



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

September 11, 2019, 10:00 a.m.

1. **Call to Order** – Board Chair, Commissioner Fran Miron
2. **Oath of Office (if needed)** – Commissioner Miron
3. **Approval of Agenda** – Commissioner Miron
4. **Consent Agenda** – Rohret (**page 3**)
 - A. Approval: July 10, 2019 Meeting Minutes
 - B. Approval: June 2019 Treasurer's Report
 - C. Approval: July 2019 Treasurer's Report
 - D. Correspondence
5. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Metro Transit Request for Bi-Directional Amplifiers (**page 13**)
 - B. Approval of Amendments to Metro Radio Standard 3.17.4 (**page 15**)
 - C. Approval of Resolution 2019-01 Committing Use of STR Maintenance Funds (**page 18**)
6. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Approval of Amendment to State 9-1-1 Contract with CenturyLink (**page 21**)
7. **EMS Items** – Ron Robinson, EMS Coordinator
 - A. Approval of FY2020-2021 Agreement for EMS Leadership Classes (**page 33**)
8. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Amendment No. 1 to Agreement for Lobbying Services (**page 41**)
9. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron
 - B. Statewide Emergency Communications Board (SECB) Reports:
 - 1) Finance – Commissioner McMahon/Rohret – cancelled
 - 2) Legislative – Commissioner Egan/Rohret
 - 3) Steering – Rohret/Fredrick
 - 4) Other SECB Committees – Eggimann/Fredrick
 - 5) Board – Commissioner Miron/Rohret
10. **Old Business**
11. **New Business** – None
12. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

September 11, 2019, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Tom Egan* (2019 Secretary)
Commissioner Mary Holberg

Hennepin County

Commissioner Irene Fernando* (2019 Treasurer)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson*

Ramsey County

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

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Felix Schmiesing*

Washington County

Commissioner Wayne Johnson
Commissioner Fran Miron* (2019 Chair)

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

September 11, 2019
3. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the July 10, 2019 meeting of the Board are attached for review and approval.
- B. **June 2019 Treasurer's Report** – The Treasurer has reviewed the June 2019 financial statements and has given her approval of the report.
- C. **July 2019 Treasurer's Report** – The Treasurer has reviewed the July 2019 financial statements and has given her approval of the report.
- D. **Correspondence** – Correspondence includes a letter to the ECN regarding the new MESB appointment to the SECB Finance Committee.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Minutes July 10, 2019

Commissioners Present:

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

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

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

Others Present: Jay Arneson, MESB Board Counsel; Margaret Vesel, Larkin Hoffman.

1. Call to Order

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

2. Oath of Office to Commissioners Mike Gamache and Mandy Meisner

3. Approval of July 10, 2018 Agenda

Jill Rohret requested the addition of item 7C, Approval of Naloxone Subgrant Agreement Extension.

Motion by Commissioner Degler, seconded by Commissioner Egan to approve the July 10, 2019 agenda as amended. Motion carried.

4. Approval of Consent Agenda

Motion by Commissioner McMahon, seconded by Commissioner Wolf to approve the July 10, 2019 Consent Agenda. Motion carried.

5. Radio Items

A. Approval of Waiver for Edina Police & Fire Departments

Tracey Frederick said that the City of Edina includes four full-time firefighters on its SWAT team. The City requests a waiver for those four Edina firefighters to have access to the encrypted LE talkgroups in their radios, which are by standard, for use only by law enforcement users, to be used only when they are working in a SWAT team capacity. Both the MESB Radio Technical Operations Committee (TOC) and Executive Committee recommend approval.

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

B. Appointment of New Metro Representatives to SECB LMR Committee

Fredrick said that the MESB representative to the SECB Land Mobile Radio (LMR) Committee, John Gundersen, has retired. The Radio TOC recommends Nate Timm of Washington County Sheriff's Office, who is currently the alternate to that committee, become the region's primary

METROPOLITAN EMERGENCY SERVICES BOARD

representative, and Mike Mihelich of Ramsey County Emergency Communications Center, as the alternate.

Motion made by Commissioner Egan, seconded by Commissioner Fernando to approve the appointment of Nate Timm as the primary and Mike Mihelich as alternate representatives to the SECB LMR Committee. Motion carried.

6. 9-1-1 Items

A. Approval of Amendment to State 9-1-1 Contract with CenturyLink

Pete Eggimann said that CenturyLink would like to add Ethernet pricing connections to the State 9-1-1 contract, which requires a contract amendment be approved and executed. At present, staff has not received the amendment language, but has received the pricing for all PSAPs in the state.

Commissioner Wayne Johnson said he thought a contract should be received before there is an approval of the amendment, would delaying the approval harm any party. Commissioner McMahon agreed.

Rohret said per the MESB Bylaws, when properly noticed the Executive Committee may take action on the contract and have the full board ratify it, though the Executive Committee meeting for August is cancelled. Jay Arneson concurred.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Fernando to postpone approval of the 9-1-1 contract amendment until the September Board meeting so it can be reviewed prior to approval. Motion carried.

7. EMS Items

A. Acceptance of FY2020-2021 EMSRB Grants

Ron Robinson said the EMSRB awarded two grants to Metro Region EMS from the Emergency Medical Services Fund and the Emergency Medical Services Relief Account. The MESB Executive Committee approved acceptance of these two grants at the June MESB Executive meeting. The budgets for these grants were approved by the Board at its May 2019 meeting.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner McMahon to approve acceptance of the FY2020-2021 EMSRB Grants. Motion carried.

B. Approval of FY2020-2021 Agreement with Metro CISM

Robinson said this agreement with Metro Critical Incident Stress Management (CISM) provides stress management services to emergency services personnel in the region. Metro CISM services reduce and manage the harmful aspects of stress in emergency services disciplines.

Funds for this agreement were included in the 2020-2021 EMSRB grants budget. The total grant amount is \$11,000.00; \$5,500.00 to be paid in June of 2020 and \$5,500.00 in June of 2021.

Motion made by Commissioner Jeff Johnson, seconded by Commissioner Fernando to approve FY2020-2021 agreement with Metro Critical Incident Stress Management (CISM). Motion carried.

C. Approval of Naloxone Subgrant Extension

Robinson said he is seeking approval for a two-month extension of the Opiate Antagonists Subgrant Agreement with West Central EMS Corporation (WCEMS).

