



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

**September 9, 2026, 10:00 a.m.**

Hybrid Meeting Option:

[Webex Meeting](#)

Phone Number: (408) 418-9388

Meeting Number: 2550 654 1362

Password: BQwisgCy593 (27947429 when dialing from a phone or video system)

1. **Call to Order** – Council President Elliott Payne, 2026 Board Chair
2. **Approval of Agenda** – Council President Payne
3. **Consent Agenda** – Rohret (**page 3**)
  - A. Approval: July 8, 2026 Meeting Minutes
  - B. Approval: June 2026 Treasurer's Report
  - C. Approval: July 2026 Treasurer's Report
  - D. Correspondence
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Amendments to City of Bloomington's ARMER Participation Plan (**page 23**)
  - B. Approval of Amendments to Metro Transit's ARMER Participation Plan (**page 27**)
5. **9-1-1 Items** – Frank Jarman, 9-1-1 Services Manager
  - A. Approval of Amendment 3 to CHS-1 Lease Agreement with Hennepin County (**page 33**)
6. **EMS Items** – Greg Hayes, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval of Amendments to MESB Policy 024 – Wireless Devices (**page 39**)
  - B. Approval of Award of RFP for Feasibility & Cost Effectiveness Study for Regional Shared 9-1-1 PSAP Technology (**page 49**)
8. **Reports**
  - A. Legislative Report – Nancy Haas/Courtney Jasper/Callie Lehman
  - B. Statewide Emergency Communications Board (SECB) Reports:
    - 1) Finance – Rohret/Fredrick
    - 2) Legislative – Rohret/Anderson – July meeting cancelled
    - 3) Steering – Fredrick/Rohret
    - 4) Other SECB Committees – Fredrick/Jarman
    - 5) Board – Rohret/Atkins
  - C. ARMER Legislative Task Force Update – Rohret
  - D. DPS-ECN Update – Kent Wilkening, ECN
9. **Old Business** – None
10. **New Business** – None
11. **Adjourn**



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

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Phone Number: (408) 418-9388

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### *Metropolitan Emergency Services Board Members*

#### **Anoka County**

Commissioner Mike Gamache\* (2026 Treasurer)  
Commissioner Mandy Meisner

#### **Carver County**

Commissioner Tom Workman\*

#### **Chisago County**

Commissioner Rick Greene\*

#### **City of Minneapolis**

Council President Elliott Payne\* (2026 Chair)

#### **Dakota County**

Commissioner Joe Atkins  
Commissioner Bill Droste\*

#### **Hennepin County**

Commissioner Kevin Anderson  
Commissioner Irene Fernando\*

#### **Isanti County**

Commissioner Alan Duff\*

#### **Ramsey County**

Commissioner Garrison McMurtrey  
Commissioner Kelly Miller\* (2026 Secretary)

#### **Scott County**

Commissioner Dave Beer  
Commissioner Tom Wolf\* (2026 Vice Chair)

#### **Sherburne County**

Commissioner Gregg Felber\*

#### **Washington County**

Commissioner Michelle Clasen  
Commissioner Fran Miron\*

\*Denotes Executive Committee member



## METROPOLITAN EMERGENCY SERVICES BOARD

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

**September 9, 2026**  
**3. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the July 8, 2026 meeting of the Board are attached for review and approval.
- B. **Approval: June 2026 Treasurer's Report** – The Treasurer has reviewed the January 2026 financial statements and has given approval of the report.
- C. **Approval: July 2026 Treasurer's Report** – The Treasurer has reviewed the February 2026 financial statements and has given approval of the report.
- D. **Correspondence** – Correspondence includes a notice to Sherburne County (as an example) of the maximum amount of the 2027 assessment; a notice to Isanti County (as an example) requesting County review and approval of the 2027-2031 MESB joint powers agreement; and a letter to GeoComm, Inc. providing notice of subscription termination for 2027.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# METROPOLITAN EMERGENCY SERVICES BOARD

## BOARD MEETING MINUTES

July 8, 2026

### Board Members Present:

Kevin Anderson, Hennepin County  
 Joe Atkins, Dakota County  
 Dave Beer, Scott County  
 Bethany Cox, Washington County (virtual)  
 Bill Droste, Dakota County  
 Alan Duff, Isanti County (virtual)  
 Gregg Felber, Sherburne County (virtual)  
 Irene Fernando, Hennepin County (virtual)  
 Mike Gamache, Anoka County (virtual)

Richard Greene, Chisago County  
 Garrison McMurtrey, Ramsey County (virtual, late)  
 Mandy Meisner, Anoka County  
 Kelly Miller, Ramsey County  
 Fran Miron, Washington County  
 Elliott Payne, City of Minneapolis  
 Tom Wolf, Scott County  
 Tom Workman, Carver County (virtual)

**Reason(s) for Remote Attendance:** Not in a position to travel at this time.

**Staff Present:** Tracey Fredrick; Greg Hayes; Frank Jarman; Jacob Kallenbach; and Jill Rohret.

**Others Present:** Jim Farrell, *MESB Board Counsel*; Nancy Haas, *Poul Haas*; Courtney Jasper, *Poul Haas*; Callie Lehman, *Poul Haas*; Kathleen Murphy, *Ramsey County*; Kelly Ordorff, *Motorola*; Susie Wiegele, *Motorola*; and Kent Wilkening, *ECN*.

### 1. Call to Order

The meeting was called to order at 10:02 a.m. by the 2026 MESB Chair, Council President Elliott Payne.

### 2. Approval of Agenda

*Motion made by Commissioner Kevin Anderson, seconded by Commissioner Bill Droste to approve the July 2026 MESB meeting agenda. Motion carried.*

### Roll Call for Approval of Agenda

| <u>Name</u>        | <u>City/County</u>  | <u>Yes</u> | <u>No</u> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       |            |           |

Yes: 15 No: 0 Motion carried.

# METROPOLITAN EMERGENCY SERVICES BOARD

## 3. Consent Agenda

*Motion made by Commissioner Joe Atkins, seconded by Commissioner Kelly Miller to approve the July 2026 MESB Consent Agenda. Motion carried.*

### Roll Call for Approval of Consent Agenda

| <b>Name</b>        | <b>City/County</b>  | <b>Yes</b> | <b>No</b> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

## 4. Radio Items

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

Tracey Fredrick said the Executive Committee recommends the Board approve amendments to Scott County's ARMER Participation Plan. Scott County requests an increase to its talkgroup ID allocation by 25, for a total of 157, which allows for additional encryption capabilities for the county. The County requests an increase its subscriber ID allocation by 250, bringing its total to 1785.

*Motion made by Commissioner Tom Wolf, seconded by Commissioner Fran Miron to approve Scott County's ARMER participation plan amendments. Motion carried.*

### Roll Call for Approval of Agenda Item 4A

| <b>Name</b>    | <b>City/County</b> | <b>Yes</b> | <b>No</b> |
|----------------|--------------------|------------|-----------|
| Kevin Anderson | Hennepin County    | X          |           |
| Joe Atkins     | Dakota County      | X          |           |
| Dave Beer      | Scott County       | X          |           |
| Bethany Cox    | Washington County  | X          |           |
| Bill Droste    | Dakota County      | X          |           |
| Alan Duff      | Isanti County      | X          |           |
| Gregg Felber   | Sherburne County   | X          |           |
| Irene Fernando | Hennepin County    | X          |           |
| Mike Gamache   | Anoka County       | X          |           |

## METROPOLITAN EMERGENCY SERVICES BOARD

|                    |                     |   |  |
|--------------------|---------------------|---|--|
| Rick Greene        | Chisago County      | X |  |
| Garrison McMurtrey | Ramsey County       |   |  |
| Mandy Meisner      | Anoka County        | X |  |
| Kelly Miller       | Ramsey County       | X |  |
| Fran Miron         | Washington County   | X |  |
| Elliott Payne      | City of Minneapolis | X |  |
| Tom Wolf           | Scott County        | X |  |
| Tom Workman        | Carver County       | X |  |

Yes: 16 No: 0 Motion carried.

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

Fredrick said the Radio Technical Operations Committee (TOC) recommends approval of amendments to Anoka County's ARMER participation plan. Anoka County requests approval to add a device for transcribing radio traffic. The new device from Prepared allows for highlighted audio for keywords and will only be accessible from the Anoka County Emergency Communications Center.

