



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

Location: MCIT, 100 Empire Drive, St. Paul

February 12, 2025, 10:00 a.m.

1. **Call to Order** – Council Member Elliott Payne, 2024 Secretary
2. **Oath of Office** – Council Member Payne
3. **Approval of Agenda** – Council Member Payne
4. **Election of 2025 Officers and Executive Committee Designation** – Rohret (**page 5**)
5. **Thank You to 2024 Chair** – Commissioner John Fahey, 2025 Board Chair
6. **MESB Policy 17 – Conflict of Interest** – Rohret (**page 9**)
7. **Consent Agenda** – Rohret (**page 11**)
 - A. Approval: November 13, 2024 Meeting Minutes
 - B. Approval: October 2024 Treasurer’s Report
 - C. Approval: November 2024 Treasurer’s Report
 - D. Approval: 2025 MESB Meeting Schedule
 - E. Approval: 2025 Radio TOC Chair/Vice Chair
 - F. Approval: 2025 9-1-1 TOC Chair/Vice Chair
 - G. Approval: Acceptance of Additional SECB Grant Funds
 - H. Correspondence
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Discussion: SECB Request for Regional Input Regarding Grant Eligibility (**page 33**)
 - B. Approval: Amendments to Dakota County ARMER Participation Plan (**page 37**)
 - C. Approval: Amendments to Washington County ARMER Participation Plan (**page 43**)
9. **9-1-1 Items** – Jill Rohret, Executive Director – None
10. **EMS Items** – Greg Hayes, EMS Coordinator
 - A. Approval: Metro Region Representative to Minnesota Office of EMS Physician Advisory Council (**page 45**)
 - B. Metro Region Representative to Minnesota Office of EMS Labor & Provider Advisory Council (**page 61**)
 - C. Approval of Amendments to Office of EMS Grants (**page 63**)
 - D. Acceptance & Approval of Office of EMS Volunteer Training Reimbursement Grant (**page 73**)
 - E. Approval to Fund Incident Management Team – Basic Course (**page 83**)
11. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of 2025 Appointments to SECB/SECB Committees (**page 85**)
 - B. Approval of Executive Director Travel Requests (**page 87**)
 - C. Approval: Amendments to MESB Policy 030 – Purchasing (**page 91**)



**METROPOLITAN EMERGENCY SERVICES BOARD
BOARD MEETING AGENDA**

Location: MCIT, 100 Empire Drive, St. Paul

February 12, 2025, 10:00 a.m.

12. **Reports**
 - A. Legislative Report – Margaret Vesel/Matthew Bergeron
 - B. Statewide Emergency Communications Board (SECB) Reports:
 - 1) Finance – Rohret/Fredrick
 - 2) Legislative – Rohret/Anderson
 - 3) Steering – Fredrick/Rohret
 - 4) Other SECB Committees – Fredrick
 - 5) Board – Rohret
13. **Old Business**
 - A. Update on MESB Human Resources – Rohret
14. **New Business**
 - A. Update on MESB Staff Positions and Upcoming JPA Amendments – Rohret
15. **Adjourn**



METROPOLITAN EMERGENCY SERVICES BOARD BOARD MEETING AGENDA

Location: MCIT, 100 Empire Drive, St. Paul

February 12, 2025, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*

Commissioner Mandy Meisner

Carver County

Commissioner John Fahey* (2025 Chair)

Chisago County

Commissioner Rick Greene*

City of Minneapolis

Council Member Elliott Payne* (2025 Vice Chair)

Dakota County

Commissioner Joe Atkins*

Commissioner Bill Droste

Hennepin County

Commissioner Kevin Anderson

Commissioner Irene Fernando*

Isanti County

Commissioner Todd Christensen*

Ramsey County

Commissioner Kelly Miller* (2025 Treasurer)

Scott County

Commissioner Dave Beer

Commissioner Tom Wolf* (2025 Secretary)

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Michelle Clasen

Commissioner Fran Miron*

*Denotes Executive Committee member



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 4. Election of 2025 MESB Officers & Executive Committee Designation
Presenter: Rohret

RECOMMENDATION

It is recommended that the following officers be elected in accordance with the Joint Powers Agreement, the Bylaws of the Metropolitan Emergency Services Board, and the Board's governance policies:

Chair: Carver County (John Fahey)
Vice-Chair: City of Minneapolis (Elliott Payne)
Secretary: Scott County (Tom Wolf)
Treasurer: Ramsey County (Kelly Miller)

BACKGROUND

The Metropolitan Emergency Services Board governance policies regarding election of officers is as follows: *"All officers are elected for one year and each member can service only one term in office to which elected with the understanding that each member elected as an officer will move to the next elected position at the end of the term. Normal succession will be Treasurer, Secretary, Vice-Chair, Chair."*

Officers at the end of 2024 were:

Chair: Ramsey County (Mai Chong Xiong)
Vice-Chair: Carver County (Gayle Degler)
Secretary: City of Minneapolis (Elliott Payne)
Treasurer: Scott County (Tom Wolf)

Article II, Section 5 of the Joint Powers Agreement prescribes the following representation by Board officers: *"Section 5: Membership in Executive Officers. Ramsey County shall have one representative in any of the four executive offices provided for in Sections 3 and 4 of this Article. Hennepin County and the City of Minneapolis shall alternate every four years having a representative in any of the four executive offices provided in Sections 3 and 4 of this Article. Officers will serve successively in the offices of Treasurer, Secretary, Vice-Chair and Chair. Representatives from all other members will serve as officers on a rotating basis."*

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

February 12, 2025

Agenda Item:

**4. Election of 2025 MESB Officers &
Executive Committee Designation**

Presenter:

Rohret

ISSUES & CONCERNS

The following members of the Metropolitan Emergency Services Board were (or are expected to be) appointed to the Executive Committee of the Board by their respective County Boards or City Council for 2025:

Anoka:	Mike Gamache
Carver:	John Fahey
Chisago:	Rick Greene
Dakota:	Joe Atkins
Hennepin:	Irene Fernando
Isanti:	Todd Christensen
Ramsey:	Kelly Miller
Scott:	Tom Wolf
Sherburne:	Gregg Felber
Washington:	Fran Miron
City of Minneapolis:	Elliott Payne

FINANCIAL IMPACT

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

MESB Officer Rotation Schedule

	2018	2019	2020	2021	2022
Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Vice-Chair	Washington	Ramsey	Dakota	Hennepin	Isanti
Secretary	Ramsey	Dakota	Hennepin	Isanti	Ramsey
Treasurer	Dakota	Hennepin	Isanti	Ramsey	Carver
	2023	2024	2025	2026	2027
Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Vice-Chair	Ramsey	Carver	Minneapolis	Scott	Ramsey
Secretary	Carver	Minneapolis	Scott	Ramsey	Anoka
Treasurer	Minneapolis	Scott	Ramsey	Anoka	Hennepin
	2028	2029	2030	2031	2032
Chair	Ramsey	Anoka	Hennepin	Chisago	Ramsey
Vice-Chair	Anoka	Hennepin	Chisago	Ramsey	Sherburne
Secretary	Hennepin	Chisago	Ramsey	Sherburne	Minneapolis
Treasurer	Chisago	Ramsey	Sherburne	Minneapolis	Washington
	2033	2034	2035	2036	2037
Chair	Sherburne	Minneapolis	Washington	Ramsey	Dakota
Vice-Chair	Minneapolis	Washington	Ramsey	Dakota	Hennepin
Secretary	Washington	Ramsey	Dakota	Hennepin	Isanti
Treasurer	Ramsey	Dakota	Hennepin	Isanti	Ramsey
	2038	2039	2040	2041	2042
Chair	Hennepin	Isanti	Ramsey	Carver	Minneapolis
Vice-Chair	Isanti	Ramsey	Carver	Minneapolis	Scott
Secretary	Ramsey	Carver	Minneapolis	Scott	Ramsey
Treasurer	Carver	Minneapolis	Scott	Ramsey	Anoka

Metropolitan Emergency Services Board

Subject: Conflict of Interest
Number: 017

Effective Date: 09-08-2004
Revision Date: 09-09-2015

PURPOSE: To establish procedures and guidelines for documenting conflict of interest of Metropolitan Emergency Services Board members.