METROPOLITAN EMERGENCY SERVICES BOARD

The MESB entered into an agreement with WCEMS on January 10, 2019. This agreement allowed the MESB to expend up to \$80,000.00; \$64,000.00 for naloxone purchases, \$8,000.00 for training and \$8,000.00 for administrative support. The grant allows the funds for training and administrative support to be spent instead on naloxone purchases. The MESB has expended its \$64,000.00 allocation for naloxone reimbursement. This grant extension allows the MESB to utilize the remaining \$16,000.00 for naloxone purchases to keep up with the demand for opiate antagonists.

Motion made by Commissioner Ische, seconded by Commissioner Egan to approve a two-month extension of the Opiate Antagonists Subgrant Agreement with West Central EMS Corporation (WCEMS). Motion carried.

8. Administrative Items

A. Approval of 2020 Operational Budget

Rohret presented the MESB's 2020 operational budget. She said overall there is a 6.5 % increase in the budget, however, there is only a little over 1% increase in assessments. The primary reason for the increase is the additional GIS Specialist position approved by the Board in January 2019 and expenses related to that position. The budget includes a 4% merit increase for staff as was recommended by the Executive Committee at its April 2019 meeting. Benefits, travel, subscriptions and training increased, primarily because this is the first budget to include the new GIS Specialist. The Hennepin County Investment Fund covers 4/5 of the salary and benefits for the new position in 2020. Decreases were included in the contract services, rent, communications, insurance and other operating expenses line items.

On the revenue side, the 2020 budget includes \$17,500.00 in interest revenue to help reduce the assessment increase. The amount is only a portion of the interest earned at Hennepin County. Additionally, anticipated insurance dividends in the amount of \$6,000.00 are included in the budget which assist in reducing assessment increases.

The 1.10% (\$14,163.00) increase varies by county/city. Counties will be notified of their assessment amount by August 1, 2019.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the 2020 Operational Budget. Motion carried.

Commissioner Wayne Johnson asked for clarification as to why the City of Minneapolis assessments went down this year and all the other member's assessments went up. Rohret explained that when the MESB was formed (due to the merger of the Metropolitan 911 Board and Metropolitan Radio Board) the agreement was that Minneapolis would directly pay for only the radio administration portion of the assessments; Hennepin County would continue to pay for the 9-1-1 and general administrative portions of the assessments. The assessments went up for all other members because the new MESB GIS position added to the budget is a 9-1-1 expense.

B. Approval of 2020-2024 Capital Budget

Rohret presented the 2020-2024 MESB Capital Budget, which is similar that that which was approved for 2019-2023. The MESB Capital Budget is updated annually and includes Administrative, 9-1-1 and Radio projects.

Under Administrative projects there will be network related expenses in 2020 as the MESB will transition to Windows 10. This could possibly result in costs for updates to the AV equipment.

METROPOLITAN EMERGENCY SERVICES BOARD

9-1-1 projects include transitioning to and maintaining a GIS-based Master Street Address Guide, the Software-defined wide area network (SD-WAN) project, and a quality assurance tool for 9-1-1 data.

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

There are no new radio projects in the 2020-2024 capital budget. The replacement of the MESB's cache radios will be completed in 2019 but will be added again in the future as the life of a portable radio is 7-10 years.

Motion made by Commissioner McMahon, seconded by Commissioner Degler to approve the 2020-2024 Capital Budget.

C. Appointment of New MESB Representative to SECB Finance Committee

Rohret said the MESB's representative to the SECB Finance Committee had been former Commissioner Huffman; a new representative needed to be appointed. At the June 2019 Executive Committee meeting Commissioner McMahon volunteered, and the Executive Committee recommends he be appointed as the primary representative to the Statewide Emergency Services Board's Finance Committee for the remainder of 2019.

Motion made by Commissioner Fernando, seconded by Commissioner Egan to approve Commissioner McMahon as the new MESB representative to the SECB Finance Committee. Motion carried.

9. Reports

A. Legislative Report

Margaret Vesel of Larkin Hoffman presented a wrap-up report for the 2019 legislative session.

B. Statewide Emergency Communications Board (SECB) Reports

Finance

Rohret said that at the June meeting, the committee discussed the Medical Resource Control Center's (MRCC) request for an additional \$600,000 annual funding and the draft bylaws for the SECB committees.

Steering

Rohret said the July meeting was cancelled, but at the June meeting, the committee continued to work on the draft bylaws for SECB committees, as well as additional funding for the secondary PSAPs.

Legislative

Rohret said that at the June meeting the committee discussed 403 statute changes which were not approved at the legislature, and the MRCC request for funding. There was also an update from Dana Wahlberg regarding the T-CPR bill.

10. Old Business – None

11. New Business

Marcia Broman gave a PowerPoint presentation regarding the status of the MESB 9-1-1 Data Synchronization project. She was asked to send the presentation out to the board by email.

Commissioner Fernando asked if a public service announcement might be in order.

METROPOLITAN EMERGENCY SERVICES BOARD

Fernando would be interested in identifying other ways county services are affecting their emergency management.

12. Adjournment

The meeting adjourned at 11:35 a.m.

DRAFT



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: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – June 2019

DATE: July 24, 2019

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

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on June 23, 2019.

Sincerely,

Irene Fernando, Commissioner
Hennepin 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: Hennepin County Commissioner Irene Fernando, MESB Treasurer

RE: Treasurer's Report – July 2019

DATE: August 22, 2019

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

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on August 20, 2019.

Sincerely,

Irene Fernando, Commissioner
Hennepin County
Treasurer, Metropolitan Emergency Services Board



METROPOLITAN
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2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
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WWW.MN-MESB.ORG

July 11, 2019

Commissioner John Harrington
Minnesota Department of Public Safety
North Central Life Tower, Suite 1000
445 Minnesota Street
St. Paul, MN 55101-5000

Dear Commissioner Harrington:

At the July 10, 2019 Metropolitan Emergency Services Board (MESB) meeting, the MESB made appointments to open MESB representative positions on SECB committees. The appointments are listed on the enclosed pages.

Please contact me with any questions regarding these appointments. I can be reached at (651) 643-8394 or jrohret@mn-mesb.org.

Thank you for your time and consideration.