*Motion made by Commissioner Mandy Meisner, seconded by Commissioner Wolf to approve Anoka County's ARMER participation plan amendments. Motion carried.*

### **Roll Call for Approval of Agenda Item 4B**

| <b>Name</b>        | <b>City/County</b>  | <b>Yes</b> | <b>No</b> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

### **C. Approval of Amendments to Minnesota Task Force 1's ARMER Participation Plan**

Fredrick said the Radio TOC recommends approval of amendments to Minnesota Task Force 1's (MN-TF1) ARMER participation plan. MN-TF1 requests approval to add a network management client and key management software which will be housed at the Edina PSAP. Hennepin County and MnDOT have reviewed and approved the plan.

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Anderson, seconded by Commissioner Droste to approve the MN-TF1 ARMER participation plan amendments. Motion carried.*

## Roll Call for Approval of Agenda Item 4C

| <u>Name</u>        | <u>City/County</u>  | <u>Yes</u> | <u>No</u> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

## 5. 9-1-1 Items – None

## 6. EMS Items

### A. Ratification of Approval of Agreement with Ron Bombeck for MIR Bus Maintenance

Greg Hayes said the Executive Committee recommends the Board ratify Executive Committee approval to renew the agreement with Ron Bombeck to maintain the Mobile Incident Response (MIR) bus. The bus is stored in partnership with Fairview EMS with an additional agreement with Ron Bombeck to help with maintenance and training of drivers from Fairview EMS. Mr. Bombeck is a subject matter expert in the operations of the bus and still assists in maintenance and deployment.

*Motion made by Commissioner Atkins, seconded by Commissioner Meisner to ratify Executive Committee approval of the agreement with Ron Bombeck for MIR bus maintenance. Motion carried.*

## Roll Call for Approval of Agenda Item 6A

| <u>Name</u>    | <u>City/County</u> | <u>Yes</u> | <u>No</u> |
|----------------|--------------------|------------|-----------|
| Kevin Anderson | Hennepin County    | X          |           |
| Joe Atkins     | Dakota County      | X          |           |
| Dave Beer      | Scott County       | X          |           |
| Bethany Cox    | Washington County  | X          |           |
| Bill Droste    | Dakota County      | X          |           |
| Alan Duff      | Isanti County      | X          |           |
| Gregg Felber   | Sherburne County   | X          |           |

## METROPOLITAN EMERGENCY SERVICES BOARD

|                    |                     |   |  |
|--------------------|---------------------|---|--|
| Irene Fernando     | Hennepin County     | X |  |
| Mike Gamache       | Anoka County        | X |  |
| Rick Greene        | Chisago County      | X |  |
| Garrison McMurtrey | Ramsey County       |   |  |
| Mandy Meisner      | Anoka County        | X |  |
| Kelly Miller       | Ramsey County       | X |  |
| Fran Miron         | Washington County   | X |  |
| Elliott Payne      | City of Minneapolis | X |  |
| Tom Wolf           | Scott County        | X |  |
| Tom Workman        | Carver County       | X |  |

Yes: 16 No: 0 Motion carried.

### B. Approval of Funding Request for Regional Whole Blood Program

Hayes said the EMS TOC recommends approval to allocate \$20,000 for a regional whole blood request to reimburse Fairview EMS for whole blood operational equipment. The request seeks Board approval to use FY2027 EMS grant funds to reimburse Fairview EMS for the equipment necessary to safely store, transport, and administer whole blood in the field. Funding this equipment allows Fairview EMS to fully implement the Whole Blood Response Program and bring this lifesaving capability to patients throughout the metropolitan region.

*Motion made by Commissioner Meisner, seconded by Commissioner Miron to approve the funding request for regional whole blood program. Motion carried.*

### Roll Call for Approval of Agenda Item 6B

| <u>Name</u>        | <u>City/County</u>  | <u>Yes</u> | <u>No</u> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

# METROPOLITAN EMERGENCY SERVICES BOARD

## 7. Administrative Items

### A. Approval of 2027-2031 Joint Powers Agreement

Jill Rohret said the Executive Committee recommends approval of the 2027 – 2031 MESB Joint Powers Agreement. Most of the proposed amendments are not major amendments; they are primarily language changes to reflect circumstantial changes which have occurred since the current version was executed or to reflect current practice. Members' signature pages have been updated. All signature pages have been approved except that for the City of Minneapolis. Once the MESB approves this language, the governing body of each member agency must approve the agreement.

*Motion made by Commissioner Wolf, seconded by Commissioner Droste to approve the 2027-2031 MESB Joint Powers Agreement. Motion carried.*

### Roll Call for Approval of Agenda Item 7A

| <u>Name</u>        | <u>City/County</u>  | <u>Yes</u> | <u>No</u> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

### B. Approval of 2027 Operational Budget

Rohret said the Executive Committee recommends approval of the 2027 MESB operational budget. The 2027 operational budget contains increases due to changing resource needs, primarily related to 9-1-1, and general cost increases which are occurring in the economy. Rohret gave an overview of the 2027 operational budget. At the Executive Committee meeting, the Committee discussed moving away from staff cell phone stipends and replacing them with Board provided cell phones. Rohret said this can be done within the scope of the proposed budget.

Commissioner Droste asked what is the fund balance reserve percentage and requested the answer be brought to the September meeting.

# METROPOLITAN EMERGENCY SERVICES BOARD

Commissioner Miller asked if Rohret discussed working with the Metropolitan Mosquito Control District (MMCD) for work provided cell phones. Rohret replied yes, she has discussed it with MMCD and MESB will be able to leverage MMCD's contract.

*Motion made by Commissioner Miller, seconded by Commissioner Wolf to approve the 2027 Operational Budget. Motion carried.*

## Roll Call for Approval of Agenda Item 7B

| <u>Name</u>        | <u>City/County</u>  | <u>Yes</u> | <u>No</u> |
|--------------------|---------------------|------------|-----------|
| Kevin Anderson     | Hennepin County     | X          |           |
| Joe Atkins         | Dakota County       | X          |           |
| Dave Beer          | Scott County        | X          |           |
| Bethany Cox        | Washington County   | X          |           |
| Bill Droste        | Dakota County       | X          |           |
| Alan Duff          | Isanti County       | X          |           |
| Gregg Felber       | Sherburne County    | X          |           |
| Irene Fernando     | Hennepin County     | X          |           |
| Mike Gamache       | Anoka County        | X          |           |
| Rick Greene        | Chisago County      | X          |           |
| Garrison McMurtrey | Ramsey County       |            |           |
| Mandy Meisner      | Anoka County        | X          |           |
| Kelly Miller       | Ramsey County       | X          |           |
| Fran Miron         | Washington County   | X          |           |
| Elliott Payne      | City of Minneapolis | X          |           |
| Tom Wolf           | Scott County        | X          |           |
| Tom Workman        | Carver County       | X          |           |

Yes: 16 No: 0 Motion carried.

## C. Approval of 2027 – 2031 Capital Needs Forecast

Rohret said the Executive Committee recommends approval of the 2027 – 2031 MESB Capital Needs Forecast. Starting in 2016, a capital budget was reintroduced into the budgeting process. The capital budget does not affect assessment levels, as capital projects are funded by the Hennepin County Investment Fund. In 2025, the capital budget was renamed to the Capital Needs Forecast as the title better reflected the purpose of the document. Rohret gave a brief overview of the 2027-2031 capital needs forecast.

*Motion made by Commissioner Meisner, seconded by Commissioner Anderson to approve the 2027-2031 Capital Needs Forecast. Motion carried.*

## Roll Call for Approval of Agenda Item 7C

| <u>Name</u>    | <u>City/County</u> | <u>Yes</u> | <u>No</u> |
|----------------|--------------------|------------|-----------|
| Kevin Anderson | Hennepin County    | X          |           |
| Joe Atkins     | Dakota County      | X          |           |
| Dave Beer      | Scott County       | X          |           |
| Bethany Cox    | Washington County  | X          |           |
| Bill Droste    | Dakota County      | X          |           |
| Alan Duff      | Isanti County      | X          |           |
| Gregg Felber   | Sherburne County   | X          |           |

# METROPOLITAN EMERGENCY SERVICES BOARD

|                    |                     |   |  |
|--------------------|---------------------|---|--|
| Irene Fernando     | Hennepin County     | X |  |
| Mike Gamache       | Anoka County        | X |  |
| Rick Greene        | Chisago County      | X |  |
| Garrison McMurtrey | Ramsey County       |   |  |
| Mandy Meisner      | Anoka County        | X |  |
| Kelly Miller       | Ramsey County       | X |  |
| Fran Miron         | Washington County   | X |  |
| Elliott Payne      | City of Minneapolis | X |  |
| Tom Wolf           | Scott County        | X |  |
| Tom Workman        | Carver County       | X |  |

Yes: 16 No: 0 Motion carried.