A. Conflict of Interest

In accordance with Minnesota Statutes, §§10A.07 and 471.87 each member of the Metropolitan Emergency Services Board shall provide to the Board a copy of the statement of economic interest and any supplementary statement filed by the Board member pursuant to §10A.09, and shall disclose any personal financial interest in a contract which the Board is asked to approve, or any other conflict of interest at the time the Board is asked to take an action. Except as otherwise provided in §10A.07, subd. 2, any Board member with a conflict of interest shall abstain from any action on the contract or matter in question and such abstention shall be appropriately recorded into the minutes of the Metropolitan Emergency Services Board. This policy is not intended to increase or modify any obligations Board members may have pursuant to any state statute.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

February 12, 2025
7. Consent Agenda
Rohret

- A. **Minutes** – The minutes of the November 13, 2024 meeting of the Board are attached for review and approval.
- B. **October 2024 Treasurer’s Report** – The Treasurer has reviewed the October 2024 financial statements and has given his approval of the report.
- C. **November 2024 Treasurer’s Report** – The Treasurer has reviewed the November 2024 financial statements and has given his approval of the report.
- D. **2025 MESB Meeting Schedule** – Staff recommend the Board approve the 2025 MESB meeting schedule.
- E. **Approval of 2025 Radio TOC Chair/Vice Chair** – The Radio TOC recommends the Board approve the 2025 Radio TOC Chair and Vice Chair.
- F. **Approval of 2025 9-1-1 TOC Chair/Vice Chair** – The 9-1-1 TOC recommends the Board approve the 2025 Radio TOC Chair and Vice Chair.
- G. **Approval: Acceptance of Additional SECB Grant Funds** – Staff recommend the acceptance of additional SECB grant funds in the amount of \$400.00.
- H. **Correspondence** – Notices for 2025 MESB member assessments were sent in December; one (Ramsey County) has been included as correspondence. Correspondence also includes the retirement notice from Marcia Broman, resignation notice from Richard Jacobson, and a certificate from MCIT.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

BOARD MEETING MINUTES

November 13, 2024

Commissioners Present:

Kevin Anderson, Hennepin County
 Joe Atkins, Dakota County - **absent**
 Dave Beer, Scott County
 Gayle Degler, Carver County - **absent**
 Bill Droste, Dakota County
 John Fahey, Carver County - **absent**
 Gregg Felber, Sherburne County - **absent**
 Irene Fernando, Hennepin County
 Mike Gamache, Anoka County

Richard Greene, Chisago County
 Gary Kriesel, Washington County
 Mandy Meisner, Anoka County
 Fran Miron, Washington County
 Elliott Payne, City of Minneapolis
 Mike Warring, Isanti County
 Tom Wolf, Scott County - **absent**
 Mai Chong Xiong, Ramsey County

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

Others Present: Brittany McCormick, *Board Counsel*; Margaret Vesel, *Larkin Hoffman*; and Kent Wilkening, *ECN*.

1. Call to Order

The meeting was called to order at 10:00 a.m. by the 2024 MESB Chair, Commissioner Mai Chong Xiong.

2. Approval of Agenda

Commissioner Xiong asked to amend the agenda to include awarding plaques to non-returning Board Members.

Motion made by Commissioner Mike Gamache, seconded by Commissioner Bill Droste to approve the amended agenda. Motion carried.

3. Consent Agenda

Motion made by Commissioner Fran Miron, seconded by Commissioner Richard Greene to approve the consent agenda. Motion carried.

Commissioner Xiong presented plaques to Commissioners Gary Kriesel and Mike Warring in appreciation and thanks for their time serving on the Metropolitan Emergency Services Board.

4. Radio Items

A. Approval of Amendments to City of Minneapolis ARMER Participation Plan

Tracey Fredrick said the City of Minneapolis seeks approval for amendments to its ARMER participation plan. The request is part of its system modernization plan for the microwave system that connects to ARMER. Minneapolis requests to change its backhaul layout connecting to the ARMER core. The City of Minneapolis has used a singular path to MnDOT since implementing its system; this change gives a four-path, geo-diverse option across microwave links. MnDOT reviewed and approved the plan.

Motion made by Council Member Elliott Payne, seconded by Commissioner Mandy Meisner to approve the amendments to the City of Minneapolis ARMER participation plan. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

B. Approval of 2025 Regional Funding Priorities

Fredrick stated that the 9-1-1 and Radio TOCs seek for approval for the 2025 Regional Funding Priorities document. The document outlines regional funding priorities for grants available in 2025 for both committees. The SECB grant is the most likely source for application and funding for both of the TOCs in 2025.

Motion made by Commissioner Kevin Anderson, seconded by Council Member Payne to approve the 2025 Regional Funding Priorities. Motion carried.

5. 9-1-1 Items

A. Approval of 2025-2027 MESB Strategic Plan

Jake Jacobson said that the staff and the 9-1-1 and Radio TOCs request approval of the 2025-2027 MESB Strategic Plan. MESB staff worked on the plan and presented it to both committees. The plan includes updates to priorities that were included in the 2022-2024 plan, as well as priorities for the next three years. Many of the items continue from the previous plan, though objectives have been updated.

Commissioner Meisner asked about priority 2 from the 2025-2027 plan, emergency communications continuity of operations, and what that all entails.

Jacobson responded that it is an all-encompassing priority, from seeking out help and working together as PSAPs in the metro region to identify issues and problems, to the training and professionalization of those public safety telecommunicators in the PSAPs.

Jill Rohret said that the TOCs have read and reviewed the plan. After that review, staff added language in priorities 1 and 2 for a study on the feasibility and cost effectiveness of shared technology and the important role it could play in improving metro-wide interoperability.

Motion made by Commissioner Anderson, seconded by Commissioner Droste to approve the 2025 – 2027 MESB Strategic Plan. Motion carried.

B. Approval of Amendment 12 to Lumen/MESB/State of Minnesota 9-1-1 Contract

Jacobson stated that the MESB seeks approval of amendment 12 to the Lumen/MESB/State of Minnesota 9-1-1 contract. The original contract document was a two-year contract expiring November 30, 2018, with three one-year extension options which were all executed in the past. This contract has been amended several times to extend the contract through November 30, 2024. The purpose of this amendment 12 is to update some pricing and to extend the contract termination by three years to November 30, 2027.

Motion made by Commissioner Miron, seconded by Commissioner Irene Fernando to approve amendment 12 to the Lumen/MESB/State of Minnesota 9-1-1 contract. Motion carried.

6. EMS Items – None

Greg Hayes said that assaults on paramedics, fire fighters, and first responders are on the rise. Please keep an eye out for possible legislation looking to increase protection and strengthen prosecution of subjects threatening these responders.

METROPOLITAN EMERGENCY SERVICES BOARD

7. Administrative Items

A. Approval of 2025 MESB Legislative Platform

Rohret said staff requests approval of the 2025 MESB Legislative Platform. The platform itself is largely the same as the previous year as it is more general in content. The legislative platform allows for more flexibility to express the MESB support or opposition as new bills are introduced. A key point was added related to funding for dedicated staff to the Statewide Emergency Communications Board. MESB staff and lobbyists will actively monitor bill introductions and will submit letters of support to committees and additional lobbying efforts in accordance with this platform. Rohret gave a brief update on content included in the 2025 MESB Legislative Platform.

Margaret Vesel indicated that conversations have been started by the Motorola lobbyist to seek a legislative appropriation to fund console replacement. Rohret said that such a request is premature, and she hopes that stakeholders and stakeholders' agencies will work together to present the same message to legislators about the console replacement.

Motion made by Commissioner Anderson, seconded by Commissioner Miron to approve the 2025 MESB Legislative Platform. Motion carried.

B. Approval of Amendments to MESB Policy 031 – OPEB

Rohret stated staff requests approval of amendments to MESB Policy 031 – Other Post-Employment Benefits. The amendments to this policy clarify how MESB staff will determine the amount of reimbursement of health insurance premiums provided to retired MESB employees who were hired before December 13, 2006. This includes one current employee and two retired former employees.

Motion made by Commissioner Miron, seconded by Commissioner Gamache to approve the amendments to MESB Policy 031 – OPEB. Motion carried.

C. Approval of 2025 – 2026 Lease with MMCD

Rohret said she requests approval of the 2025-2026 lease with the Metropolitan Mosquito Control District. The MESB is giving up one office and two cubical spaces by the end of 2024. The lease has been reduced compared to what was initially shown in the 2025 budgets, although not by a significant amount.

Commissioner Miron asked what the legal opinion of the MESB counsel is regarding voting on a lease issue in which multiple members of the MESB Board also serve on the Board of MMCD.

