from MESB employees’ paychecks and paying MESB employees in accordance with the MESB’s compensation schedule. The MESB is solely responsible for providing the Department all information necessary to process payroll for MESB employees, including rates of pay, hours worked, use of paid time off, pay for periods in which no work is performed (e.g., holiday pay, etc.), wage garnishments or child support withholding amounts, employee contribution amounts to pension, retirement, and other post-employment benefit plans/accounts, and IRS Forms W-4 and other applicable tax withholding forms.
 - c. **Hourly Rate.** The MESB will pay the County for human resources consulting and payroll services provided by the Department at an hourly rate of \$94.00. Effective January 1 of each calendar year during the Agreement Term, the Director may adjust the hourly rate then in effect to reflect the present cost of providing human resources consulting and payroll services to the MESB, and will provide written notice of any adjusted hourly rate to the MESB pursuant to paragraph 5.i. of this Agreement prior to the new hourly rate taking effect.
 - d. **Payroll Withholding Costs.** The MESB will reimburse the County for all employer-share costs associated with withholdings made by the Department from MESB employees’ paychecks including, without limitation, federal and state payroll taxes and employer contribution amounts to pension, retirement, and other post-employment benefit plans/accounts. The County will not, under any circumstances, be responsible for any MESB employee- or employer-share payroll withholding costs.
 - e. **Administrative Costs.** The MESB will reimburse the County for all administrative costs incurred by the County in the Department’s provision of human resources consulting and payroll services to the MESB. Reimbursable costs include, for example, long-distance telephone charges, postage charges, copying charges, printing charges, mileage charges (reimbursable at the Internal Revenue Service’s then-applicable standard mileage rate), parking charges, delivery fees, messenger

services fees, investigatory fees, and other reasonable expenses incurred by the County in the Department's provision of human resources consulting and payroll services to the MESB.

- f. **Billing.** The Department will invoice the MESB on a monthly basis for human resources consulting and payroll services provided to the MESB and any administrative costs incurred by the County in connection with providing such services. Said invoices will identify the persons providing services and itemize the services provided by each such person, the amount of time that each such person spent providing services, and any administrative costs incurred by the County in connection with such services.

4. **Participation in the County Benefit Plans.**

- a. **Eligibility.** The County will allow MESB employees to participate in the County Benefit Plans on the same basis as County employees. Eligibility for participation in the County Benefit Plans is governed by the terms and conditions of applicable plan documents.
- b. **Premium Costs.** MESB employees are responsible for paying their respective employee-share premium costs associated with their participation in the County Benefit Plans. The MESB will timely remit to the County all employer-share premium costs associated with MESB employees' participation in the County Benefit Plans. The County will not under any circumstances be responsible for any premium or other costs associated with MESB employees' participation in the County Benefit Plans.
- c. **Administrative Fee.** The MESB will pay the County an annual administrative fee in connection with MESB employees' participation in the County Benefit Plans. Such fee will be established on an annual basis by the Director and communicated to the MESB in writing pursuant to paragraph 5.i. of this Agreement.

5. **General Provisions.**

- a. **Compliance with Laws and Standards.** The Parties agree to comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Parties are responsible, including, without limitation, the Minnesota Government Data Practices Act ("**MGDPA**") and the Health Insurance Portability and Accountability Act ("**HIPAA**"). Each party will rely on its own appointees for such compliance.
- b. **Legal Advice and Representation.** In providing services to the MESB under this Agreement, the County (including the Department) will rely solely and exclusively on legal advice and representation provided by the Dakota County Attorney's Office ("**DCAO**"), notwithstanding any other agreement to the contrary that may now or in the future exist between the MESB and any of its members for legal representation. The MESB acknowledges and agrees that the DCAO does not and

will not provide legal representation, services, or advice to the MESB under any circumstances whatsoever, and that no attorney-client relationship exists between the DCAO and the MESB either now or in the future. The MESB also acknowledges and agrees that to the extent it claims to have received legal advice either directly or indirectly from the DCAO, MESB shall not rely on any such alleged advice and hereby warrants that it will not rely on such advice and will not claim to have relied on such advice.