## 8. Reports

### A. Legislative Report

Poul Haas provided the Board with a legislative update.

### B. Statewide Emergency Communications Board Reports:

#### 1. Finance

Fredrick said the committee met and approved the amended RFP for the SECB Grant. The committee discussed standards and SCIP plans.

#### 2. Legislative

There is no new update as the meeting was cancelled.

#### 3. Steering

Fredrick said the committee met and discussed SCIP plans and the SECB policy and procedure manual.

#### 4. Other SECB Committees

Fredrick said the Land Mobile Radio (LMR) committee met and approved numerous ARMER participation plan amendments.

#### 5. Board

Rohret said the Board met and discussed the MnDOT budget report, SCIP plans, and the turnback funds for the ARMER taskforce.

### C. ARMER Legislative Task Force Update

Rohret said the task force will have their first meeting on July 27, 2026. Commissioner Gamache said he was appointed to the task force by AMC.

### D. DPS-ECN Update

Kent Wilkening said the new 9-1-1 program manager was hired. The statewide collaboration events were successful.

## 9. Old Business – None

## 10. New Business – None

# **METROPOLITAN EMERGENCY SERVICES BOARD**

## **11. Adjourn**

The meeting adjourned at 10:51 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: Anoka County Commissioner Mike Gamache, MESB Treasurer

RE: Treasurer's Report – June 2026

DATE: August 4, 2026

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 August 4, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Gamache", is written over a light blue rectangular background.

Mike Gamache  
Commissioner, Anoka 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: Anoka County Commissioner Mike Gamache, MESB Treasurer

RE: Treasurer's Report – July 2026

DATE: August 26, 2026

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 August 26, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Gamache", is written over a light blue rectangular background.

Mike Gamache  
Commissioner, Anoka 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



July 15, 2026

Mr. Bruce Messelt  
County Administrator  
Sherburne County  
13880 Business Center Dr. NW  
Elk River, MN 55330

Dear Mr. Messelt:

In accordance with section 3 of the joint powers agreement which formed the Metropolitan Emergency Services Board (MESB), the MESB must notify its member entities annually by August 1 of the maximum assessment amount for the following year. This value should be used in the county's budgeting process.

Enclosed is a chart which delineates the maximum assessment amount Sherburne County will be allocated for 2027 MESB operating expenses. The invoice for the actual assessment amount due will be mailed in December.

Please contact me with any questions at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Rohret", is written over a printed name.

Jill Rohret  
Executive Director

Enclosure

cc: Commissioner Gregg Felber  
Mr. Kyle Breffle

MESB BOARD ASSESSMENT SCHEDULE 2027 BUDGET - **APPROVED 7.08.26**

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

|           | 2024                        | % of 2024                  | APPROVED 2027 DUES | 2024                              | % of 2024                  | APPROVED 2027 DUES | 2027 ASSESSMENT TOTAL | 2026 ASSESSMENT TOTAL | Difference from 2026 assessment |
|-----------|-----------------------------|----------------------------|--------------------|-----------------------------------|----------------------------|--------------------|-----------------------|-----------------------|---------------------------------|
| COUNTY    | Population for Radio Admin. | Population for Radio Admin | Radio. Admin       | Population for Operational Admin. | Population for Oper. Admin | Oper. Admin        |                       |                       |                                 |
| Sherburne | 103,059                     | 2.98%                      | \$7,769            | 103,059                           | 2.98%                      | \$40,896           | \$48,666              | \$48,978              |                                 |
| TOTAL     | 3,453,819                   | 100.00%                    | \$260,370          | 3,453,819                         | 100.00%                    | \$1,370,562        | \$1,630,932           | \$1,630,932           | (\$312)                         |

\$0

increase/decrease in assessments from 2026  
0.00%

## Jill Rohret

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**From:** Jill Rohret  
**Sent:** Monday, July 20, 2026 8:55 AM  
**To:** Amanda Usher  
**Subject:** 2027-2031 Renewal of MESB Joint Powers Agreement  
**Attachments:** Isanti County 7.20.26.pdf; MESB Approved clean 2027-2031 MESB JPA 070826.pdf; MESB Approved blacklined 2027-2031 MESB JPA 070826.pdf

Ms. Usher:

Good morning!

Attached are documents related to the renewal of the Metropolitan Emergency Services Board's joint powers agreement. The current JPA terminates December 31, 2026. I have attached both a clean copy for execution, as well as a blacklined version showing all of the changes.

Please contact me with any questions.

Thank you for your time and consideration.

Sincerely,  
Jill Rohret

Jill Rohret  
Executive Director  
Metropolitan Emergency Services Board  
2099 University Ave. W.  
St. Paul, MN 55104  
(651) 643-8394  
[jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org)



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

July 20, 2026

**VIA ELECTRONIC MAIL**

Ms. Amanda Usher  
County Administrator  
Isanti County  
555 18<sup>th</sup> Avenue SW  
Cambridge, MN 55008

RE: Amendment and Renewal of Metropolitan Emergency Services Board Joint Powers Agreement

Dear Ms. Usher:

The Metropolitan Emergency Services Board (MESB) recommends that the Joint Powers Agreement for the MESB be amended and extended through December 31, 2031.

Enclosed is a blacklined version which shows the edits to the current agreement, as well as a clean copy for your County's signature.

The MESB requests you submit the enclosed Joint Powers Agreement to your County Board for approval after review by your County Attorney. Following said approval, please return an executed, clean, and unlocked electronic copy of the agreement or the signature page to me by Friday, December 18, 2026.

Once all member signatures have been obtained, a fully executed copy will be sent to you.

Please contact me with any questions at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

Enclosures (2)



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

July 31, 2026

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

Mr. Brian Jacobson, Chief Financial Officer  
GeoComm, Inc.  
1100 West St. Germain Street, Suite 300  
St. Cloud, MN 56301

RE: Termination of Subscription #20221109, including Addendum #1

Dear Mr. Jacobson:

The purpose of this letter is to provide GeoComm, Inc., which entered into GIS Data Hub Ongoing Subscription Work Authorization #20221109 – MESBMN on December 13, 2022 with the Metropolitan Emergency Services Board (MESB), thirty (30) days' written notice of MESB's intent to terminate the subscription, including Addendum 1, per the language in the Scope of Work signed by the MESB on December 13, 2022.

The Scope of Work section of the Subscription Authorization states: "The Metropolitan Emergency Services Board (MESB) has the option to extend this agreement, with the pricing stated below, for up to three one-year periods, by providing written notice at least thirty days prior to the expiration of each current term." MESB is providing thirty days' notice prior to the GeoComm's practice of billing for the next term.

The current agreement will terminate on December 31, 2026.

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

cc: Council President Elliott Payne, MESB Chair  
James Farrell, MESB Counsel  
Kelli Jackson, MESB Financial Services Specialist





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** September 9, 2026  
**Agenda Item:** 4A. Approval of Amendments to City  
of Bloomington's ARMER Participation Plan  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio Technical Operations Committee (TOC) recommends approval of amendments to the City of Bloomington's ARMER participation plan.

### **BACKGROUND**

The City of Bloomington is a full ARMER participant as a partner agency under Hennepin County's ARMER participation plan.

### **ISSUES & CONCERNS**

The City of Bloomington requests approval of amendments to its ARMER participation plan. The City is adding a new console site link for geo-diversification and redundancy. The new link is a fiber link, which is in addition to its current microwave link.

Both Hennepin County and MnDOT have reviewed the plan and approved the network change.