Sincerely,

Jill Rohret
Executive Director

cc: Dana Wahlberg, ECN
Dan Craigie, ECN
Chris Pedersen, ECN

Enclosure

SECB Finance:Primary Representative:

Commissioner George McMahon
Chisago County
313 N. Main Street, Suite 160A
Center City, MN 55012
(651) 213-8833
blake.huffman@co.ramsey.mn.us

Alternate:

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

SECB OTC:Primary Representative:

Nate Timm
Washington County Sheriff's Office
15015 62nd Street North
P.O. Box 3801
Stillwater, MN 55082
(651) 430-7863
nate.timm@co.washington.mn.us

Alternate:

Mike Mihelich
Ramsey County Emergency Communications Center
388 13th Street
St. Paul, MN 55101
(651) 266-7733
michael.mihelich@co.ramsey.mn.us



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

September 11, 2019

Agenda Item:

**5A. Approval of Metro Transit
BDA Additions**

Presenter:

Fredrick

RECOMMENDATION

The Radio TOC recommends the Board approve the Metro Transit request for bi-directional amplifier (BDA) equipment additions.

BACKGROUND

On April 8, 2009, the Metropolitan Emergency Services Board approved amendments to Metro Radio Standard 1.8.0 – Moves, Additions & Changes, which require BDA systems to receive Board approval. In part, this approval provides a way for system managers to track the location of BDA systems in the event they cause interference with the ARMER system.

ISSUES & CONCERNS

Metro Transit is requesting BDAs to be added in two of their facilities. The first will be installed at the Brooklyn Center Transit Center, and will enhance coverage in the facility, specifically, in the Police Department, where there is little to no coverage currently.

The second will be installed at the new Metro Transit Police Department, that is currently being built in downtown Minneapolis. Metro Transit has determined that the first three floors of the new building will have limited to no coverage.

The requested BDA equipment will connect to the ARMER system, utilizing the City Center site.

Since the writing of the letter to the Radio TOC, Metro Transit has received FCC registration for these devices.

FINANCIAL IMPACT

None to MESB.

June 18, 2019

Scott Haas, Chairman
Radio Technical Operations Committee
Bi Directional Amplifier Request

Metro Transit is seeking permission to add Bi Directional Amplifiers at two of its facilities.

The first unit will be installed in the Brooklyn Center Transit Center located at 2900 County Rd 10 in the city of Minneapolis. This unit is needed to enhance the coverage in the hallway, bathrooms, and Police Department office where there is little to no coverage.

The second unit will be installed at Metro Transit's new Police Department Headquarters located at 560 6th Ave N in the city of Minneapolis. This building is currently being built and was determined to have minimal to no coverage in the first three floors.

These units will utilize the City Center site just like the rest of Metro Transit's BDA's. Metro Transit is currently in the process of getting these units registered with the FCC.

Sincerely,

Chad LeVasseur
Manager of Communication Systems
Metro Transit



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

September 11, 2019

Agenda Item:

**5B. Approval of Amendments to
Metro Standard 3.17.4**

Presenter:

Fredrick

RECOMMENDATION

The Radio TOC recommends approval of amendments to Metro Radio Standard 3.17.4 – Metro Event & Exercise Communications Planning.

BACKGROUND

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

ISSUES & CONCERNS

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

Metro Standard 3.17.4 – Metro Event & Exercise Communications Planning was reviewed. Updates to this standard include language to be consistent with state standards for COMU personnel and the review process for communications plans. The revised/reviewed date will also be updated.

All standards will be made ADA compliant at the end of the review period. Only content and language changes are being requested at this time.

FINANCIAL IMPACT

None to MESB.

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.17.4	Date: 1/25/2012
Procedure Title:	Event & Exercise Communications Planning	
Date Established:	12/5/2011	MESB Approval - Signature:
Replaces Document Dated:	10/8/2014	Date: 3/14/2012
Date Revised:	7/24/2019	

1. Purpose and Objective:

The intent of this standard is to establish protocols and procedures to be used for planning communication for large planned events or exercises that effect multiple agencies or jurisdictions.

2. Operational Background:

During large scale events, 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 ensure this gap is covered, an All-Hazards Type III COML should be used to establish a communication plan.

COML responsibilities include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

3. Operational Context:

Planned events and exercises can include complex communications issues. In addition, there is also a potential for the event to grow quickly into a large-scale incident. It is imperative that all disciplines are aware and prepared to communicate effectively.

A COML can also ensure that the event does not inadvertently affect normal daily operational needs by over-utilization and/or over-loading of ARMER system resources.

4. Recommended Procedure:

During large scale events, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. An individual that has completed official COML training and is a recognized COML(t) or Minnesota Recognized COML should be utilized to complete an ICS 205 Communication Plan.

When more than one regional interoperability talkgroup is used, the ICS 205 must be sent to the MESB Radio Coordinator for distribution to the region.

An agency desiring to implement a patch for a pre-planned event where an ICS 205 is required, the resources to be patched shall be included on the ICS 205.

The StatusBoard calendar schedule feature must be utilized. When the exercise or event is planned farther out than seven days, the requested resource will be reserved on the StatusBoard at least one week in advance.

Exercise or event planners will include the local city or county radio system manager in the exercise development process from the beginning so local system resources are properly utilized.

5. Recommended Procedure:

When it becomes apparent that interagency coordination of personnel from different agencies or disciplines will be needed, a COML or COML(t) should be requested by the event or exercise planner or planning team to coordinate and document communications for the event.

The event or exercise planner or planning team may utilize COML(t) or COML personnel from an agency that is participating in the event/exercise. It is recommended that the lead agency COML be utilized and work in conjunction with other agencies COML's as appropriate and necessary.

If the event or exercise COML is a COML(t), the communications plan should be reviewed by a COML.

If the event or exercise planner does not have access to a COML, they will contact the MESB Radio Coordinator, who will utilize CRTF resources to assist.

6. Management:

The system managers, administrators and users will be responsible to see that this policy is implemented as defined.

The Metro Region Communications Response Taskforce (CRTF) Steering Workgroup will review all metro region ICS205 documents for adherence to both state and metro standards, policies and best practice, and provide feedback as needed to the COML that created or approved the document. This review and feedback is to be done after the fact and is not considered an approval, rather, it is a mechanism to ensure shared resources and regional communications operations are used and impacted appropriately, applied uniformly, and issues can be addressed in a timely and efficient manner to mitigate problems.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

September 11, 2019

Agenda Item:

**5C. Approval of Resolution
2019-1 Committing the Use of STR
Maintenance Funds**

Presenter:

Fredrick

RECOMMENDATION

Staff recommend the Board approve Resolution 2019-1 committing the use of remaining STR maintenance funds for their original purpose.