Brittany McCormick responded that she does not immediately know and would need to do more research in regard to conflicts of interest.

Commissioner Miron stated that the MMCD attorney suggested that the members who share responsibilities for both the MESB and MMCD Boards should abstain from voting on the issue.

Commissioner Anderson said that he would feel comfortable voting on this lease from the side of the MESB Board as it is an expense on its part and not a receivable.

METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Fernando, seconded by Council Member Payne to approve the 2025-2026 lease with the MMCD. As members of the Board may wish to abstain, a roll call vote is taken:

*Commissioner Gamache – Aye
Commissioner Meisner – Abstain
Commissioner Green – Aye
Commissioner Payne – Aye
Commissioner Droste – Aye
Commissioner Anderson – Abstain
Commissioner Fernando – Aye
Commissioner Warring – Aye
Commissioner Xiong – Abstain
Commissioner Beer – Abstain
Commissioner Kriesel – Abstain
Commissioner Miron – Abstain*

The motion does not pass.

Council Member Payne asks for the Board to reconsider, and a second roll call vote on the motion to reconsider is taken:

*Commissioner Gamache – Aye
Commissioner Meisner – Aye
Commissioner Green – Aye
Commissioner Payne – Aye
Commissioner Droste – Aye
Commissioner Anderson – Aye
Commissioner Fernando – Aye
Commissioner Warring – Aye
Commissioner Xiong – Aye
Commissioner Beer – Aye
Commissioner Kriesel – Abstain
Commissioner Miron – Abstain*

Motion carried.

Motion made by Commissioner Rick Green, seconded by Commissioner Fernando to approve the 2025-2026 lease with MMCD. Motion carried.

D. Approval to Execute Contract for HGAC Membership

Rohret said she requests approval to execute a contract with the Houston-Galveston Area Council to be a member of its cooperative purchasing program. Many Minnesota government entities are members of this program. It provides another avenue to acquire services without having to initiate the RFP process. MESB Board Counsel has reviewed the contract template and has no concerns.

Motion made by Commissioner Meisner, seconded by Commissioner Droste to approve execution of the contract with the Houston-Galveston Area Council cooperative purchasing program. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

E. Approval of Executive Director Travel Request – NENA Standards & Best Practices Conference

Rohret said she requests approval of a travel request in order to attend the NENA Standards & Best Practices Conference in January 2025 in Clearwater, Florida. The conference is geared towards public safety professionals with a focus on 9-1-1 and should provide updated information regarding the transition to Next Generation 9-1-1 and NG9-1-1 standards. The travel request is for \$2,335.00, which includes all travel and registration costs; this expense was included in the 2025 budget.

Motion made by Commissioner Greene, seconded by Council Member Payne to approve the Executive Director travel request. Motion carried.

F. Approval of Date Change for January 2025 MESB Meeting

Rohret said she requests approval of the 2025 MESB meeting dates. At the September Board meeting there was discussion on moving the January 2025 Board meeting to February 2025. This updated schedule reflects that change with the normal January full Board meeting being rescheduled to February 12, which would normally be an Executive Committee meeting. By moving the Board meeting to February 12, 2025, the Executive Committee meeting will be canceled.

Motion made by Commissioner Miron, seconded by Commissioner Anderson to approve the MESB 2025 meeting dates. Motion carried.

8. Reports

A. Legislative Report

Margaret Vesel of Larkin Hoffman gave a brief Minnesota legislative update.

B. Statewide Emergency Communications Board (SECB) Reports:

1. Finance

There are no new updates.

2. Legislative

There are no new updates.

3. Steering

There are no new updates.

4. Other SECB Committees

There are no new updates.

5. Board

There are no new updates.

C. DPS-ECN Update

Kent Wilkening said January 2025 is the target date to have a new ECN Director in place. Wilkening and Jacobson continue to work with PSAPs on getting their funding spent.

METROPOLITAN EMERGENCY SERVICES BOARD

9. Old Business – None

10. New Business – CLOSED MEETING for Performance Evaluation

A. 2024 Executive Director Performance Review

Motion made by Commissioner Miron, seconded by Commissioner Droste to close the meeting for the purpose of the 2024 Executive Director Performance Review. Motion carried.

The Board discussed the Executive Director's performance review.

Motion made by Commissioner Miron, seconded by Commissioner Gamache to reopen the meeting. Motion carried.

Motion made by Commissioner Miron, seconded by Commissioner Droste to recommend a Greatly Exceeds Standards rating. Motion carried.

11. Adjourn

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

The meeting was adjourned at 11:35 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: Scott County Commissioner Tom Wolf, MESB Treasurer
RE: Treasurer's Report – October 2024
DATE: December 3, 2024

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 December 2, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Wolf", is written in a cursive style.

Tom Wolf
Commissioner, Scott 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: Scott County Commissioner Tom Wolf, MESB Treasurer
RE: Treasurer's Report – November 2024
DATE: January 13, 2025

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 January 10, 2025.

Sincerely,

A handwritten signature in black ink that reads "Tom Wolf". The signature is fluid and cursive, with the first name "Tom" and last name "Wolf" clearly distinguishable.

Tom Wolf
Commissioner, Scott County
Treasurer, Metropolitan Emergency Services Board



2025 MESB MEETING SCHEDULE

Full Board

February 12

March 12

May 14

July 9

September 10

November 12

Executive Committee

April 9

June 11

August 13

October 8

December 10

All meetings are held 10:00 a.m. – 11:30 a.m.

Full Board meets the second Wednesday of odd-numbered months, except for the January/February Board meeting.

Executive Committee meets the second Wednesday of even-numbered months except for February in 2025.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 7E. Approval of 2025 Radio TOC
Chair and Vice Chair
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Board approve Jake Thompson as Radio TOC Chair and Ron Jansen as Radio TOC Vice Chair for 2025.

BACKGROUND

According to its bylaws, the Radio TOC must make a recommendation to the Board annually for the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

The Radio TOC voted to appoint Jake Thompson as the Chair and Ron Jansen as the Vice-Chair for 2025.

Radio TOC Chair: Jake Thompson is the Radio System Manager for Hennepin County. He has served Public Safety for over 20 years, managing, maintaining and building communications systems to meet the needs of Dispatch, Law, Fire and Public Works. These systems include radio, call handling equipment, CAD, logging and broadband applications

Radio TOC Vice-Chair: Ron Jansen is the Radio System Coordinator for Dakota County. He has served on the Radio TOC since 2007 and served as Vice-Chair of the Radio TOC in 2010-2011 and 2014-2024. He also serves as the Regional System Administrator for the ARMER system.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 7F. Approval of 2025 9-1-1 TOC
Chair and Vice Chair
Presenter: Rohret

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Kari Morrissey as 9-1-1 TOC Chair and Darlene Pankonie as 9-1-1 TOC Vice Chair for 2025.

BACKGROUND

According to MESB bylaws, the 9-1-1 TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS

The 9-1-1 TOC voted to appoint Kari Morrissey as the Chair and Darlene Pankonie as the Vice-Chair for 2025. Ms. Morrissey is the Director of Anoka County Emergency Communications Center and Ms. Pankonie is the Manager for Washington County Emergency Communications Response Center.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 7G. Approval: Acceptance of Additional SECB Grant Funds
Presenter: Fredrick

RECOMMENDATION

Staff recommend acceptance of additional funds from the 2024 SECB Grant, in the amount of \$400.00.

BACKGROUND

In 2024, Minnesota Department of Public Safety (DPS), Division of Emergency Communication Networks (ECN) issued a grant agreement to the Metro Region in the amount of \$100,772.50 for the use of various training, exercising, and equipment projects.

SECB Standard FIN-2, requires each regional board to declare use of funding or notice of forfeiture by December 31, 2024. The Metro Region applied for projects, if there were any forfeited funds from other regions.

ISSUES & CONCERNS

The Metro Region is being granted an additional \$400.00 in SECB grant funds to be used to assist attendees at an upcoming ICS 400 course offering.

The 2024 SECB Grant closes on June 30, 2025; all funds must be spent by this date. MESB staff do not see issue with expending the new funds in the short timeline, as the course the funds will be used towards will be held in late March 2025.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



**METROPOLITAN
EMERGENCY SERVICES BOARD**

**2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431**

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

December 18, 2024

Ms. Mee Cheng
Ramsey County Chief Clerk
Ramsey County Courthouse
15 West Kellogg Blvd. Ste. 250
St. Paul, MN 55102

Dear Ms. Cheng:

Enclosed is the Assessment Invoice for 2025 from the Metropolitan Emergency Services Board. The Metropolitan Emergency Services Board is a joint powers board comprised of the ten metro counties and the City of Minneapolis with the responsibility to oversee and manage the 9-1-1 network and database, the metro region EMS program and the ARMER system in the metro area. Ramsey County is a member of the Metropolitan Emergency Services Board.