### **FINANCIAL IMPACT**

None to the MESB

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

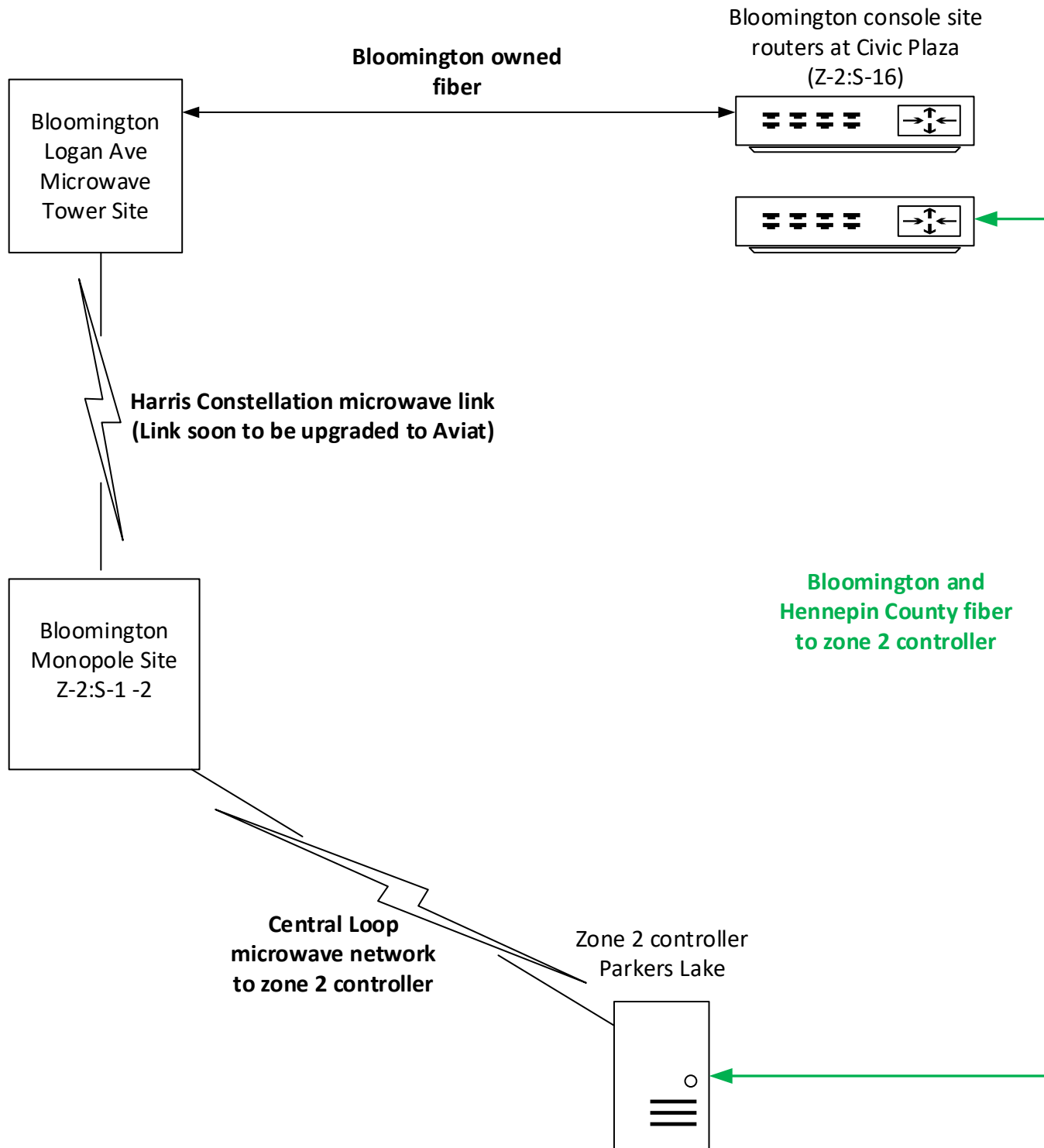


Metro Radio TOC,

The City of Bloomington is requesting a participation plan amendment regarding our console connection to the zone 2 controller. We are looking to geo-diversify our console site links. Our current link is a spur off the central loop microwave network to our PSAP. We are looking to keep that microwave link, but connect one of our console site routers to a point-to-point fiber link from Bloomington PSAP to the Parkers Lake zone 2 controller. This will provide more redundancy to our PSAP to keep our consoles connected. The diagram is below to review. MnDOT has reviewed and approved this plan. Bloomington will be working with Hennepin County radio to connect to the proper interface at the zone 2 controller.

Thank you for your consideration regarding this request.

Dalton Gruber  
Radio Communications Technician  
Bloomington Police Department  
1800 West Old Shakopee Road  
Bloomington, MN, 55431



-  = New link
-  = Existing link to stay

## City of Bloomington Console Site Backhaul Upgrade

**6-30-2026**





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** September 9, 2026  
**Agenda Item:** 4B. Approval of Amendments to  
Metro Transit's ARMER Participation Plan  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio TOC recommends approval of amendments to Metro Transit's ARMER participation plan.

### **BACKGROUND**

Metro Transit is a full ARMER participant utilizing a full ARMER participation plan.

### **ISSUES & CONCERNS**

Metro Transit requests an amendment to its ARMER participation plan. Metro Transit is planning an upgrade and expansion of its Transit Communication Center (TCC) and Emergency Backup Center (EBC) consoles. Due to unforeseen circumstances around construction at the TCC, its staff had to move to the EBC for day-to-day operations. Metro Transit needs to move nine consoles to the EBC location to continue normal operations.

Metro Transit received an emergency variance to allow work to begin in time for the State Fair season. The emergency variance expires on September 24, 2026. Metro Transit must to present its full plan at a future meeting, but requests approval for the emergency move of nine consoles.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



Date: 8/20/26

To: Chair T. John Cunningham, DPS, SECB

From: Chad LeVasseur, Metro Transit

RE: Participation Plan Emergency Variance

Metro Transit would like to request an emergency variance for its ARMER participation plan under the SECB's Gov-1 emergency variance procedure.

### **Reason for Request**

The Transit Control Center (TCC) is under construction, during a brief period we have been operating out of our Emergency Backup Center (EBC). The original plan was to return to the TCC once the roof was completed as the EBC is not large enough to sustain long-term operations. Our Safety Department has unexpectedly deemed the TCC unsafe for employees to return until all construction is completed at the end of the year. The State Fair is the busiest time of the year for Metro Transit and following the normal amendment process would put us past the end of the State Fair before the MESB and LMR would meet for approval.

### **Description of Requested Variance**

Metro Transit is requesting to move nine MCC 7500 consoles from the TCC location in Minneapolis to the EBC location in St Paul. This would expand the EBC from six MCC 7500 consoles to fifteen.

### **Timeline for Variance**

Metro Transit is requesting a 1-month emergency variance until the LMR and MESB can meet for approval on September 8<sup>th</sup> and 9<sup>th</sup> respectively.

Thank you for your consideration regarding this request.

X 

Chad LeVasseur

Metro Transit Communications System Mana...

Best Regards,  
Chad LeVasseur  
Metro Transit Communications Systems Manager  
[Chad.LeVasseur@metrotransit.org](mailto:Chad.LeVasseur@metrotransit.org)

cc-ed: Eamonn Schmitz, SECB Executive Director

Shane Chatleain, Statewide Radio Communications Director, MnDOT

Chad LeVasseur  
Manager, Communication Systems  
Metro Transit

Good afternoon,

This letter is to notify you of the results of your request for an emergency variance under the SECB's [Gov-1](#) emergency variance procedure.

This procedure allows for the Chair of the SECB, or designee, to approve a temporary variance until the official consideration process is completed and a permanent amendment can be approved.

Your request to move nine MCC 7500 consoles from the Metro Transit "Transit Control Center" (TCC) location in Minneapolis to the Metro Transit "Emergency Backup Center" (EBC) location in St Paul is **approved**.

This variance **extends to September 24, 2026**, at which point the full request will have been considered by the Land Mobile Radio (LMR) Committee of the SECB and the full Board of the SECB, as well as all applicable Metropolitan Emergency Services Board committees. At that point the variance will expire, and the decision of those bodies will stand.

To comply with the text of the SECB's Gov-1 procedure, **please submit both the original amendment request and the emergency request separately**, to allow the Committees and Boards to consider each independently.

Thank you,

**T. John Cunningham**  
Chair of the Statewide Emergency Communications Board (SECB)  
Minnesota Department of Public Safety

X

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T. John Cunningham  
Assistant Commissioner of Emergency Services,...

X

---

Jill Rohret  
Executive Director, Metropolitan Emergency Ser...

08/20/2026

1

cc-ed:

Eamonn Schmitz, SECB

Nathan Smolinski, DPS

Shane Chatleain, MnDOT

Tracey Fredrick, MESB





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** September 9, 2026  
**Agenda Item:** 5A. Approval of Amendment 3 to CHS-1  
Lease Agreement with Hennepin County  
**Presenter:** Jarman

### **RECOMMENDATION**

Staff recommend the Board approve Amendment 3 to the lease agreement with Hennepin County for fiber and data center use, on behalf of the owners of Call Handling System 1 (CHS-1).

### **BACKGROUND**

In 2014, five PSAPs came together to jointly purchase a Motorola VESTA 9-1-1 answering application to share and support all five PSAPs' operations; this shared answering system is called Call Handling System One (CHS-1). The five PSAPs are: Allina EMS; City of Edina; City of Minneapolis; Hennepin County; and Hennepin EMS. In 2026, the Cities of Bloomington and Eden Prairie were added to the system. MESB acts as the contract manager on behalf of CHS-1. In 2015, the MESB entered into a lease agreement with Hennepin County, on behalf of CHS-1, for use of diverse, redundant IT fiber for the call handling system.