- c. **Non-Employee Status.** In implementing the terms of this Agreement, the County's employees and agents are not employees of the MESB, and the MESB's employees and agents are not employees of the County.
- d. **Liability and Indemnification.** ~~The MESB agrees to defend, indemnify, and hold harmless the County and its elected officials, employees, agents, attorneys, and insurers from all claims, demands, and causes of action of any kind or nature whatsoever, including the costs of defense thereof, resulting from or relating in any way to the County's provision of services under this Agreement or MESB employees' participation in the County Benefit Plans. Each Party to the Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party, its officers, employees or agents. Each Party hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to the Agreement.~~ Nothing in this paragraph is intended to waive any liability limits or immunities to which the Parties are otherwise entitled under law.
- e. **Disposition of Property.** Upon termination of this Agreement, any MESB property or surplus monies acquired by the County (including the Department) in connection with services provided under this Agreement or MESB employees' participation in the County Benefit Plans will be returned to the MESB as appropriate.
- f. **Complete Agreement.** This Agreement represents the complete and exclusive agreement between the Parties with respect to its subject matter, and upon execution will supersede any and all prior agreements between the Parties with respect to its subject matter, including, without limitation, the: (i) Joint Powers Agreement Between the Metropolitan Emergency Services Board and the County of Dakota for Human Resources Services, Payroll Services and Employee Benefit Programs; and (ii) Joint Powers Agreement for Metropolitan Emergency Services Board.
- g. **Modification.** Any amendments, changes, or modifications to this Agreement will be valid only if reduced to writing, approved by the Parties' respective Boards, and signed by the Chairs of the County Board of Commissioners and the MESB Board.

h. **Termination.** This Agreement will terminate upon 180 days' written notice of either party to the other party, termination of the MESB joint powers organization, or upon December 31, 2022, whichever occurs first.

i. **Notice.** All notices and other communications required under or contemplated by this Agreement will be in writing and delivered personally, via First Class mail (postage prepaid) or e-mail to the following persons:

MESB: Jill Rohret
Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104
jrohret@mn-mesb.org

County: Matt Smith
Dakota County Manager
Dakota County Administration Center
1590 Highway 55
Hastings, MN 55033
matt.smith@co.dakota.mn.us

j. **Liaisons.** To assist in the day-to-day performance and administration of this Agreement, the Parties designate the following persons as their liaisons:

MESB: Jill Rohret
651-643-8394
jrohret@mn-mesb.org

County: Andy Benish
651-438-4382
andrew.benish@co.dakota.mn.us

k. **Recordkeeping.** Records relating to the performance of this Agreement will be maintained by the County and the MESB for at least six (6) years after the termination of this Agreement. The Parties will at all times have full and mutual access to all records relating to the performance of this Agreement.

l. **Counterparts.** This Agreement, any amendments or modifications to this Agreement, and any other documents required to be executed in order to consummate or carry out this Agreement may be executed in one or more counterparts, each of which will be deemed an original. All such counterparts will together constitute one and the same instrument. A photocopy, facsimile, or digital image of an executed counterpart will be enforceable and admissible as an original.

IN WITNESS HEREOF, the Parties have executed this Agreement on the dates indicated below.