Member counties were notified of their year 2025 assessments in July 2024, as prescribed by the Metropolitan Emergency Services Board Joint Powers Agreement.

The enclosed invoice is payable in January 2025.

If you have any questions, please contact me at (651) 643-8394 or jrohret@mn-mesb.org.

Sincerely,

Jill Rohret
Executive Director

Enclosure

cc: Commissioner Mai Chong Xiong



WASHINGTON COUNTY ACCOUNTING &
 FINANCE
 C/O METROPOLITAN EMERGENCY SERV BRD
 2099 UNIVERSITY AVE W STE 201
 ST PAUL MN 55104-3431

Invoice	
Invoice Number:	227538
Account Number:	27203
Due Date	1/24/25
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

To: RAMSEY CTY DISTRICT COURT
 ATTN CHIEF CLERK MS MEE CHENG
 15 W KELLOGG STE 250
 ST PAUL MN 55102

Please return top portion with payment. Thank You.

Invoice						
Date	Number	Type	Due Date	Remark	Amount	
1/1/25	227538	Invoice	1/24/25	2025 MESB JPA Assessment	\$264,294.00	
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid.					Invoice Total	\$264,294.00
Please make check payable to Washington County and mail to the address above.					Sales Tax	
					Balance Due	\$264,294.00

From: [Marcia Broman](#)
To: [Jill Rohret](#)
Cc: [Welle, Shannon](#)
Subject: Retirement
Date: Thursday, September 5, 2024 2:09:16 PM
Attachments: [Verification-of-Termination Marcia Broman.pdf](#)

Jill,

This email serves as notice that I plan to retire from employment at the Metropolitan Emergency Services Board effective October 31, 2024.

Even though my heart feels as I could do this work forever, it is time to move to a new chapter. Please accept my sincere thanks for the joy of serving with you and doing such important work for so many years.

I have attached the verification of termination required of PERA for your completion.

With gratitude,
Marcia

Marcia Broman

9-1-1 Data Coordinator
Metropolitan Emergency Services Board (MESB)
mbroman@mn-mesb.org
2099 University Ave W
Saint Paul, MN 55104
651-643-8379 (office)

Note: This email and its attachments may contain information protected by state or federal law or that may not otherwise be disclosed. If you received this in error, please notify the sender immediately and delete this email and its attachments from all devices.

From: [Richard Jacobson](#)
To: [Jill Rohret](#)
Subject: Resignation from MESB 9-1-1 Manager Position - Last Day Jan. 31, 2025
Date: Tuesday, December 3, 2024 11:27:50 AM

Dear Jill,

After careful reflection on my time here and given MESB's dependencies on ECN and SECB that impact what meaningfully can be done with my remaining 9-1-1 career, I have decided to submit my resignation as the MESB 9-1-1 Manager. My final day will be January 31, 2025; however, I am open to departing earlier if a suitable replacement is found before then.

I would like to express my sincere gratitude for the opportunity to work with the MESB team. I am committed to contributing as much as possible during my remaining time to ensure a smooth transition and to support the team's ongoing success.

Thank you again for your support and understanding.

Sincerely,
Jake

Richard "Jake" Jacobson
9-1-1 Manager
Metropolitan Emergency Services Board
2099 University Ave. W.
St. Paul, MN
(651) 643-8377 c: (612) 384-6511
rjacobson@mn-mesb.org



Minnesota Counties Intergovernmental Trust Certificate of



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PROPERTY AND CASUALTY
PLAN YEARS: 2019 – 2023



Ron Antony, Board Chair

PRESENTED: *December 9, 2024*



Gerd Clabough, Executive Director



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 8A. SECB Request for Regional Input Regarding Grant Eligibility
Presenter: Fredrick

RECOMMENDATION

No recommendation. This item stems from a request of the Statewide Emergency Communications Board's (SECB) Finance Committee regarding how the SECB should determine eligible grantees for future grants.

BACKGROUND

During the application period for the 2024 SECB grant, one region (South Central) was deemed ineligible to apply, as it no longer had a fiscal agent. Over the past 18 months, the SECB and the Finance Committee have discussed whether to allow any governmental entity to SECB administered grants, rather than only regional applicants.

Since the SECB (and Statewide Radio Board (SRB) before it) has administered grants, the MESB has served as the metro region's grant administrator for grants awarded to the region.

ISSUES & CONCERNS

The SECB Finance Committee requests each region review two options for future grant opportunities. The first option is to keep the current practice of grants only being eligible to regional emergency communications/services boards (ECBs/ESBs), and having regions administer grants for all awarded projects in their regions.

The second option allows any entity identified in enabling legislation to apply to the SECB-administrated grants, with support from its Regional Emergency Services/Communications Board (i.e. – a city or county could apply directly to the SECB grant). MESB staff expects that regions would remain eligible to apply under Option 2; however, this option could also expand the number of applicants, as any entity could become eligible under this option. Additionally, the MESB would not provide grant administration to projects awarded to individual applicants (i.e. cities or counties) in the region; grant administration would be the responsibility of the awardee.

FINANCIAL IMPACT

No direct impact other than staff time to administer grants.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

Date: December 19, 2024

To: Regional Emergency Communications Board Cc:
Regional Advisory Committee Chair

Re: SECB Eligible Grant Applicant Resolution

Dear Regional Emergency Communications Boards and Regional Advisory Committee Chairs:

Stemming from a request by the Finance Committee of the Statewide Emergency Communications Board (SECB), the Board (at the Dec. 19, 2024, meeting) approved the below request for feedback regarding how to manage the SECB grants programs moving forward.

Background:

The Finance Committee has had discussions regarding the SECB grants programs and the best path forward for accepting grant applications, execution of, and follow-up documentation of grant opportunities available through the SECB.

The below “options” reflect opportunities of how future grant opportunities could be offered and whom would be identified as eligible. Please note, “Option 1” reflects the current process that is and has been utilized.

The Ask:

The SECB and Finance Committee request each of the regional emergency services/communications boards to vote on and provide a resolution identifying which “option” your regional board desires for future grant opportunities.

Deadline:

The Board must have each regional board’s resolution identifying the desired “option” by the end of February 31, 2025. Send completed resolutions to secb.dps@state.mn.us.

[OPTION 1] - Current Method In-Use for SECB Grant Opportunities

All recipients of SECB grant programs must be the Regional Communications Boards and or Regional Emergency Services Boards established in and acting in accordance with Minnesota Statute 403.39. Regional Communications Boards and or Regional Emergency Services Boards must have an active joint powers agreement between all participating governing bodies. For grants made available by the SECB, a Regional Communications Boards and or Regional Emergency Services Boards is entitled to apply for, receive, and administer grants on behalf of one or more public safety entities operating within the counties who are a party to the joint power’s agreement. The recipient administering party is the region’s fiscal agent and is the designated grantee in all grant agreements made between the SECB and the Regional Communications Boards and or Regional Emergency Services Boards.

[OPTION 2]

The SECB grants to entities identified in the enabling legislation of any grant program appropriated to the SECB in addition to Regional Communications Boards and or Regional Emergency Services Boards established in and acting in accordance with Minnesota Statute 403.39. All applicants to SECB grant programs must either be a Regional Communications Boards and or Regional Emergency Services Boards or provide a letter of recommendation from their Regional Communications Boards and or Regional Emergency Services Boards. Regional Communications Boards and or Regional Emergency Services Boards must have an active joint powers agreement between all participating governing bodies including the entity requesting the letter of recommendation.

The selected the language will be included in the new FIN2 standard on management of the SECB grant program. The regions will need to provide a resolution of support for one of the two language options by the SECB's established timeline of February 28, 2025. Attached is a draft resolution template that your regional board may use to identify the desired "option" for the future of SECB grant opportunities. If you have any questions, please feel free to contact Chair Myers at micah.myers@ci.stcloud.mn.us or 320-650-3365.

Thank You,
Micah Myers
SECB Finance Chair



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 8B. Approval of Dakota County
ARMER Participation Plan Amendment
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendment to the Dakota County ARMER participation plan.