### **ISSUES & CONCERNS**

The current lease agreement expired on August 31, 2026.

Amendment 3 makes the following changes:

- Extends the agreement term through August 31, 2029
- Updates the payment schedule in Amendment 3
- Replaces the previous third-party (Zayo) fiber with a new, fully County-owned fiber network.

The amendment is effective September 9, 2026.

### **FINANCIAL IMPACT**

None to the MESB. All costs are borne by CHS-1 PSAPs and are pass-through costs for the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**AMENDMENT NO. 3 TO AGREEMENT NO. A140928**

This Amendment No. 3 to Agreement No. A140928 is between the County of Hennepin, a political subdivision of the State of Minnesota, by and through its Board of Commissioners, having its principal offices at the Hennepin County Government Center, 300 South Sixth Street, Minneapolis, Minnesota, 55487 ("COUNTY"), and the Metropolitan Emergency Services Board, ("MESB"), for itself and on behalf of the CONSORTIUM members as defined in the Agreement, 2099 University Avenue West, St. Paul, Minnesota. As used herein, COUNTY and/or MESB may be referred to as a "Party(ies)".

The Parties agree that Agreement No. A140928, including prior amendments if any, is amended as follows:

1. Section 4, TERM, COMMENCEMENT AND OPTION TO RENEW, shall be amended to read:

"The term of this Agreement shall commence on August 25, 2014, and continue through August 31, 2029, unless terminated earlier pursuant to the provisions herein."

2. Section ExhibitPaymentSchedule shall be amended by adding the following at the bottom of the table:

|            |              |
|------------|--------------|
| "9/30/2026 | \$22,681.00  |
| 12/31/2026 | \$22,681.00  |
| 3/31/2027  | \$23,815.05  |
| 6/30/2027  | \$23,815.05  |
| 9/30/2027  | \$23,815.05  |
| 12/31/2027 | \$23,815.05  |
| 3/31/2028  | \$25,005.80  |
| 6/30/2028  | \$25,005.80  |
| 9/30/2028  | \$25,005.80  |
| 12/31/2028 | \$25,005.80  |
| 3/31/2029  | \$26,256.09  |
| 6/30/2029  | \$26,256.09" |

3. Section 2.9 shall be added as follows:

"The Parties acknowledge that the COUNTY has redesigned and will implement a new fiber network architecture replacing the prior configuration referenced in ExhibitFibNetwork. The newly implemented configuration ("Updated Fiber Network") is entirely COUNTY-owned, including all fiber strands, routes, pathways, handholes, vaults, panels, and associated equipment beginning at the Interconnection Panels.

The Updated Fiber Network consists of diverse, redundant north and south fiber routes connecting the following COUNTY facilities:

1. Hennepin County Government Center Data Center (HCGC DC) – Minneapolis
2. Parkers Lake Data Center (Plymouth DC) – Plymouth
3. Golden Valley Sheriff's Radio Facility (9300 Naper Street) – Golden Valley

The COUNTY shall provide two (2) dedicated strands of dark single-mode fiber along each of the COUNTY-owned routes, including:

- The COUNTY-owned north route, connecting the HCGC Data Center to the Parkers Lake Data Center and Golden Valley Sheriff's Radio facility via the northern COUNTY backbone.
- The COUNTY-owned south route, providing a fully diverse southern pathway between the HCGC Data Center and the Parkers Lake Data Center to ensure end-to-end redundancy and geographic diversity.

These combined north and south routes form the Updated Fiber Network and provide resilient, redundant connectivity exclusively for MESB's use to operate the 911 System. The MESB may not lease, assign, or transfer any rights to these strands.

The Updated Fiber Network replaces all previously leased third-party fiber segments, which includes the Zayo-leased north and south paths shown in ExhibitFibNetwork. The Updated Fiber Network is illustrated in ExhibitUpdatedFibNetwork, which replaces ExhibitFibNetwork in its entirety.

MESB and the CONSORTIUM shall continue to have exclusive use of these strands for operation of the 911 System. MESB may not lease, assign, or transfer any rights to these strands.

The COUNTY shall continue to be solely responsible for monitoring, supporting, maintaining, repairing, and preserving the priority, integrity, and quality of service of the Updated Fiber Network, including all COUNTY-owned routes and facilities."

This Amendment shall be effective September 9, 2026.

Except as herein amended, the terms, conditions and provisions of Agreement No. A140928, including prior amendments if any, shall remain in full force and effect.

COUNTY ADMINISTRATOR AUTHORIZATION

Reviewed for COUNTY by  
the County Attorney's Office:

\_\_\_\_\_

Date: \_\_\_\_\_

Reviewed for COUNTY by:

\_\_\_\_\_

Date: \_\_\_\_\_

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

By: \_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

MESB

MESB warrants that the person who executed this Agreement is authorized to do so on behalf of CONTRACTOR as required by applicable articles, bylaws, resolutions or ordinances\*.

By: \_\_\_\_\_

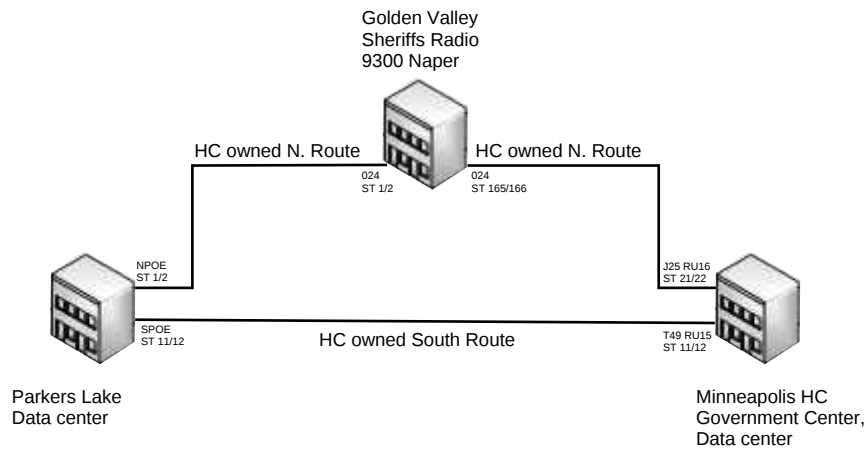
Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* MESB represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

# ExhibitUpdatedFibNetwork







## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** April 8, 2026  
**Agenda Item:** 7A. Approval of Amendments to  
MESB Policy 024 – Wireless Devices &  
024a – Wireless Device Agreement  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Director recommends approval of amendments to MESB Policy 024 – Wireless Devices and 024a – Wireless Device Agreement.

### **BACKGROUND**

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

In March 2016, the Board approved the creation and implementation of MESB Policy 024 – Wireless Devices, initially at the behest of the Board's auditors to establish a consistent policy for the Board of whether to provide a stipend, reimburse an employee for their cell phone bill, or provide cellular plans outright. The initial policy provided stipends based on research conducted across metro agencies at that time.

### **ISSUES & CONCERNS**

During budgetary discussions earlier in 2026, some board members raised the issue of having the Board transition to MESB-provided cell phones from stipends for work use of personal cell phones. Staff has researched various options for providing work cell phones. Before providing those devices, however, it is important for the corresponding policy to be amended.

Policy 024 – Wireless Devices and the corresponding agreement between the MESB and employees are being amended to reflect the new plan of MESB provided cellular devices. The proposed amendments have been reviewed by MESB Counsel.

The amendments include various definitions, generalized statements such as the expectation that employees will maintain the security and privacy of all MESB data stored on MESB mobile

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** April 8, 2026  
**Agenda Item:** 7A. Approval of Amendments to  
MESB Policy 024 – Wireless Devices &  
024a – Wireless Device Agreement  
**Presenter:** Rohret

devices and employees will follow the Minnesota Government Data Practices Act and any other applicable laws. The policy defines appropriate use of the devices and references other MESB policies which govern MESB technology. The policy states that no MESB government data is allowed on personal mobile devices. The policy lays out employee responsibilities including allowing required software to be installed, abiding by security measures, providing the device on demand if required, and returning the device when no longer authorized to have it or upon separation from the MESB, among other things.

The accompanying agreement has been amended to reflect the changes in the policy itself and will be required to be signed by the employee and the Executive Director, or in the case of the Executive Director, the Chair and the Executive Director, before the device is issued.