Approved as to form:	COUNTY OF DAKOTA
_____ Asst. Dakota County Attorney/Date County Attorney File No. KS-17-427	By: _____ Mike Slavik Title: Board Chair
Approved by Dakota County Board Res. # _____	Date of Signature: _____

	METROPOLITAN EMERGENCY SERVICES BOARD
	By: _____ George McMahon <u>Trista Matascastillo</u> Title: Board Chair
Approved by MESB Board Res. # _____	Date of Signature: _____
 <u>Approved as to form:</u> _____ <u>MESB Counsel</u>	



Employee Relations Department
Will Volk, Director
Dakota County Administration Center ♦ 1590 Hwy. 55, Hastings, MN 55033
Phone: 651.438.4435 ♦ Fax: 651.438.8178
♦ www.dakotacounty.us ♦

November 30, 2007

Martin D. Moody
Executive Director
Metropolitan Emergency Services Board
2099 University Ave. W.
St. Paul, MN 55104-3431

RECEIVED
DEC 11 2007
MESB

Dear Martin:

Enclosed please find a final signed copy of the joint powers agreement between Dakota County and the Metropolitan Emergency Services Board (MESB) for human resources and other services for your files.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Benish", written over a faint circular stamp.

Andy Benish
Employee Relations

Enclosures

JOINT POWERS AGREEMENT BETWEEN
THE METROPOLITAN EMERGENCY SERVICES BOARD
AND THE COUNTY OF DAKOTA
FOR HUMAN RESOURCES SERVICES, PAYROLL SERVICES
AND EMPLOYEE BENEFIT PROGRAMS

This Agreement is made and entered into by and between the Metropolitan Emergency Services Board and the County of Dakota, pursuant to Minn. Stat. § 471.59.

WHEREAS, the Metropolitan Emergency Services Board (MESB) was established by a joint powers agreement for the purpose of overseeing the 911 system, interoperable regional radio system and facilitating coordination of emergency medical services in the metropolitan area; and

WHEREAS, the County of Dakota (County) is a member of MESB and a signatory party to the joint powers agreement establishing the MESB; and

WHEREAS, MESB has requested that the County consider providing human resources, employee benefit programs and payroll services to MESB; and

WHEREAS, the County is willing and able to provide these services to MESB, pursuant to Resolution No. 07-523,

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to enable the County to provide human resources services, employee benefit programs, and payroll services to MESB and for MESB to secure such services and programs from the County.
2. Term. The term of this Agreement shall commence on January 1, 2008, and shall continue in full force until terminated pursuant to paragraph 6E of this Agreement.
3. Services to be Provided by the County.
 - A. Human Resources Services.
 - i. Services to be Provided. The County agrees to provide human resources services to MESB, upon request of MESB. These services include consultation and assistance in connection with staffing, performance management, development of compensation plan, and job evaluation. The County also agrees to permit MESB employees to participate in the County's training programs, including EDGE, on the same terms as employees from other jurisdictions are permitted.
 - ii. Status of MESB Employees. Any and all persons who are hired by MESB, including those hired with the consultation and/or assistance of the County, are and shall remain employees of MESB. MESB retains the exclusive authority to make all decisions respecting staffing, performance management, the compensation plan and job evaluation, as well as all decisions respecting the relationship between MESB and its employees. Nothing in this Agreement shall be construed to create the relationship of employer and employee between the County and any MESB employee.
 - B. Employee Benefit Programs. The County agrees to provide MESB employees access to the County's employee benefit programs under the same terms and conditions that apply to full-time and part-time County employees who participate in such programs. The employee benefit programs referred to in this paragraph include medical plans, dental plans, basic life insurance, accidental death and dismemberment insurance, supplemental life insurance for employee and

spouse and children, short-term disability insurance, long-term disability insurance, long-term care insurance, and employee assistance program.

MESB employees may participate in these programs only to the extent that the MESB governing board has specifically authorized and on the condition that the County is also providing payroll services pursuant to this Agreement.

C. Payroll Services. The County will provide payroll services to MESB, on the same terms and conditions which apply to County employees, including paid time off and holiday pay as determined by MESB. MESB employees shall be eligible to participate in the State of Minnesota deferred compensation plan, the Minnesota Post-Employment Health Care Saving Plan, and medical and dependent care flexible spending accounts, and PERA only to the extent specifically directed or authorized by the MESB governing board.