BACKGROUND

This ARMER participation plan amendment is specifically for radio voice logging at the Dakota 911 center location. Dakota 911 (previously known as Dakota Communications Center; DCC) has been an ARMER participant since 2007.

ISSUES & CONCERNS

Dakota 911 updated its logger at the end of 2024 and awarded a contract to Northland, using Revcord logging equipment. This new equipment has been vetted at the state level. The plan amendment proposes to interface the new logging equipment to the existing Motorola equipment and to retire and remove the previous logging equipment.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



7900 International Drive, STE 300 PMB3367
Bloomington, MN 55425-2562
E-Mail: jeff.nelson@psc Alliance.com
Voice 612.216.1502

Technical Plan Amendment
for ARMER
Radio System Participation
by
Dakota 911

Submitted to:
Metropolitan Emergency Services Board

January, 2025



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of Dakota 911. Questions concerning content of the plan may be directed to the address shown above.

Dakota 911 Technical Plan Amendment

TABLE OF CONTENTS

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BLOCK DIAGRAM	4

Dakota 911 Technical Plan Amendment

Summary & Requested Dakota 911 Plan Amendment

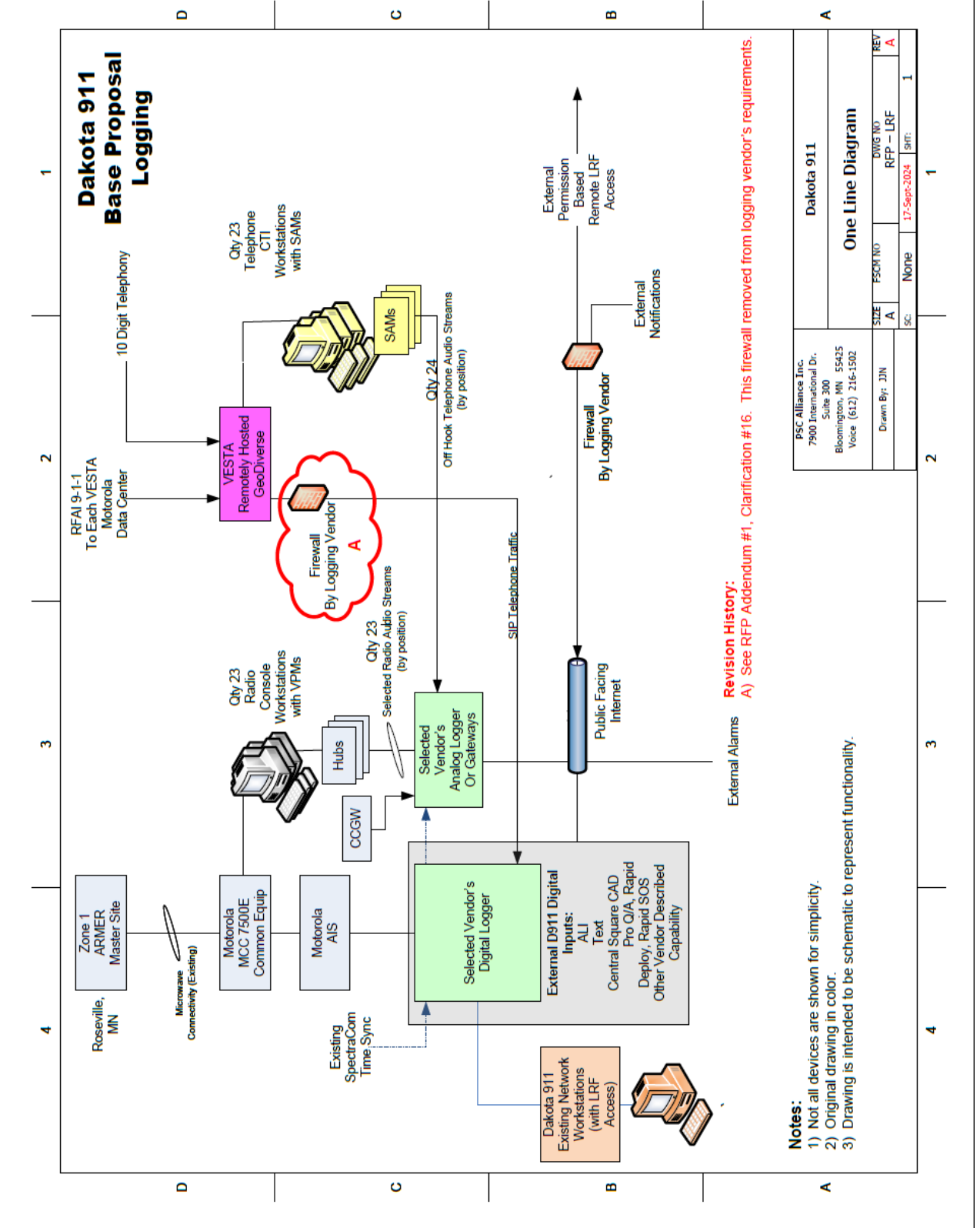
In 2007 the Dakota Communications Center (DCC) began operating on the ARMER radio network following approval of a participation plan. In 2015 the DCC migrated from analog logging for ARMER resources to digital logging following the installation of a Motorola Archiving Information Server (AIS) and award of a digital logging contract.

In 2024 Dakota 911 (formerly the DCC) solicited proposals for upgraded digital logging capability as part of a life cycle replacement. Following receipt and evaluation of proposals, Dakota 911 has awarded a contract for new logging capability to Northland and Companies (Burnsville, MN) based on Revcord logging equipment. Northland staff responsible for technical support of the Dakota 911 logging solution have been vetted by the Minnesota Bureau of Criminal Apprehension (BCA).

This participation plan proposes to interface the Revcord logging equipment to the existing Motorola AIS and ultimately retire the DSS (Equature) logger. Revcord equipment will be installed on-premises at the Dakota 911 PSAP facility located in Rosemount. No other changes to the PSAPs ARMER participation are requested via this amendment.

A block diagram showing the principal equipment described in this request is contained on the following page.

Dakota 911 Technical Plan Amendment



Revision History:
 A) See RFP Addendum #1, Clarification #16. This firewall removed from logging vendor's requirements.

- Notes:**
- 1) Not all devices are shown for simplicity.
 - 2) Original drawing in color.
 - 3) Drawing is intended to be schematic to represent functionality.

Dakota 911			
One Line Diagram			
PSC Alliance Inc. 7900 International Dr. Suite 300 Bloomington, MN 55405 Voice (612) 216-1502	SIZE A	FSC#/NO None	DWG NO. RFP - LRF
Drawn By: JDN	SC:	None	REV A
		17-Sep-2024	1



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 8C. Approval of Washington County
ARMER Participation Plan Amendment
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee recommends approval of the amendment to the Washington County ARMER participation plan.

BACKGROUND

Washington County has been an ARMER participant since 2007. It currently utilizes a full participation plan with Minnesota Department of Public Safety (MN-DPS).

ISSUES & CONCERNS

Washington County is proposing a transition from T1 circuits to Virtual Local Area Network (VLAN) for its Saint Paul Park and Citation tower sites. The new connection will assist the County when MnDOT completes its transition to ethernet backhaul amongst all ARMER sites, as T1 circuits will need to be retired for that transition to take place. The Saint Paul Park and Citation tower sites VLAN transition will mostly impact paging and sirens.

This change has been vetted and approved by MnDOT.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Office of the Sheriff

Commitment to Excellence



Dan Starry
County Sheriff

Douglas H. Anschutz
Chief Deputy

1/9/2025

Tracey Fredrick, Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Ave W
St. Paul, MN 55104

Coordinator Fredrick,

Washington County is seeking approval from the Metro Technical and Operations Committee (TOC) to use MnDOT ethernet backhaul for paging transmitter connections.

Presently Washington County operates a 11 site simulcast system which was upgraded to Motorola GTR transmitters in 2023. Each site has two transmitters, one for fire paging (patched to the ARMER county fire main) and the other for weather siren activations. These stations continue to use legacy channel bank backhaul using T1 circuits. All circuits are within the Washington County microwave ring except the state owned Citation and St. Paul Park sites. Those two sites use dedicated T1 circuits over the MnDOT north loop (Citation) and south loop (St. Paul Park).