BACKGROUND

In February 2011, the (then) Statewide Radio Board and its Finance Committee approved the allocation of \$12,500.00 to each region for five years of maintenance of STR components given to each region. At that time, each region, including the MESB, executed an MOU to receive the funds. The five-year maintenance window terminated in 2016 and most regions did not fully expend the \$12,500.00 that timeframe.

ISSUES & CONCERNS

At its August meeting, the Statewide Emergency Communications Board (SECB) approved a motion to request each region adopt a resolution stating that they will continue to use any remaining STR maintenance funds for their original purpose, and to provide an annual report on the use of the funds. The SECB would like to receive these resolutions by December 31, 2019.

As of this writing, the MESB has \$6,915.40 remaining in the funds. It is anticipated than prior to the end of 2019, the MESB will expend approximately \$700.00 on STR maintenance, which is for the insurance to cover the tower under the MESB's general liability policy for the ARMER system in the metro region.

FINANCIAL IMPACT

None to the MESB. The MESB already tracks how these funds are spent, which will easily facilitate creating an annual report.

**RESOLUTION 2019-01
RESOLUTION OF MESB COMMITMENT TO USE
STR MAINTENANCE GRANT FUNDS FOR THEIR ORIGINAL PURPOSE**

WHEREAS, in April 2008 the Statewide Radio Board approved grant priorities under the Public Safety Interoperable Communications (PSIC) grant, whereby one of the priorities was for the state to purchase small portable towers to be gifted to each region to be included in the state's Strategic Technology Reserve (STR); and

WHEREAS, in February 2011 the Statewide Radio Board approved a grant allocation of state funds to support the regions' maintenance of the aforementioned portable towers; and

WHEREAS, in November 2011 the MESB executed a Memorandum of Understanding with the Minnesota Department of Public Safety-Division of Emergency Communication Networks to receive STR equipment; and

WHEREAS, in November 2011 the MESB executed State of Minnesota Grant Contract No. 96000000386 where the State of Minnesota granted the MESB \$12,500.00 to support the continued maintenance of STR resources for a period of five years; and

WHEREAS, the MESB established a separate accounting for the STR Maintenance Grant funds, which continues to the present day; and

WHEREAS, as of August 23, 2019, the MESB has \$6,915.40 remaining of the STR maintenance grant funds; and

WHEREAS, on August 22, 2019, the Statewide Emergency Communications Board voted to request each region to pass a resolution committing to use any remaining STR Maintenance Grant funds solely for STR equipment maintenance.

NOW, THEREFORE BE IT RESOLVED, that the Metropolitan Emergency Services Board will continue to spend the remaining \$6,915.40 of STR Maintenance Grant funds solely for the purposes of maintaining the regional portable STR tower and will annually provide a report to the Statewide Emergency Communications Board on the use of said funds.

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

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
McMahon	_____	_____	_____
Meisner	_____	_____	_____
Miron	_____	_____	_____
Schmiesing	_____	_____	_____
Wolf	_____	_____	_____

Resolution Outcome: Passed _____ Failed _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: September 11, 2019
Agenda Item: 6A. Approval of Amendment No. 4 to
State/CenturyLink/MESB 9-1-1 Contract
Presenter: Eggimann/Rohret

RECOMMENDATION

Staff recommend the Board approve the amendment to the State/CenturyLink/MESB 9-1-1 contract.

BACKGROUND

At the November 9, 2016 meeting, the MESB approved a contract between the State of Minnesota, CenturyLink and MESB for the 9-1-1 system in the state. The MESB approved a one-year extension of the agreement in November 2018.

ISSUES & CONCERNS

CenturyLink and the State of Minnesota wish to amend the 9-1-1 system contract to reflect the addition of new network resource options and pricing for new and existing PSAP locations. These options include the use of Ethernet for ESInet connectivity to the PSAP plus additional bandwidth pricing. This will permit service changes in the future without generating a contract amendment for each individual PSAP change.

The amendment also includes an extension of the overall contract to November 30, 2020.

This amendment does not require the MESB to exercise any of the options, but does establish a price if ECN, the MESB, or a PSAP opts to utilize the new connectivity option.

Board counsel has reviewed the contract amendment and has no concerns.

FINANCIAL IMPACT

None to the MESB unless the Board opts to proceed with the new connectivity option.



Office of State Procurement
112 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Voice: 651.296.2600
Fax: 651.297.3996

August 16, 2019

Rhonda Kriss
Qwest Communications Company, LLC
d/b/a CenturyLink QCC
200 South 5th Street, Floor 20
Minneapolis, MN 55402

Dear Ms. Kriss:

The following documents are enclosed for you to complete and return:

- Amendment No. 04 to SWIFT Contract No 116669, Release No. T-730.

Please sign and return all sets of documents, electronically to matt.hassenstab@state.mn.mn by **August 23, 2019**.

If the Amendment is not properly executed it will be returned to you. Upon receipt of the properly executed document, and after signatures are obtained from the appropriate State authorities, a copy of the completed Amendment will be sent to your company.

If you have any questions, please feel free to contact me.

Sincerely,

Matt Hassenstab
Buyer III

Enclosure

INSTRUCTIONS

Return the signed sets of documents to the OSP office.

REQUIRED SIGNATURES:

- ◆ The documents must be signed by an **officer** of your company, e.g., president, vice president, assistant vice president, corporate secretary, assistant corporate secretary, treasurer, or assistant treasurer.
- ◆ If your company is a corporation, the signature of one corporate officer is binding. If your company is a partnership, the signature of one partner is binding.

If someone other than the corporate officers listed above signs the document (e.g., manager, sales manager, executive assistant, etc.), evidence of his or her authority to do so must accompany the document. The evidence can be either:

- A corporate power of attorney, or
- A **certified copy** of a board resolution authorizing the alternate signature with a letter attached and signed by a corporate officer stating the resolution is in force and effective.

AMENDMENT NO. 04 TO CONTRACT NO. 116669 RELEASE NO. T-730

THIS AMENDMENT is by and between the State of Minnesota, acting through its commissioner of Administration ("State"), and Qwest Communications Company, LLC, d/b/a CenturyLink QCC, 200 South 5th Street, Floor 20, Minneapolis, MN 55402 ("Contract Vendor").

WHEREAS, the State has a Contract with the Contract Vendor identified as Contract No. 116669, November 30, 2016 through November 30, 2019 ("Contract"), to provide Telecom: Next Gen 911 Network; and

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

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

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

1. The Contract is extended 12 Months to November 30, 2020 under the same terms and conditions
2. That Contract Vendor will perform services detailed in Exhibit A for the prices listed.