### **FINANCIAL IMPACT** None to the MESB

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

## Metropolitan Emergency Services Board

**Subject:** ~~Wireless-Mobile~~ Devices

**Number:** 024

**Effective Date:** 03-10-2016

**Revision Date:** ~~0309-1309-2024~~2026

### **Purpose:**

To establish clear ~~guidelines for the appropriate acquisition, management and reimbursement of wireless devices and service for Metropolitan Emergency Services Board (MESB) employees standards, procedures, and expectations for any Metropolitan Emergency Services Board (MESB) employee using MESB mobile devices to conduct MESB business.~~ The MESB recognizes the need for ~~wireless-mobiles~~ devices to conduct its business.

*All ~~wireless-mobile~~ devices used to access any information related to MESB business and the content of the wireless device are subject to review by the MESB, and by third parties in compliance with Minnesota's Government Data Practices Act or such other applicable federal or state laws or regulations. No MESB business shall be conducted or allowed on private mobile devices.*

### **Definitions:**

~~Wireless devices include all cell phones, smartphones, tablets, or any other electronic device capable of wireless communication.~~

~~Smartphones are cellular phones that perform many of the functions of a computer, typically having a touchscreen interface, Internet access, and operating systems capable of running downloaded applications.~~

~~Tablets are mobile computers with touchscreen interface, Internet access and operating systems capable of running downloaded applications.~~

~~Business use: work-related responsibilities required by an employee's position or role assigned by the employee's supervisor or MESB Executive Director.~~

~~Government data: Data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media, or conditions of use. This information may include but is not limited to:~~

- ~~• Call detail (e.g., time, number, date, duration) or calls appearing on the MESB mobile device billing account~~
- ~~• Text messages and emails sent to or received from MESB mobile devices~~
- ~~• Any other files such as photos, voicemails, or attachments received or generated while using MESB-issued mobile devices and/or performing MESB job duties~~

~~Incidental use: Personal use of MESB information technology (IT) resources that is minimal in terms of duration and frequency. The use must not result in any additional costs to the MESB or loss of MESB time or resources for their intended business purpose.~~

~~MESB email: Emails sent to or from MESB email accounts (any account with the domain of @mn-mesb.org or @emsmn.org), whether sent via a mobile device or a laptop computer. Any email sent to or from an MESB email account is the property of the MESB. MESB email is subject to MESB Policy 011 – Access and Disclosure of Email Messages.~~

~~MESB mobile device: Any mobile device owned and provided by the MESB.~~

## Metropolitan Emergency Services Board

**Subject:** ~~Wireless~~ Mobile Devices

**Number:** 024

**Effective Date:** 03-10-2016

**Revision Date:** ~~0309-1309-2024~~2026

Mobile device: A portable and self-contained device that can store, access, process, or transmit data, text, or email. This can include individual, shared, and test devices. Examples of mobile devices may include, but are not limited to, mobile phones, smartphones, laptops, tablets, and modems allowing laptops to connect to mobile data networks.

Personal mobile device: Any mobile device that is not provided by the MESB.

Web-based application: For the purposes of this policy, web-based application refers to internet applications that provide voice communication, instant messaging, and virtual meeting functionality. Examples of such applications used by the MESB are Cisco Webex and Zoom (to attend meetings only).

### **General Information**

By using an MESB mobile device to conduct MESB business or to access MESB data, networks, or other IT resources (email, voice communication, data, etc.), employees acknowledge, understand, and agree to comply with this policy and all applicable MESB policies. Employees who violate this policy may be subject to discipline, up to and including termination.

Employees are expected to maintain the security and privacy of all MESB data stored on MESB mobile devices, following the Minnesota Government Data Practices Act, and any other applicable laws.

The Minnesota Government Data Practices Act (the "Act") governs the collection, creation, storage, maintenance, dissemination, and access to government data. Government data is defined in the Act as all data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media, or conditions of use.

### **Protected Information**

Protected information may be stored only in applications that IT has approved for the storage and protection of protected information. IT will secure data on MESB mobile devices with a mobile device management application. Protected information is defined as sensitive data that includes, but is not limited to, Criminal Justice Information (CJI) and Personally Identifiable Information (PII).

### **No Expectation of Privacy**

Employees do not have any right or expectation of privacy when using MESB mobile devices. MESB maintains the right to monitor, read, examine, seize, or confiscate any MESB mobile device at any time, with or without cause or notice. The MESB may override any "auto-delete" settings on MESB mobile devices. All data files and communications conducted from MESB mobile devices is the property of the MESB.

### **Retention of Records**

Data stored on MESB mobile devices are subject to applicable record retention schedules (see MESB Policy 012 – Records Retention Schedule). Text messages that concern MESB business are government data and must be saved according to record retention schedules.

## Metropolitan Emergency Services Board

**Subject:** ~~Wireless~~ Mobile Devices

**Number:** 024

**Effective Date:** 03-10-2016

**Revision Date:** ~~0309-1309-2024~~2026

### Loss or Theft

Employees must protect county mobile devices from theft, damage, abuse, and unauthorized use. If the MESB mobile device is lost or stolen, the employee must notify the Executive Director and Deputy Director as soon as possible, but no later than the next business day, so the device can be locked, disabled, and wiped remotely.

### Appropriate Use of MESB Devices

Personal use of MESB mobile devices is allowed for incidental use only, following MESB Policy 009 – Acceptable Use of MESB Technology and MESB Policy 010 – Use of Internet and Online Services. Employees are prohibited from sending personal texts from MESB mobile devices. Employees are discouraged from making personal calls or sending personal emails from MESB mobile devices, as such records could be considered public information. Employees will not log into any personal accounts on MESB mobile devices.

### Employee Safety

Employees must follow all state laws regarding mobile devices and motor vehicle operation, including the Hands-Free law. This law includes a ban on composing, reading, or sending an electronic message (text or email) when the vehicle is in motion or a part of traffic, unless there is a hands-free option.

### Number Portability or Porting

Porting an employee's personal mobile device number to an MESB billing account is prohibited. When employment ends or the device is returned, the phone number on the MESB mobile device will not be released to the user for personal use.

### Wage and Hour Issues

Non-exempt employees under the Fair Labor Standards Act must be compensated for agency work they conduct with their mobile devices if that work occurs outside their normal working hours. Non-exempt employees are prohibited from using MESB mobile devices outside of their normal working hours without supervisor pre-approval. If approval is received, the employee must keep track of the time worked and promptly report this to their supervisor. Non-exempt employees who use MESB mobile devices outside of normal working hours without prior approval may be subject to discipline, up to and including termination.

### **Policy:**

The Executive Director will determine which positions require the use of a ~~wireless~~ mobile device as determined by the following criteria:

1. Employee frequently travels for MESB business; and/or
2. Employee frequently attends off-site meetings; and/or
3. Employee frequently needs to maintain communications while off-site; and/or
4. Employee is approved for telework, in accordance with MESB Policy 034 – Telework.

The authorized employee(s) shall complete a ~~Wireless Reimbursement Authorization Form~~ Mobile Device Agreement Form (see attached), which will be kept on file by the ~~Executive~~

## Metropolitan Emergency Services Board

**Subject:** ~~Wireless-Mobile~~ Devices

**Number:** 024

**Effective Date:** 03-10-2016

**Revision Date:** ~~0309-1309-2024~~2026

~~Deputy~~ Director and the Financial Services Specialist. ~~The authorized employee(s) shall receive a monthly wireless device stipend via the MESB's monthly reimbursement process.~~

~~If an employee wishes to use a smartphone as the chosen wireless device, the employee must purchase, activate, own, maintain, and pay for the device and service plan. The MESB will provide the employee a maximum of \$55.00 per month stipend; the employee will pay any costs exceeding the amount of the wireless device stipend.~~

~~If an employee wishes to use a tablet device, the Executive Director may choose to have the MESB purchase the device. Employees may use their own personal tablet with the consent of the Executive Director. The employee is responsible for activating, maintaining, and paying for the service plan. The MESB will provide the employee a maximum of \$40.00 per month stipend; the employee will pay any costs exceeding the amount of the wireless device stipend.~~

~~Employees may only receive reimbursement for one device.~~

~~MESB employees shall follow all local, state, and federal laws and regulations regarding the use of wireless devices while operating motor vehicles. The use of wireless devices while operating motor vehicles is discouraged.~~

When using ~~wireless-MESB mobile~~ devices, employees shall continue to adhere to MESB Policies 009 – Acceptable Use of MESB Technology Resources; 010 – Use of Internet and Online Services; and 011 – Access and Disclosure of E-mail Messages. If a device is found to harm or expose MESB IT networks and security, it may be wiped in an effort to maintain network security. The wireless device may be wiped or disallowed if it is found to compromise MESB IT security.