Washington County plans to transition the GTR stations from the channel bank network to ethernet in 2025. The existing T1 circuits will be abandoned after the transition with the programmed T1 bandwidth being given back to Ethernet capacity. This transition will require an identified VLAN to be provisioned by MnDOT to drop into ports on a state switch at St. Paul Park and Citation sites. Due to the low bandwidth required by the GTR stations, the transition is expected to be a net gain in bandwidth.

Washington County requests TOC approval to use state excess ethernet capacity for this transition.

Respectfully,

Nate Timm
Radio System Manager
Washington County Sheriff's Office



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 10A. Approval of Metro Region Representative to Minnesota Office of EMS Physician Advisory Council
Presenter: Hayes

RECOMMENDATION

The EMS Technical Operations Committee (TOC) recommends the Board appoint Dr. Aaron Burnett as the metro region representative to the Office of EMS Labor & EMS Provider Advisory Council.

BACKGROUND

In 2024, the Minnesota State Legislature changed the governance and organization structure of the Emergency Medical System (EMS) Regulatory authority to the Minnesota Office of EMS (OEMS). Within the new structure, three advisory committees were formed, two of which the Metro Region needs to appoint a representative. The two appointments are to the Physician Advisory Council and the EMS Labor & Provider Advisory Council. The positions are two-year appointments.

ISSUES & CONCERNS

At its December 17, 2024 meeting, the EMS TOC voted to recommend the appointment of Dr. Aaron Burnett of Regions Hospital.

Dr. Burnett is the East Metro Medical Director and is an emergency medicine physician at Regions Hospital and is also an Assistant Professor of emergency medicine at the University of Minnesota. He is a well-recognized and respected physician who has been active on the MESB EMS TOC for a number of years.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



**MINNESOTA SECRETARY OF STATE
NOTICE OF INTENT TO APPOINT**

(One copy of this form is to be completed for each appointment)

IT IS THE INTENT OF THE APPOINTING AUTHORITY TO APPOINT:

Name of appointed member

Preferred Mailing Address

(Any physical address or PO Box is public information on Office of the Secretary of State web site: sos.mn.gov . Members can list their work address or the Appointing Agency's address, as an alternative to their private residence.)

AS A MEMBER OF:

(Name of Board, Commission, Advisory Council, etc.)

FOR A TERM BEGINNING:

AND TERM ENDING:

TO SERVE AS:

Position name: i.e., public or professional member, etc. as required by law

REPLACING/

REAPPOINTMENT/

NEW SEAT:

I affirm that the foregoing is a full and true statement pursuant to Minnesota Statutes 15.0957, subdivision 6.

Appointing Authority:

Print Name

Title

Signature

Date

Minnesota Statutes 15.0597, subdivision 6, requires that the appointing authority for a multi-member agency, as defined in Minnesota Statutes 15.0597, subdivision 1, submit written notification of the name of the person the appointing authority intends to appoint at least five days before the effective date of the appointment to the Secretary of State.

If the appointing authority intends to appoint a person other than one for whom the Secretary of State has forwarded an application, the appointing authority shall complete an application on behalf of the appointee and submit it to the Secretary of State with the completed Notice of Intent to Appoint form.

Email completed form to: official.documents@state.mn.us

Or mail completed form to:

Minnesota Secretary of State, ATTN: Official Documents, Veterans Services Building, 20 W. 12th St, Suite 201, St. Paul, MN 55155

Phone: 651-556-0643

Curriculum Vitae

Aaron Burnett, M.D.

Address:

Regions Hospital
Department of Emergency Medical Services
640 Jackson Street
Mail Stop 13801B
St. Paul, MN 55101
Office: 651-254-7781
Fax: 651-778-3778
Aaron.M.Burnett@HealthPartners.com

Education:

B.A.	Earth Sciences <i>Magna Cum Laude</i> Boston University Boston, Massachusetts	2003
M.D.	SUNY-Upstate Medical College Syracuse, New York	2007
Residency	Emergency Medicine Regions Hospital Saint Paul, Minnesota	2010
Fellowship	Prehospital Medicine & EMS Regions Hospital EMS Saint Paul, Minnesota	2011

Licensure:

Minnesota Medical License	2010-Present
Wisconsin Medical License	2010-Present
Minnesota DEA Registration	2010-Present
Wisconsin DEA Registration	2010-Present

Certifications:

American Board of Emergency Medicine-Emergency Medical Services	2014-Present
Fellow American College of Emergency Physicians	2014-Present
American Board of Emergency Medicine-Emergency Medicine	2011-Present

Academic Appointments:

Core Faculty Member Regions Hospital Emergency Medicine Residency	2017-Present
Associate Professor Department of Emergency Medicine University of Minnesota School of Medicine	2016-Present
EMS Fellowship Director Regions Hospital Dept of Emergency Medicine <ul style="list-style-type: none"> • First ACGME accredited EMS Fellowship in the state of MN 	2015-2022
Chief Resident, Emergency Medicine Regions Hospital Emergency Medicine Residency	2009-2010

EMS Medical Director Appointments:

Advisory Board Member, MN EMS Medical Directors Association	2019-Present
State Trauma Advisory Committee Board Member	2016-2024
State of Minnesota EMS Medical Director Minnesota EMS Regulatory Board	2015-2024
Medical Director St. Croix County Emergency Communications Center Public Safety Answering Point for St. Croix County, Wisconsin St. Croix County, Wisconsin	2015-2023
EMS Representative MN Dept. of Health Covid Advisory Committee <ul style="list-style-type: none"> • Provide EMS perspectives on a multidisciplinary committee which advises, and is chaired by, the MN Commissioner of Health Jan Malcolm 	2020-2021
Medical Director City of Woodbury Public Safety-Police, Fire and EMS Woodbury, Minnesota	2015-2021
Medical Director City of Cottage Grove Public Safety-Police, Fire and EMS Cottage Grove, Minnesota	2012-2021

Chief Medical Officer 2012-2019
 Minnesota Mobile Medical Team
 Minnesota Department of Health

Medical Director 2012-2019
 St. Croix EMS and Rescue
 Hudson, Wisconsin

Medical Director 2011-2018
 Inver Hills Community College EMS Education
 Inver Grove Heights, Minnesota

Clinical/Hospital Appointments:

Emergency Medicine Physician 2010–Present
 HealthPartners Medical Group
 Department of Emergency Medicine

Covid-19 Crisis Care Scarce Resource Allocation Team 2020-2022
 HealthPartners Hospitals
 • Tasked with allocating resources, including ventilators, when demand exceeds supply due to Covid-19 pandemic.

Research and Scholarship:

Peer Reviewer for *Prehosp Emergency Care*. Impact Factor 1.248. 4 Papers Rev. 2016-Present

Peer Reviewer for *Am J Emerg Med*. Impact Factor 1.152, 5 Papers Reviewed. 2015-Present

Peer Reviewer for *Resuscitation*. Impact Factor 4.297, 6 Papers Reviewed. 2011-Present

Publications:

Impact Analytics: H-Index 14, Google Scholar Analytics November 4, 2022.

Text Book Chapters:

1. **Burnett A**, Ward C. Excited Delirium Syndrome. Chapter 23 in *Critical Care Transport*. 2nd edition. Editor Pollak, A. American College of Emergency Physicians and American College of Orthopedic Surgeons, 2018; Jones & Bartlett.

Peer Reviewed Manuscript Publications:

1. Whitesell RT, **Burnett AM**, Johnston SK, Sheafor DH. Pre-hospital emergency medicine: a spectrum of imaging findings. *Emergency Radiology*. 2024 Mar 26:1-1.
2. **Burnett AM**, Haley KB, Milder MF, Peterson BK, Duren J, Stevens A, Hermes DM, Nystrom P, Lippert J, Moberg JL, Isenberger KM. Elimination of Emergency Department Ambulance Divert during the COVID-19 Pandemic Was Not Associated with an Increase in the Average Number of Ambulance Arrivals Per Day. *Prehospital Emergency Care*. 2023 Oct 14:1-5.
3. **Burnett A**, Wewerka S, Miller P, Majerus A, Clark J, Crippes L, Radant T. Community Paramedicine Intervention Reduces Hospital Readmission and Emergency Department Utilization for Patients with Cardiopulmonary Conditions. *Western Journal of Emergency Medicine*. 2023 Jul;24(4):786.
4. Bartos JA, Agdamag AC, Kalra R, Nutting L, Frascone RJ, **Burnett A**, Vuljaj N, Lick C, Tanghe P, Quinn R, Simpson N. Supraglottic Airway Devices are Associated with Asphyxial Physiology After Prolonged CPR in Patients with Refractory Out-of-Hospital Cardiac Arrest Presenting for Extracorporeal Cardiopulmonary Resuscitation. *Resuscitation*. 2023 Mar 17:109769.
5. Finn Z, Carter P, Rogers D, **Burnett A**. Prehospital COVID-19-Related Encounters Predict Future Hospital Utilization. *Prehospital Emergency Care*. 2022 Apr 14:1-6.
6. Korley, Frederick K., Valerie Durkalski-Mauldin, Sharon D. Yeatts, Kevin Schulman, Robertson D. Davenport, Larry J. Dumont, Nahed El Kassar...**Burnett A**, et al. "Early convalescent plasma for high-risk outpatients with Covid-19." *New England Journal of Medicine* 385, no. 21 (2021): 1951-1960.
7. Morgan MM, Perina DG, Acquisto NM, Fallat ME, Gallagher JM, Brown KM, Ho J, **Burnett A**, Lairt J, Rowe D, Gestring ML. Ketamine use in prehospital and hospital treatment of the acute trauma patient: a joint position statement. *Prehospital Emergency Care*. 2021 Jul 4;25(4):588-92.
8. Bartos JA, Frascone RJ, Conterato M, Wesley K, Lick C, Sipprell K, Vuljaj N, **Burnett A**, Peterson BK, Simpson N, Ham K. The Minnesota mobile extracorporeal cardiopulmonary resuscitation consortium for treatment of out-of-hospital refractory ventricular fibrillation: Program description, performance, and outcomes. *EClinicalMedicine*. 2020 Nov 13:100632.
9. Flor LS, Wilson S, Bhatt P, Bryant M, **Burnett A**, Camarda JN, Chakravarthy V, Chandrashekhara C, Chaudhury N, Cimini C, Colombara DV. Community-based interventions for detection and management of diabetes and hypertension in underserved

- communities: a mixed-methods evaluation in Brazil, India, South Africa and the USA. *BMJ Global Health*. 2020 Jun 1;5(6):e001959.
10. Johnston SC, Easton JD, Farrant M, Barsan W, Conwit RA, Elm JJ, Kim AS, Lindblad AS, Palesch YY. Clopidogrel and Aspirin in Acute Ischemic Stroke and High-Risk TIA. *New England Journal of Medicine*. 2018 May 16.
 - I served as site Principal Investigator for Regions Hospital and am recognized on page 36 of the supplementary appendix to the above article which can be found at the following link:
https://www.nejm.org/doi/suppl/10.1056/NEJMoa1800410/suppl_file/nejmoa1800410_appendix.pdf
 11. Johnston SC, Amarenco P, Albers GW, Denison H, Easton JD, Evans SR, Held P, Jonasson J, Minematsu K, Molina CA, Wang Y. Ticagrelor versus aspirin in acute stroke or transient ischemic attack. *New England Journal of Medicine*. 2016 Jul 7;375(1):35-43.
 - I served as site Principal Investigator for Regions Hospital and am recognized on page 13 of the supplementary appendix to the above article which can be found at the following link:
https://www.nejm.org/doi/suppl/10.1056/NEJMoa1603060/suppl_file/nejmoa1603060_appendix.pdf
 12. Jung D, Carman M, Aga R, **Burnett A**. [Disaster Preparedness in the Emergency Department Using In Situ Simulation](#). *Adv Emerg Nurs J*. 2016 Jan-Mar;38(1):56-68.
 13. Risk for Major Bleeding in Patients Receiving Ticagrelor Compared With Aspirin After Transient Ischemic Attack or Acute Ischemic Stroke in the SOCRATES Study (Acute Stroke or Transient Ischemic Attack Treated With Aspirin or Ticagrelor and Patient Outcomes). *Circulation*. 2017 Sep 5;136(10):907-916.
 - I served as site Principal Investigator for Regions Hospital
 14. Salzman JG, Loken NM, Wewerka SS, **Burnett AM**, Zagar AE, Griffith KR, Bliss PL, Peterson BK, Ward CJ, Frascone RJ. [Intraosseous Pressure Monitoring in Healthy Volunteers](#). *Prehosp Emerg Care*. 2017 Sep-Oct;21(5):567-574.
 15. Ernest EV, Brazelton TB, Carhart ED, Studnek JR, Tritt PL, Philip GA, **Burnett AM**. Prevalence of unique pediatric pathologies encountered by paramedic students across age groups. *Prehosp Disaster Med*. 2016;31(3):1-6.
 16. **Burnett A**, Panchal D, Peterson B, Ernest E, Griffith K, Frascone RJ, Engebretsen K. The Administration of Prehospital Ketamine for Chemical Restraint does not Prolong On-Scene Times Compared to Haloperidol Based Sedation. *Australasian Journal of Paramedicine*. 2015;12(1):1-6.
 17. **Burnett A**, Peterson B, Stellpflug S, Engebretsen K, Glasrud K, Marks J, Frascone RJ. The Association between Ketamine Given for Prehospital Chemical Restraint with Intubation and Hospital Admission. *Am J Emerg Med*. 2015;33:76-79.
 18. **Burnett A**, Frascone RJ, Wewerka S, Kealey S, Evens Z, Griffith K, Salzman J. Comparison of Success Rates between Two Video Laryngoscope Systems Used in a Prehospital Clinical Trial. *Prehosp Emerg Care*. 2014;18(2):231-238.

19. Frascone RJ, Salzman J, Ernest E, **Burnett A**. Use of an Intraosseous Device for Invasive Pressure Monitoring in the Emergency Department. *Am J Emerg Med*. 2014 Jun;32(6):692.e3-692.e4
20. Westgard B, Peterson B, Salzman J, Anderson R, Buldra M, **Burnett A**. Longitudinal and Regional Trends in Paramedic Student Exposure to Human Live Tissue Advanced Airway Placement: 2001-2011. *Prehosp Emerg Care*. 2013;17:1-6.
21. Nelson J, Wewerka S, Woster C, **Burnett A**, Salzman J, Frascone RJ. Evaluation of the Storz CMAC®, Glidescope® GVL, Airtraq®, King LTS-DT, and Direct Laryngoscopy in a Simulated Difficult Airway. *Am J of Emerg Med*. 2013;31(3):589-592.
22. Dean B, Stellpflug S, **Burnett A**, Engbretsen K. 2C or Not 2C Phenethylamine Designer Drug Review. *J. Med Tox*. 2013;9(2):172-178.
23. Frascone RJ, Wewerka S, **Burnett A**, Griffith K, Salzman J. Supraglottic Airway Device use as a Primary Airway During Rapid Sequence Intubation. *Air Medical Journal*. 2013;32(2): 93-97.
24. **Burnett A**, Wesley K, Page D, Washick M. In Reponse to: Prehospital Intubation is Associated with Increased Mortality after Traumatic Brain Injury. *Journal of Surgical Research*. 2013;(179):183-184.
25. **Burnett A**, Salzman J, Griffith K, Kroeger B, Frascone RJ. The Emergency Department Experience with Pre-Hospital Ketamine: A Case Series of 13 Patients. *Prehosp Emerg Care*. 2012;16:1-7.
26. **Burnett A**, Segal N, Salzman J, McKnite M, Frascone RJ. Potential Negative Effects of Epinephrine on Carotid Blood Flow and ETCO₂ during Active Compression-Decompression CPR Utilizing an Impedance Threshold Device. *Resuscitation*. 2012;83:1021-2024.
27. **Burnett A**, Watters B, Barringer K, Griffith K, Frascone RJ. Laryngospasm and Hypoxia after Intramuscular Administration of Ketamine to a Patient in Excited Delirium. *Prehosp Emerg Care*. 2012;16:412-414.