This Amendment is effective beginning December 1, 2019 or upon the date that the final required signatures are obtained, whichever occurs later, and shall remain in effect through contract expiration, or until the Contract is canceled, whichever occurs first.

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

Remainder of this page left intentionally blank.

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

1. CENTURYLINK COMMUNICATIONS, LLC.

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

By: _____

Title: _____

Date: _____

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

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

Signed: _____

Date: _____ Order No. _____

5. DEPARTMENT OF PUBLIC SAFETY

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

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

Attorney: Approved as to form.

By: _____

Title: _____

Date: _____

6. OFFICE OF STATE PROCUREMENT

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

By: _____

Title: Acquisition Management Specialist

Date: _____

**3. METROPOLITAN EMERGENCY SERVICES
BOARD**

By: _____

Title: _____

Date: _____

7. COMMISSIONER OF ADMINISTRATION

Or delegated representative.

By: _____

Date: _____

EXHIBIT A:

NPA/NXX or CLLI	Loop Tracking ID	Service Address	Type of Local Access	Minimum Service Term in months (per Service)	Circuit Speed	Local Access Net Rate MRC	Install NRC*	Special Constructi on NRC**
320563	190613751290	203 7TH ST N WHEATON, MN 56296	Special Access	24	1.5 Mbps	\$1,669.00	\$1,595.00	
651221	190613751293	340 BROADWAY ST SAINT PAUL, MN 55101	Special Access	24	1.5 Mbps	\$111.50	\$0.00	
320674	190613753456	100 VINE ST S MORA, MN 55051	ELA - Native	24	10 Mbps	\$750.00	\$600.00	
218846	190613753436	1000 HIGHWAY 10 W DETROIT LAKES, MN 56501	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507252	190613753059	101 4TH ST SE ROCHESTER, MN 55904	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218825	190613753439	1102 MADISON ST BRAINERD, MN 56401	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218279	190613753081	1123 MESABA AVE DULUTH, MN 55811	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763212	190613753073	1145 SHENANDOAH LN N, BLDG HENNEPIN MINNEAPOLIS, MN 55447	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507835	190613753107	122 3RD AVE NW WASECA, MN 56093	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763212	190613753084	1245 SHENANDOAH LN N MINNEAPOLIS, MN 55447	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763241	190613753427	13880 HIGHWAY 10 ELK RIVER, MN 55330	ELA - Native	24	10 Mbps	\$620.00	\$600.00	

651582	190613753046	1411 PAUL KIRKWOLD DR ARDEN HILLS, MN 55112	ELA - Native	24	10 Mbps	\$999.00	\$600.00	
218387	190613753074	143 GUNFLINT TRL, UNIT ID GRAND MARAIS, MN 55604	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
952238	190613753060	14600 MINNETONKA BLVD MINNETONKA, MN 55345	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
651275	190613753100	14900 61ST ST N, FLR 1 STILLWATER, MN 55082	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
651582	190613751291	1500 COUNTY ROAD B2 W SAINT PAUL, MN 55113	ELA - Native	24	10 Mbps	\$1,244.00	\$600.00	
651275	190613753464	15049 62ND ST N STILLWATER, MN 55082	ELA - Native	24	10 Mbps	\$999.00	\$600.00	
651213	190613751282	15140 PER RD CENTER CITY, MN 55012	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
507372	190613751285	1530 AIRPORT RD N WORTHINGTON, MN 56187	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
651221	190613753462	167 GRAND AVE SAINT PAUL, MN 55102	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507532	190613753452	1800 E COLLEGE DR MARSHALL, MN 56258	ELA - Native	24	10 Mbps	\$645.00	\$600.00	\$10,000.00
952202	190613753027	1800 W OLD SHAKOPEE RD MINNEAPOLIS, MN 55431	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218751	190613753426	1831 ANNE ST NW BEMIDJI, MN 56601	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218825	190613753072	1991 INDUSTRIAL PARK RD S BAXTER, MN 56425	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507433	190613753446	201 1ST ST NE AUSTIN, MN 55912	ELA - Native	24	10 Mbps	\$454.00	\$600.00	

507235	190613751283	201 LAKE AVE FAIRMONT, MN 56031	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
507452	190613753470	201 W 3RD ST WINONA, MN 55987	ELA - Native	24	10 Mbps	\$645.00	\$600.00	
218279	190613753077	2030 N ARLINGTON AVE DULUTH, MN 55811	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218634	190613753425	206 8TH AVE SE BAUDETTE, MN 56623	ELA - Native	24	10 Mbps	\$660.00	\$600.00	\$11,000.00
320616	190613753429	213 1ST AVE SE LITTLE FALLS, MN 56345	ELA - Native	24	10 Mbps	\$645.00	\$600.00	
218463	190613753450	213 MAIN AVE N ROSEAU, MN 56751	ELA - Native	24	10 Mbps	\$660.00	\$600.00	
218927	190613753021	217 2ND ST NW AITKIN, MN 56431	ELA - Native	24	10 Mbps	\$530.00	\$600.00	
612331	190613753455	2221 UNIVERSITY AVE SE MINNEAPOLIS, MN 55414	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507836	190613751281	2558 29TH ST SLAYTON, MN 56172	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
651322	190613751289	2860 160TH ST W ROSEMOUNT, MN 55068	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
507252	190613753049	2900 48TH ST NW ROCHESTER, MN 55901	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
701231	190613753469	300 NORTHERN PACIFIC AVE N FARGO, MN 58102	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612276	190613753038	3000 MINNEHAHA AVE MINNEAPOLIS, MN 55406	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320842	190613753421	301 14TH ST N BENSON, MN 56215	ELA - Native	24	10 Mbps	\$530.00	\$600.00	

218732	190613753465	301 COURT AVE PARK RAPIDS, MN 56470	ELA - Native	24	10 Mbps	\$750.00	\$600.00	
952204	190613753457	301 FULLER ST S SHAKOPEE, MN 55379	ELA - Native	24	10 Mbps	\$620.00	\$600.00	
612285	190613753467	3015 RALEIGH AVE ST LOUIS PARK, MN 55416	ELA - Native	24	10 Mbps	\$620.00	\$600.00	
218825	190613753431	304 LAUREL ST, BLDG CROW BRAINERD, MN 56401	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507724	190613753055	306 S MARSHALL ST CALEDONIA, MN 55921	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218384	190613753430	317 WALNUT AVE CARLTON, MN 55718	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507252	190613753063	320 2ND AVE SW ROCHESTER, MN 55902	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507694	190613751286	322 N WALLACE ST IVANHOE, MN 56142	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
218279	190613753080	322 W 1ST ST DULUTH, MN 55802	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763236	190613753087	325 E MAIN ST ANOKA, MN 55303	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320693	190613753442	326 N RAMSEY AVE LITCHFIELD, MN 55355	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612287	190613753052	3435 W BROADWAY AVE ROBBINSDALE, MN 55422	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612204	190613753069	350 S 5TH ST MINNEAPOLIS, MN 55415	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320202	190613753064	3725 12TH ST N SAINT CLOUD, MN 56303	ELA - Native	24	10 Mbps	\$454.00	\$600.00	