~~If an employee receives an MESB mobile device, they will no longer be allowed to access MESB technology, including MESB email, using personal mobile devices.~~

~~No MESB government data is allowed on personal mobile devices.~~

~~The Deputy Director will work with employees to ensure documentation is retained in accordance with applicable record retention schedules.~~

~~The Deputy Director is responsible for managing the MESB mobile device program, including:~~

- ~~• Maintaining a record of the MESB mobile devices issued to employees~~
- ~~• Order and issue mobile devices as needed~~
- ~~• Receive and record the return of MESB mobile devices when employees leave or are no longer using them. Ensure devices are deactivated when returned or damaged~~
- ~~• Review invoices from service providers to ensure accurate charges and track monthly expenses following MESB internal control procedures~~
- ~~• Report lost or stolen devices for deactivation~~
- ~~• Work with IT to ensure the required mobile device management app is installed~~

## Metropolitan Emergency Services Board

**Subject:** ~~Wireless Mobile~~ Devices

**Number:** 024

**Effective Date:** 03-10-2016

**Revision Date:** ~~0309-1309-2024~~2026

MESB mobile devices will be provisioned with employees' MESB email, specific security and anti-virus software applications, and specific web-based software applications required for employees to conduct MESB business, including but not limited to Cisco Webex, Zoom, Dropbox, and Adobe. Employees are prohibited from downloading games, social media applications, artificial intelligence applications, and other applications unrelated to MESB business or which may cause security concerns.

~~If an employee loses their wireless device, the Executive Director must be notified immediately, and the employee shall suspend service on the device as soon as possible.~~

### Employee Responsibilities

By using an MESB mobile device, employees are required to follow these conditions:

- The employee allows any required software to be installed on the device
- The employee agrees and abides by the security measures and user authentication methods deemed necessary by IT.
- At its sole discretion, MESB may remotely wipe data (business and personal) from the device if required by business necessity
- The employee must provide the mobile device on demand for security audits; if there is data content related to a disciplinary or legal proceeding or a data request; or for any other business purpose
- Device functionality may not be modified except as permitted by IT
- When transmitting and storing MESB data, employees must use the applications that are approved for these functions
- The camera feature of a mobile device may be used for MESB business only
- Employees may not change the log-in information provided during the device set-up, without informing IT and the Deputy Director of the change. Employees must change the passcode upon receiving the mobile device from IT and the Deputy Director

When an employee is no longer authorized to use an MESB mobile device, or when the employee separates from the MESB, the employee must turn in the MESB mobile device to the MESB Deputy Director.

This policy will be reviewed annually to keep up with technology changes. Additional reviews may trigger internal MESB technology changes.

MESB ~~Wireless Mobile~~ Device ~~Stipend~~ Agreement/Authorization

Employee Name: \_\_\_\_\_

I agree to the following regulations regarding ~~wireless-MESB mobile~~ devices:

1. I understand I will be authorized to receive an MESB mobile Wireless Device device ~~Stipend to be used toward the service cost of a wireless device~~ which is used for MESB business purposes;
2. I understand ~~the stipend will be paid to me via Washington County Financial Services~~ must abide by MESB policies in order to continue to be eligible to receive and use an MESB mobile device, including but not limited to MESB Policy 024 – MESB Mobile Devices; Policy 009 – Acceptable Use of MESB Technology Resources; Policy 010 – Use of Internet and Online Services; and Policy 011 – Access & Disclosure of Email Messages. I understand that I may not log into personal accounts of any type on the MESB mobile device;
3. I understand that I will be required to ~~provide reliable wireless device service for all work-related needs~~ abide by the Minnesota Government Data Practices Act and abide by MESB Policy 012 – Records Retention Schedule for all data on the MESB mobile device;
4. I understand that ~~I may be periodically required to provide billing documents for the wireless device service and if I do not provide the documents when asked the stipend may be terminated~~ MESB may, at its sole discretion, remotely wipe data from the device if required by business necessity;
5. I understand ~~my ability to receive the Wireless Device Stipend ceases if I am in unpaid leave status~~ that no MESB business shall be conducted or allowed on private mobile devices;
6. I understand device functionality may not be modified except as permitted by IT and the MESB Deputy Director;
- ~~5-7.~~ I understand I have no expectation of privacy when using an MESB mobile device;
- ~~6-8.~~ I understand ~~the Wireless Device Stipend will cease immediately upon my~~ termination of my employment, whether for retirement, voluntary or involuntary reasons, I must return the MESB mobile device;
- ~~7-9.~~ I understand that any current or future obligation with the wireless device service provider is exclusively my responsibility without any liability to MESB;
- ~~8-10.~~ I understand I must abide by MESB policies in order to continue to receive the stipend, including, but not limited to Policy 024 – Wireless Devices; Policy 009 – Information and Data Security Policy; Policy 010 – Use of Internet and Online Services Policy; and Policy 011 – Access and Disclosure of Email Messages Policy;
- ~~9-11.~~ I understand that the personal or MESB-issued wireless device may be wiped or disallowed if it is found to be compromising MESB IT security;
- ~~10-12.~~ I understand that I am responsible for following all local, state and federal laws and regulations regarding the use of wireless devices while operating motor vehicles. I understand that the MESB strongly discourages the use of wireless devices while operating motor vehicles.

11.13. I understand that failure to comply with this agreement may result in termination of the ~~Wireless Mobile Device Stipend Agreement~~.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
~~Amount of Stipend Authorized~~

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** September 9, 2026  
**Agenda Item:** 7B. Approval of Award of RFP for  
Feasibility & Cost Effectiveness Study for  
Regional Shared 9-1-1 PSAP Technology  
**Presenter:** Rohret

### **RECOMMENDATION**

Staff and an evaluation workgroup of public safety answering point (PSAP) leadership recommend the Board award the request for proposal for a feasibility and cost effectiveness study for regional shared 9-1-1 PSAP technology to 911 Authority.

### **BACKGROUND**

In 2023, the MESB amended a contract with a consultant to conduct a regional cost study to determine the cost to provide emergency communications in the metro region. The study was conducted using 2023 budgetary and cost figures and was accepted by the Board in March 2024. That study raised the issue of whether counties and other entities operating PSAPs in the region could realize cost savings if, in particular, 9-1-1 technologies were shared among PSAPs.

### **ISSUES & CONCERNS**

The MESB issued an RFP for a Feasibility and Cost Effectiveness Study for Regional Shared 9-1-1 PSAP Technology on June 29, 2026, with responses due on July 24, 2026. The MESB received three responses from: Matrix Consulting Group; Mission Critical Partners; and 911 Authority.

MESB staff formed an evaluation workgroup of five evaluators to evaluate the responses received. Evaluators were from county, city and EMS PSAPs, as well as one staff member from the MESB.

The evaluators scored the technicals proposals on their own merits; they did not have access to the cost proposals. The technical proposal scores were very close; the final scores came down to cost, with 911 Authority's proposal being significantly less expensive than the other two, by more than half. This reflects the fact that 911 Authority has existing knowledge of the metro region having conducted PSAP assessments in 2021 and 2022 as part of the MESB's NG9-1-1 Transition Plan document, and having conducted the 2024 Cost Study.

### **FINANCIAL IMPACT**

Though the costs for this study were not included in either the 2026 or 2027 MESB operational

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** September 9, 2026  
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Feasibility & Cost Effectiveness Study for  
Regional Shared 9-1-1 PSAP Technology  
**Presenter:** Rohret

budgets, it was included in the 2026-2030 and 2027-2031 capital needs forecast documents and the costs could be funded via the Hennepin County Investment Funds. Note: at the end of each year, staff review the status of that year's operational budget and determine whether they need to transfer from the Hennepin County Investment Fund, if they have the authority to do so for a project. If there is room remaining in the operational budget to cover all or part of an eligible investment fund project, staff will not make the transfer from the investment fund, or adjust the amount, as needed.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# ARMER Funding Task Force July Meeting

## MEETING INFORMATION

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**Date:** July 27, 2026

**Time:** 9am-11am

**Virtual option via Zoom:**

**Invite Link:**

<https://us02web.zoom.us/j/81996189448?pwd=qFna7doF5VuXa1GAdcTlXQlCqXp4j8.1>

**Meeting ID:** 81996189448

**Passcode:** 675378

**In-person option:**

State Emergency Operations Center

3925 Pheasant Ridge Drive NE

Blaine, MN 55449

**In-person access instructions:** The facility is gated with an intercom. Please inform the operator you are part of the ARMER Task Force.