4. Costs and Premiums. The County shall have no duty to pay any part of any premium in connection with any MESB employee who is receiving any services or participating in programs pursuant to this Agreement. MESB agrees to reimburse the County for any loss or expense including but not limited to payroll, payroll taxes, contributions to PERA, deferred compensation, post-employment health care savings plan, fees for County training programs, and premiums incurred by the County, excluding ordinary administrative overhead expenses, in connection with any MESB employee who is participating in any programs or receiving services pursuant to this Agreement.

5. Data. Dakota County and MESB agree to abide by the Minnesota Government Data Practices Act and all other applicable state and federal laws, rules and regulations relating to data practices, data privacy and confidentiality.

MESB agrees to provide the County with all such information, data and authorizations the County requires in order to provide services pursuant to this Agreement, in the format and at the time of the County's choosing. MESB agrees that it will be solely responsible for responding to data practices requests for MESB data in the possession of Dakota County pursuant to this Agreement. Dakota County will return and will not retain all data received from MESB to MESB, as soon as such data is no longer needed by Dakota County in order to provide services pursuant to this Agreement or upon termination of this Agreement, whichever occurs first.

6. General Provisions.

A. Compliance with Laws and Standards. Dakota County and MESB agree to abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the parties are responsible.

B. Liability and Indemnification. Each party to the Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. Each party hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to the Agreement; and

It is understood and agreed that liability arising from the parties' acts or omissions is governed by the provisions of the Municipal Tort Claims Act, MN Stat. Ch. 466, and other applicable laws.

C. Accounting. All funds shall be accounted for according to generally accepted accounting principles.

- D. Amendments. Any alterations, variations or modifications of the provisions of this Agreement shall be valid only when reduced to writing, approved by the parties' boards, and signed by authorized representatives.
- E. Termination. This Agreement shall terminate upon 180 days' written notice of one party to the other.
- F. Disposition of Property. Upon termination of this Agreement, any property acquired as a result of activities undertaken pursuant to this Agreement and any surplus moneys shall be returned to the MESB.
- G. Relationship of the Parties. Nothing contained in this Agreement is intended or shall be construed in any manner as creating or establishing a partnership, joint venture, or agency relationship between the parties. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between the County and the MESB's employees.
- H. Notice. All notices and communications required by this Agreement shall be given in writing, by certified mail, as follows:

To MESB: Martin D. Moody
Executive Director
Metropolitan Emergency Services Board
2099 University Ave. W.
St. Paul, MN 55104-3431

To Dakota County: Brandt Richardson
Dakota County Administrator
Dakota County Administration Center
1590 Highway 55
Hastings, MN 55033

- I. Liaison. To assist the parties in the day-to-day performance of this Agreement and to develop services, ensure compliance and provide ongoing consultation, a liaison shall be designated by MESB and the County. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:
- | | |
|---------------------------------|------------------------------|
| MESB's Liaison: Martin D. Moody | County Liaison: Andy Benish |
| Phone Number: (651) 643-8398 | Phone Number: (651) 438-4382 |
- J. Access to Records/Audits. The County and MESB shall have full access to all records relating to the performance of this Agreement. The County and MESB agree to maintain records relating to the performance of this Agreement and shall retain all such documentation for six (6) years following the last day activities are performed pursuant to this Agreement.
- K. Counterparts. The Agreement may be signed in one or more counterparts, each of which shall constitute an original and all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

Approved as to form:

Karen Schipper 11/20/07
Assistant County Attorney/Date

Approved by Dakota County Board
Resolution No. _____

COUNTY OF DAKOTA

By: Michael E. Turner
Michael E. Turner, Chair
Dakota County Board of Commissioners
Date of Signature 12/6/2007

Attest: Mary Scheide
Mary Scheide
Clerk to the County Board
Date: 12-6-07

Approved as to form:

[Signature]
Board Counsel

METROPOLITAN EMERGENCY
SERVICES BOARD

By: Myra Peterson
Myra Peterson
(please print name)
Title Chair
Date of Signature 12-05-07

K/07/k07-261 mesb jpa