651221	190613753458	388 13TH ST E SAINT PAUL, MN 55101	ELA - Native	24	10 Mbps	\$620.00	\$600.00	
507847	190613753079	400 SHERMAN ST JACKSON, MN 56143	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320365	190613753050	410 E DEPUE AVE OLIVIA, MN 56277	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507373	190613753039	411 S BROADWAY AVE ALBERT LEA, MN 56007	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
651221	190613753459	425 GROVE ST SAINT PAUL, MN 55101	ELA - Native	24	10 Mbps	\$620.00	\$600.00	
507357	190613751288	435 E DERRYNANE ST LE CENTER, MN 56057	ELA - Native	30	10 Mbps	\$708.00	\$210.00	
763503	190613753019	4501 68TH AVE N MINNEAPOLIS, MN 55429	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
952442	190613753098	500 S MAPLE ST WACONIA, MN 55387	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507246	190613753463	501 S MINNESOTA AVE SAINT PETER, MN 56082	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612204	190613753093	511 11TH AVE S MINNEAPOLIS, MN 55415	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
701642	190613753041	515 DACOTAH AVE BRECKENRIDGE, MN 56520	ELA - Native	24	10 Mbps	\$1,444.00	\$600.00	
612204	190613753466	519 10TH AVE N MINNEAPOLIS, MN 55411	Special Access	24	1.5 Mbps	\$150.00	\$0.00	
507532	190613753461	611 W MAIN ST MARSHALL, MN 56258	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
218751	190613753440	613 MINNESOTA AVE NW BEMIDJI, MN 56601	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320629	190613753471	635 NORTHRIDGE DR NW PINE CITY, MN 55063	ELA - Native	24	10 Mbps	\$750.00	\$600.00	

320983	190613751287	640 3RD ST SE MILACA, MN 56353	ELA - Native	24	10 Mbps	\$764.00	\$210.00	
612243	190613753076	6700 PORTLAND AVE MINNEAPOLIS, MN 55423	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612266	190613753448	6920 34TH AVE S MINNEAPOLIS, MN 55450	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
612204	190613753037	701 PARK AVE MINNEAPOLIS, MN 55415	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507375	190613753451	715 3RD AVE S SAINT JAMES, MN 56081	ELA - Native	24	10 Mbps	\$530.00	\$600.00	
952806	190613753014	7700 FRANCE AVE S EDINA, MN 55435	ELA - Native	24	10 Mbps	\$406.00	\$500.00	
952806	190613753012	7700 FRANCE AVE S MINNEAPOLIS, MN 55435	ELA - Native	24	10 Mbps	\$406.00	\$500.00	
320202	190613753460	807 COURTHOUSE SQ SAINT CLOUD, MN 56303	ELA - Native	24	10 Mbps	\$645.00	\$600.00	
507765	190613753444	901 HOUSTON ST NW PRESTON, MN 55965	ELA - Native	24	10 Mbps	\$660.00	\$600.00	\$17,500.00
218846	190613753445	925 LAKE AVE DETROIT LAKES, MN 56501	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
320564	190613753428	930 4TH ST GRANITE FALLS, MN 56241	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763293	190613753035	9300 NAPER ST MINNEAPOLIS, MN 55427	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
763293	190613753030	9300 NAPER ST MINNEAPOLIS, MN 55427	ELA - Native	24	10 Mbps	\$454.00	\$600.00	
507283	190613751366	1000 N BLUE MOUND AVE LUVERNE, MN 56156	Special Access	24	4.5 Mbps	\$978.75	\$0.00	

218253	190613751367	1008 CHAMPAGNE AVE SW RED LAKE FALLS, MN 56750	Special Access	24	4.5 Mbps	\$2,035.00	\$1,248.00	
218494	190613751372	15 2ND AVE E ADA, MN 56510	Special Access	24	4.5 Mbps	\$3,489.00	\$990.00	
218346	190613751374	160 2ND AVE SW PERHAM, MN 56573	Special Access	24	4.5 Mbps	\$250.00	\$1,248.00	
507634	190613751369	18 2ND AVE NW KASSON, MN 55944	Special Access	24	4.5 Mbps	\$2,292.00	\$1,248.00	
218694	190613751371	213 MAIN AVE N BAGLEY, MN 56621	Special Access	24	4.5 Mbps	\$2,035.00	\$1,248.00	
507635	190613751363	22 6TH ST E MANTORVILLE, MN 55955	Special Access	24	4.5 Mbps	\$2,349.00	\$1,248.00	
320234	190613751373	235 FRANKLIN ST SW HUTCHINSON, MN 55350	Special Access	24	4.5 Mbps	\$2,157.00	\$1,308.00	
507637	190613751361	303 E 3RD ST REDWOOD FALLS, MN 56283	Special Access	24	4.5 Mbps	\$753.75	\$0.00	
218547	190613751365	303 MINNESOTA AVE WALKER, MN 56484	Special Access	24	4.5 Mbps	\$1,175.00	\$1,248.00	
320384	190613751368	312 FIRE MONUMENT RD HINCKLEY, MN 55037	Special Access	24	4.5 Mbps	\$450.00	\$0.00	
507658	190613751370	337 AETNA ST RUTHTON, MN 56170	Special Access	24	4.5 Mbps	\$5,661.00	\$1,506.00	
218843	190613751360	410 5TH ST SE HALLOCK, MN 56728	Special Access	24	4.5 Mbps	\$6,279.00	\$4,725.00	
507825	190613751362	416 S HIAWATHA AVE PIPESTONE, MN 56164	Special Access	24	4.5 Mbps	\$978.75	\$0.00	
651565	190613751364	848 17TH ST E WABASHA, MN 55981	Special Access	24	4.5 Mbps	\$450.00	\$0.00	



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

September 11, 2019

Agenda Item:

**7A. Approval of ATL EMS
Leadership Training Contract**

Presenter:

Robinson

RECOMMENDATION

Staff recommend the Board approve a contract with Above the Line Leaders International (ATL) for EMS leadership development training.