## MEETING PURPOSE

The purpose of the first meeting is to help task force members get to know one another, build a shared understanding of the task force's charge, discuss how the group will work together, and clarify the process and next steps for the work ahead.

## MEETING OUTCOMES

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By the end of the meeting, task force members will have:

- Met task force members and The Improve Group facilitation team
- Built a shared understanding of the task force charge, timeline, and final report expectations
- Elected a chair and other officers, as needed
- Begun developing the Task Force Charter and working agreements
- Reviewed the proposed meeting arc and approach

## ABBREVIATED AGENDA

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| Time             | Agenda Item                                                 |
|------------------|-------------------------------------------------------------|
| 9:00-9:10 a.m.   | Welcome and Opening Remarks                                 |
| 9:10-9:35 a.m.   | Introductions and Member Survey Snapshot                    |
| 9:35-9:55 a.m.   | Task Force Charge and Timeline                              |
| 9:55-10:00 a.m.  | Break                                                       |
| 10:00-10:25 a.m. | Task Force Charter Development                              |
| 10:25-10:45 a.m. | Proposed Process and Meeting Arc                            |
| 10:45-10:55 a.m. | Information Gathering: Questions, Resources, and Data Needs |
| 10:55-11:00 a.m. | Next Steps and Closing                                      |

## DETAILED AGENDA

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### 1. Welcome and Opening Remarks

**Time:** 10 minutes

- Welcome from DPS
- Purpose of the task force
- Why this work matters now
- Overview of The Improve Group's role

### 2. Introductions and Member Survey Snapshot

**Time:** 25 minutes

The Improve Group will briefly share aggregated information from the member survey, as available.

Task force members will briefly introduce themselves:

- Name
- Organization or role
- What perspective or experience they bring to the task force
- One hope they have for the task force process

### 3. Task Force Charge and Timeline

**Time:** 20 minutes

Review the legislative charge and key requirements, including:

- Task force purpose
- Required recommendation areas
- Monthly meeting expectations
- Final report deadline of February 15, 2027
- Task force expiration after final report submission

Required recommendation areas include:

- Transitioning to a statewide, state-funded ARMER network infrastructure and achieving interoperability standards
- Identifying a dedicated revenue source
- Clarifying roles of DPS, MnDOT Office of Statewide Radio, and SECB
- Establishing statewide performance metrics
- Addressing other issues needed for a sustainable statewide public safety communications system

## **BREAK – 5 Minutes**

### **4. Task Force Charter Development**

**Time:** 25 minutes

#### **Leadership and roles**

- Elect task force chair
- Discuss whether the task force would like to elect a vice chair or other officers
- Clarify how the chair, DPS, The Improve Group, and the public will work together

Discussion prompt:

- Beyond the required chair role, are there other roles that would help this task force work effectively?

#### **Working agreements**

Discuss draft working agreements, such as:

- Come prepared and participate actively
- Make space for different perspectives and areas of expertise
- Ask clarifying questions when terms, assumptions, or processes are unclear
- Stay focused on the task force charge
- Help connect discussion to findings and recommendations
- Name information needs early

Discussion questions/topics:

- What would help this group work well together?
- Are there agreements or expectations we should add or adjust?
- Navigating consensus and disagreements

## 5. Proposed Process and Meeting Arc

**Time:** 20 minutes

Review proposed task force process:

1. Launch and orientation
2. Shared learning
3. Issue identification
4. Recommendation development
5. Recommendation refinement
6. Final report review and submission

Discussion questions:

- Does this general process make sense for the work ahead?
- What topics should be prioritized in the early meetings?
- What would help members feel prepared to contribute?

## 6. Information Gathering: Questions, Resources, and Data Needs

**Time:** 10 minutes

Introduce the shared information-gathering tool ([ARMER Task Force Information Gathering Padlet](#)).

Task force members will identify early questions and resources related to:

- Statewide ARMER infrastructure and interoperability
- Dedicated revenue source and funding sustainability
- Roles, responsibilities, and governance
- Statewide performance metrics
- Other issues for a sustainable public safety communications system

## 7. Next Steps and Closing

**Time:** 5 minutes

- Confirm next meeting date and topic
- Informational meeting to cover policy area
- Identify follow-up items
- Confirm any member tasks or information requests

- Review where materials will be shared
- Closing remarks

## FOLLOW-UP AFTER MEETING

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After the meeting, DPS and The Improve Group will:

- Share meeting notes and follow-up items
- Confirm chair and any additional role decisions
- Update the meeting arc based on task force input
- Send draft charter and member agreements
- Organize questions and resources from the information-gathering activity
- Prepare materials for the next task force meeting

# ARMER Task Force August Meeting Agenda Draft

## MEETING INFORMATION

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**Date:** Wednesday, August 26, 2026

**Time:** 12:30–3:30 p.m.

**Format:** Hybrid via [Zoom](#)

**Location:** MnDOT Training and Conference Centers, 3725 12th St. N., St. Cloud, MN 56303 ([map](#))

## PURPOSE

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Provide Task Force members with a shared understanding of the ARMER system, its current operating environment, and the information needed to develop informed and actionable recommendations.

## MEETING OUTCOMES

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By the end of the meeting, task force members will have:

- Built a shared foundational knowledge about ARMER.
- Connected current system conditions to the legislative charge.
- Identified additional information and data needs.

## ABBREVIATED AGENDA

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| Time        | Agenda Item                                          |
|-------------|------------------------------------------------------|
| 12:30–12:45 | Welcome, Meeting Purpose, and Task Force Business    |
| 12:45–2:00  | Understanding ARMER: Past, Present, and Future       |
| 2:00–2:10   | Break                                                |
| 2:10–2:50   | Task Force Discussion: What Else Do We Need to Know? |
| 2:50–3:00   | Next Steps and Closing                               |
| 3:00–3:30   | Optional: Site Tour                                  |

## WELCOME, MEETING PURPOSE, AND TASK FORCE BUSINESS

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**Time:** 15 minutes

**Facilitator:** Chair / The Improve Group

- Welcome and opening remarks
- Review meeting purpose and agenda
- Brief updates related to:
  - Member Agreement
  - Task Force Charter
  - Meeting schedule and proposed meeting structure
  - Alternates and designees
- Reminder of working agreements
  - Staying focused on the Task Force's legislative charge
  - Making space for different perspectives and areas of expertise
  - Asking clarifying questions when terminology or assumptions are unclear

## UNDERSTANDING ARMER

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**Time:** 75 minutes

**Presenters:** Minnesota Department of Transportation / Minnesota Department of Public Safety

**Facilitator:** The Improve Group

MnDOT and DPS will provide foundational information to help Task Force members develop a shared understanding of the ARMER system.

## BREAK

## QUESTIONS AND ADDITIONAL INFORMATION NEEDS

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**Time:** 40 minutes

**Facilitator:** The Improve Group

Task Force members will reflect on the foundational presentation and identify questions or information that will be needed to support future discussions and recommendations.

### Discussion questions

- What questions do you still have after today's presentation?

- What information, data, or perspectives would help you better understand the current ARMER system?
- What additional information will the Task Force need before making recommendations related to funding, governance, performance, or modernization?
- Are there perspectives, geographic differences, or system conditions that we need to make sure are represented in future discussions?

The Improve Group will document information needs and work with DPS and MnDOT to determine how and when they can be addressed in future meetings.

## NEXT STEPS AND CLOSING

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**Time:** 10 minutes

**Facilitator:** Chair / The Improve Group

- Summarize key questions and information needs identified during the meeting
- Preview the focus of the next Task Force meeting
- Identify any follow-up information or member tasks
- Confirm upcoming meeting dates
- Remind members where meeting materials and follow-up information will be shared
- Closing remarks

## OPTIONAL: ARMER SITE TOUR

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**Time:** 30 minutes

**Facilitators/Presenters:** MnDOT / DPS

Task Force members will tour ARMER infrastructure located at the St. Cloud site.

The tour will provide an opportunity to:

- See equipment and infrastructure discussed during the presentation
- Connect technical information to the physical system
- Ask clarifying questions
- Better understand ongoing maintenance, operational, and modernization needs

The site tour will occur at the end of the meeting so that members do not need to reconvene afterward.

## FOLLOW-UP AFTER MEETING

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After the meeting, DPS and The Improve Group will:

- Share meeting notes and follow-up items
- Update the meeting arc based on task force input
- Send draft charter and member agreements
- Organize questions and resources from the information-gathering activity
- Prepare materials for the next task force meeting