BACKGROUND

The MESB issued an RFP in 2017 for a qualified leadership training contractor to provide a leadership development and mentoring program for emergency medical services (EMS) personnel. On October 22, 2017 MESB entered into an agreement with ATL to provide a series of EMS leadership development classes. Staff has received exceptional reviews and reports of great satisfaction from EMS leadership development students.

The MESB amended the original agreement on October 1, 2018 to fund another series of EMS leadership development classes which were completed June 1, 2019. To date, 22 students have completed the courses.

ISSUES & CONCERNS

The agreement being considered has a term of October 1, 2019 through June 1, 2021, which essentially covers fiscal years 2020 and 2021. It is anticipated that an additional 40 students will complete the leadership training under the term of the proposed agreement. Due to an increased demand on rooms at the Metro Counties Government Building, increased staff time could be required to schedule and support classes that more than likely will be scheduled out of this building.

FINANCIAL IMPACT

Funds for this program will come from the regional EMSRB grants. The total amount paid to ATL will not exceed \$59,150.00 (FY2020 \$27,100.00 and FY2021 \$32,050.00). The MESB will pay the invoices up-front and will then apply for reimbursement through the EMSRB. The MESB will incur minor administrative costs as staff oversee the grant reimbursement process.

THIS AGREEMENT, made and entered into on this ____ day of October, 2019 by and between the MESB, a Minnesota joint powers organization (hereinafter referred to as “MESB”), Suite 201, 2099 West University Avenue, St. Paul, Minnesota 55104, and Ron Hultgren d/b/a Above the Line Leaders International (hereinafter referred to as “ATL”), 3500 Vicksburg Lane North, Suite 400, #119, Plymouth, Minnesota 55447.

WITNESSETH

WHEREAS, the MESB issued an RFP in 2017 for a qualified leadership training contractor to provide a leadership development and mentoring program for emergency medical services (EMS) personnel; and

WHEREAS, ATL submitted a proposal responsive to the RFP and had the required experience and skills to provide the services described herein;

WHEREAS, the MESB entered into an agreement with ATL to provide said services for the period from October 22, 2017 through June 1, 2019; and

WHEREAS, the parties now wish to renew that agreement for said services.

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the MESB and ATL agree as follows:

Article I General Terms

- A. The MESB agrees to retain and hereby does retain ATL to provide the services described herein.
- B. ATL agrees to perform the duties as specified herein.
- C. ATL may not, whether in whole or part, subcontract, transfer, or otherwise assign the services as specified in this Agreement without prior written consent of the MESB.

Article II Duties

- A. The services to be provided pursuant to this Agreement shall consist of the services described in ATL’s Proposal (“Attachment A”), attached hereto and incorporated herein.

Article III Term of Agreement and Compensation

- A. This Agreement shall begin on October 1, 2019 and terminate on June 1, 2021 or upon such earlier date as all duties and requirements of this Agreement have been satisfactorily met.

Agreement
ATL and the MESB

- B. The MESB shall make payment to ATL as follows:
1. The total amount paid to ATL will not exceed \$59,150.00 (FY 2020 \$27,100 and FY 2021 \$32,050)
 2. MESB will pay ATL a per student rate of:

20 students	\$200/person/class
15 students	\$250/person/class
10 students	\$375/person/class
 3. ATL will invoice MESB after each class session for the cost of the class, as detailed in Attachment A. ATL will invoice MESB separately for the coaching services, and when costs are incurred for the other items listed in Attachment A.
 4. MESB is a sales-tax exempt organization and cannot pay sales tax for vendor-supplied materials, such as books.
- C. Payments shall be made by the MESB to ATL within thirty (30) days of receipt and approval of invoices.
- D. The parties hereto agree that this Agreement is conditioned upon the MESB receiving sufficient funding from the State of Minnesota. If the MESB does not receive funding, this Agreement shall be cancelled immediately upon written notice from the MESB to ATL. If the MESB receives reduced funding, this Agreement may be renegotiated to reflect such reduced funding.
- E. MESB will print and bind the classroom materials. ATL shall provide the materials which need to be printed with 30 days' notice.

Article IV Other Covenants and Stipulations

- A. The MESB and ATL agree that nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of a partnership or joint venture between the parties hereto or as constituting ATL or its representatives as the agent, representative, or employee of the MESB for any purpose, and that ATL is acting as an independent contractor and acquires no tenure rights or any rights by way of worker's compensation, unemployment insurance, medical or hospital care, sick or vacation leave, PERA, severance pay or any other right or benefit offered to MESB employees.
- B. ATL agrees to defend, indemnify and hold harmless the MESB, its elected officials, members counties, officers, agents, and employees from any and all claims or causes of action arising from the performance, or nonperformance of this Agreement by ATL, or its agents or employees.
- C. ATL agrees to procure and maintain at its expense and without expense to the MESB, until the expiration of this Agreement, insurance covering all operations covered by this Agreement.
- D. ATL, its officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA), and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality. If ATL creates, collects, receives, stores, uses,

maintains or disseminates data because it performs functions of the MESB pursuant to this Agreement, then ATL must comply with the requirements of the MGDPA as if it were a government entity, and may be held liable under the MGDPA for noncompliance. ATL agrees to defend, indemnify and hold harmless the MESB, its officials, officers, agents, employees, and volunteers from any claims resulting from ATL's officers', agents', owners', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of such protected data, or other noncompliance with the requirements of this section. ATL agrees to promptly notify the MESB if it becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA. The terms of this section shall survive the cancellation or termination of this Agreement.

- E. ATL agrees that the MESB, the State Auditor, Legislative Auditor, or their duly authorized representatives at any time during regular business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of ATL and involve transactions relating to this Agreement. Such material shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination or cancellation.
- F. This Agreement may be terminated with or without cause by either party upon ten (10) days written notice. If such termination occurs prior to the provision of any services by ATL, ATL shall not be entitled to any payment.

The MESB'S failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

In the event that ATL is unable or unwilling to complete this Agreement as specified and within the times specified, the MESB may immediately terminate this Agreement and take such actions as are necessary to complete the work described herein. Pro rata payment will be made for work satisfactorily completed prior to termination.

- G. ATL agrees to identify the State of Minnesota and the MESB as sponsoring agencies in any publicity or publications related to the services funded pursuant to this Agreement.

Article V Notices

Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent by registered or certified mail to the other party at the address stated in the opening paragraph of this Agreement.

Article VI Entire Agreement and Amendment

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the MESB and ATL relating to subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

**RON HULTGREN D/B/A ABOVE
THE LINE LEADERS INTERNATIONAL**

**METROPOLITAN EMERGENCY
SERVICES BOARD**

By: _____
Ron Hultgren

By: _____
Fran Miron, Chair

Dated: _____

By: _____
Approved as to form
Jay Arneson, Board Counsel

Agreement
ATL and the MESB

Attachment A

Fees paid to ATL will cover:

20 Students

Description	Number of Sessions/Products	Fees	Total per Session	Total per Year
Year One Session Costs (based on 20 students)	6	\$200 per person per session	\$4,000	\$24,000.00
Student Coaching	1 hours per student in year one			\$2,400.00
Authentic Results Through Action book	1 per person	\$10.00 (digital form)		\$200.00
Voice Cards – Six Dimensions	1 per person	\$25.00		\$500.00
Performance Preference Booklet	1 per person	\$25.00		\$500.00
			FY 2020 Total	\$27,100.00
Year Two Session Costs (based on 20 students)	6	\$200 per person per session	\$4,000	\$24,000.00
Student Coaching	3 hours per student for year two			\$7,200.00
Laminated Ethics Matrix	1 per person	\$2.50		\$50.00
Graduation Document & Frame	1 per person	\$15.00		\$300.00
			FY 2021	\$32,050.00
Total				\$59,150.00

Agreement
ATL and the MESB

15 students

Description	Number of Sessions/Products	Fees	Total per Session	Total per Year
Year One Session Costs (based on 20 students)	6	\$250 per person per session	\$3,750	\$22,500.00
Student Coaching	1 hours per student in year one			\$1,800.00
Authentic Results Through Action book	1 per person	\$10.00 (digital form)		\$150.00
Voice Cards – Six Dimensions	1 per person	\$25.00		\$375.00
Performance Preference Booklet	1 per person	\$25.00		\$375.00
			FY 2020	\$25,200.00
Year Two Session Costs (based on 20 students)	6	\$250 per person per session	\$3,750	\$22,500.00
Student Coaching	3 hours per student for year two			\$5,400.00
Laminated Ethics Matrix	1 per person	\$2.50		\$37.50
Graduation Document & Frame	1 per person	\$15.00		\$225.00
			FY 2021	\$28,162.00
Total				\$53,362.50

Agreement
ATL and the MESB

10 students

Description	Number of Sessions/Products	Fees	Total per Session	Total per Year
Year One Session Costs (based on 10 students)	6	\$375 per person per session	\$3,750	\$22,500.00
Student Coaching	1 hours per student in year one			\$1,200.00
Authentic Results Through Action book	1 per person	\$10.00 (digital form)		\$100.00
Voice Cards – Six Dimensions	1 per person	\$25.00		\$250.00
Performance Preference Booklet	1 per person	\$25.00		\$250.00
			FY 2020	\$24,300.00
Year Two Session Costs (based on 10 students)	6	\$375 per person per session	\$3,750	\$22,500.00
Student Coaching	3 hours per student for year two			\$3,600.00
Laminated Ethics Matrix	1 per person	\$2.50		\$25.00
Graduation Document & Frame	1 per person	\$15.00		\$150.00
			FY 2021	\$26,275.00
Total				\$50,575.00



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: September 11, 2019
Agenda Item: 8A. Approval of Amendment No. 1
to Agreement for Lobbying Services
Presenter: Rohret

RECOMMENDATION

Staff recommend the Board approve Amendment No. 1 to the Lobbying Services Agreement with Larkin Hoffman.

BACKGROUND

In July 2017 the MESB issued a request for proposals (RFP) for lobbying services. In September 2017, the MESB awarded the RFP to Larkin Hoffman. The term of the initial agreement was October 2017 through September 2019.

MESB Policy 027 – Contracted Professional Services requires the Board to go out to RFP for contracted professional services at a minimum of every five years.

ISSUES & CONCERNS

Amendment No. 1 to the Lobbying Agreement with Larkin Hoffman extends the term of the agreement an additional two years, until September 2021, which allows the amendment to meet the requirements of MESB Policy 027. With the exception of the agreement's termination date, the amendment keeps the terms and conditions of the original agreement, including the annual payment of \$31,000.00 to Larkin Hoffman.

Staff intends to go out for RFP for lobbying services in the summer of 2021 to meet MESB Policy 027.

FINANCIAL IMPACT

The MESB's 2020 operational budget included \$31,000.00 for lobbying services. Should this amendment be approved, staff will include the same amount in the MESB's 2021 operational budget.

**AMENDMENT NO. 1 TO
AGREEMENT FOR LOBBYING SERVICES**

THIS AMENDMENT NO. 1 TO AGREEMENT FOR LOBBYING SERVICES ("Amendment No. 1"), is made and entered into between the Metropolitan Emergency Services Board ("MESB"), established by a Joint Powers Agreement between Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, and Washington Counties and the City of Minneapolis, and located at 2099 West University Avenue, St. Paul, Minnesota 55104-3431, and Larkin, Hoffman, Daly & Lindgren Ltd., 8300 Norman Center Drive, Suite 1000, Minneapolis, Minnesota 55437-1060, hereinafter referred to as the "Contractor."

WHEREAS, Contractor entered into an Agreement for Lobbying Services ("Agreement") with the MESB dated October 1, 2017; and

WHEREAS, it is the desire of both MESB and Contractor to renew the Agreement upon the same terms for an additional two years.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree to amend the Agreement as follows:

1. Section 1 of the Agreement shall be amended to read:

This Agreement shall commence on October 1, 2017 and terminate on September 30, 2021, unless earlier terminated as provided herein.

2. Section III of the Agreement shall be amended to read:

The MESB agrees to pay the Contractor for the services listed in Section II One Hundred Twenty-Four Thousand Dollars (\$62,000.00), payable in forty-eight equal installments, with the first payment due within ten (10) business days of receipt of the first invoice.

Except as hereinabove amended, the terms, conditions and provisions of the Agreement shall remain in full force and effect.

METROPOLITAN EMERGENCY
SERVICES BOARD

LARKIN, HOFFMAN, DALY
& LINDGREN, LTD.

By: _____
Fran Miron, Chair

By _____

Dated: _____

Dated: _____

Approved as to form:

Board Counsel