Presentations:

Invited Oral Presentations at International Professional Meetings:

1. **Burnett A**. ECMO for EMS: A prehospital perspective. Minnesota ECMO Pinnacle Symposium. University of Minnesota. August 12-13, 2004.
2. Radant T, Murphree J, **Burnett A**. We need that Bed! Why a Level 1 Trauma Center is Investing in Community Paramedicine. International Roundtable on Community Paramedicine (IRCP). Las Vegas, Nevada. October 15, 2017.
 - 1 hour presentation on the above topic to an international audience

Invited Oral Presentations at National Professional Meetings

1. Radant R, **Burnett A**, Timpe C. Hospital Capacity Crisis: Why EMS is integral to the Hospital@Home revolution. National Assn. of EMS Physicians Annual Meeting. Austin, Texas. January 13, 2024.
2. **Burnett A**, Milder M, Nystrom P. Eliminating EMS Divert during the Covid-19 Pandemic: The Twin Cities Experience. National Assn. of EMS Physicians Annual Meeting. Tampa, FL. January 27, 2023.
3. Whitesell RT, **Burnett AM**, Johnston SK, Sheafor DH. Pre-Hospital Emergency Medicine: A Spectrum of Imaging Findings .109th Scientific Assembly and Annual Meeting of the Radiological Society of North America (RSNA), November 26 – 30, 2023, Chicago, Illinois
4. National Highway Traffic Safety Admin. (NHTSA) EMS Crisis Standards of Care Webinar
 - Presented the MN plan for EMS crisis standards of care during the COVID-19 pandemic during a one hour webinar attended by approximately 1000 people nationwide
 - March 26, 2020
 - <https://www.ems.gov/ems-focus.html>
5. **Burnett A**, Salzman J. Partnering with Fire Based Emergency Services to Reduce Hospital Utilization. Institute for Healthcare Improvement Annual Conference. Session L26. Orlando, Florida. December 7, 2014.
 - I lead a 4 hour workshop on the implementation of Community Paramedicine (CP) in Minnesota with a focus on the legislative and educational foundations of CP.

Invited Oral Presentations at Local and Regional Professional Meetings

1. **Burnett A**. Navigating excellence in ambulance service management – Engaging your Medical Director. 43rd ArrowHead EMS association conference and expo. Duluth MN. January 18, 2024.
2. **Burnett A**, Nystrom P, Schultz J, Houle J. Ending EMS Divert During the COVID Pandemic. MN EMS Medical Directors Association Annual Meeting. Alexandria, MN. September, 2022.
3. **Burnett A**, Haley K. Prehospital Ultrasound. MN EMS Medical Directors Association Annual Meeting. Alexandria, MN. September, 2022.
4. **Burnett A**. Mass Casualty Incident Planning and Response. Am. Coll. Of Surgeons, Committee on Trauma Region 5 Trauma Conference. Minneapolis, MN. December 3, 2021.

5. **Burnett A.** Activation: The call for assistance. Extracorporeal Life Support Organization (ELSO) virtual conference. December 9, 2021.
6. **Burnett A,** Hick, J, Krohmer J Gonzales D, Kolbet K, Wilcox M, Scheerer M. MN EMS Medical Directors Special Virtual Presentation: Covid Crisis Response 2020. September 13, 2020.
7. **Burnett A,** Larson D, Autrey A. Mass Gathering Medicine in Minnesota. Minnesota EMS Medical Directors Annual Conference. Alexandria, Minnesota. September 8, 2017.
8. **Burnett A.** Life Link III Trauma Tactics Conference. “Development of a Pre-Hospital Stroke Code System.” St. Cloud, Minnesota. October 7, 2016.
9. **Burnett A,** Peterson B. Minnesota Department of Health-Minnesota Stroke Conference. “Development and Implementation of a Pre-Hospital Stroke Code System”. Minneapolis, MN. June 6, 2016.
10. **Burnett A,** Frascone RJ, Bruen C. Society for Academic Emergency Medicine Great Plains Conference. Minneapolis, Minnesota. September 19, 2015.
11. **Burnett A.** Interfacility Transfers. HealthPartners Trauma Education: The Next Generation Conference. Saint Paul, Minnesota. September 17, 2015. <http://www.tetng.org/#sec-8>
12. **Burnett A.** Field Amputations: Indications, Challenges and Techniques. HealthPartners Trauma Education: The Next Generation Conference. Saint Paul, Minnesota. September 5, 2013. <http://www.youtube.com/watch?v=9ZOF5IOUSe0>
13. **Burnett A.** Hyperventilation in CPR: A Medical Examiners Case. Minnesota EMS Medical Directors Annual Meeting. Alexandria, Minnesota. September 14, 2013.
14. **Burnett A.** Mobile Medical Teams and Disaster Preparedness. Emergency Medicine and Trauma Update: Beyond the Golden Hour. Saint Paul, Minnesota. November 2012.
15. **Burnett A.** Patients Requiring Extrication by Stretcher Capable All Terrain Vehicles (ATV’s) from the Course of the Warrior Dash. Minnesota EMS Medical Directors Annual Conference. Alexandria, Minnesota. September 9, 2012.
16. **Burnett A.** Pain Management in Acute Trauma. Wisconsin West Central Regional Trauma Advisory Committee Conference. New Richmond, Wisconsin. April 28, 2012.
17. **Burnett A.** Chempack Distribution during Nerve Agent Attacks. East Metro Public Safety and Information Sharing Group: Federal, State and Local Law Enforcement (FBI, Secret Service, US Army, Coast Guard, Sheriffs, Local Police). Little Canada, Minnesota. March 21, 2012.

18. **Burnett A.** Lessons Learned from the 2010 Dakota County Anhydrous Ammonia Mass Casualty Incident. Emergency Medicine and Trauma Update: Beyond the Golden Hour. Bloomington, Minnesota. November 17, 2011.
19. **Burnett A.** Heads and Feet and Cords, Oh My: Managing Obstetrical Emergencies. Life Link III Trauma Tactics Conference. Treasure Island Resort and Casino. Red Wing, Minnesota. October 14, 2011.
20. **Burnett A.** The Anatomy of an Ammonia Spill. Regions Hospital Department of Emergency Medicine Grand Rounds. Saint Paul, Minnesota. April 28, 2011.

Peer Reviewed Oral Presentations at Professional Meetings, Conferences, etc.

1. **Burnett A,** Frascione RJ, Wewerka S, Kealey S, Evens Z, Griffith K, Salzman J. Comparison of Success Rates between Two Video Laryngoscope Systems Used in a Prehospital Clinical Trial. Oral Presentation. National Association of EMS Physicians Annual Meeting. Bonita Springs, Florida. January 10, 2013.
2. **Burnett A,** Nelson J, Woster C, Wewerka S, Salzman J, Frascione, RJ. Evaluation of Video Laryngoscopes in a Simulated Difficult Airway Scenario: The EMESIS Trial. Minnesota EMS Medical Directors Annual Conference. Alexandria, Minnesota. September 11, 2010.

Poster or Abstract Presentations at Professional meetings, Conferences, etc:

1. Burnett A, Tutila M, Milder M, Haley K, Peterson B, Taormina H, Mokosso R, Sampson S. Implementing a BLS transport tier improves EMS and fire suppression response times in an urban fire based (formerly) single tier ALS EMS system. Prehospital Emergency Care(2023), 28:sup1, S1-S111, abstract 117.
2. Burnett A, Shea J, Maleska N, Taormina H, Ferguson D. Temporal and demographic trends in Naloxone administration by EMS in Minnesota in 2022. Prehospital Emergency Care(2023), 28:sup1, S1-S111, abstract 131.
3. Taormina H, Haley K, Burnett A, Peterson B. Prehospital management of the agitated patient: A retrospective quality review assessing rates of sedation with physical restraints. Prehospital Emergency Care(2023), 28:sup1, S1-S111, abstract 149.
4. Haley K, Milbrandt B, Adams N, Dang H, Tutila M, Peterson B, Burnett A. Identifying rates of bystander CPR in an urban city by neighborhood to identify targeted areas for community engagement. Prehospital Emergency Care(2023), 28:sup1, S1-S111, abstract 188.

5. Burnett, Aaron, Charles Bruen, Jessie Nelson, Joe Walter, Ben Willenbring, Jacqueline Hegarty, Michael Zwank, Josh Salzman, David Niccum, and Kurt Isenberger. "104: Emergency Medicine Physicians in the ICU During the 2020 winter covid-19 surge." *Critical Care Medicine* 50, no. 1 (2022): 35.
6. Bartos J, Agdamag A, Kalra R, Nutting L, Frascone RJ, Burnett AM, Vuljaj N, Lick C, Tanghe PJ, Nystrom P, Quinn R. Supraglottic Airway Devices Are Associated With Asphyxial Physiology Upon Arrival for ECPR in Patients With Refractory OHCA Treated With Prolonged CPR. *Circulation*. 2021 Nov 16;144(Suppl_2):A13071-.
7. Klassen AB, Wewerka S, **Burnett A**, Peterson B, Isenberger K, Miller P. Effect of prehospital lactate measurement on time to antibiotics for patients with sepsis. *Prehospital Emergency Care*. 2020;24:1,137.
8. Radant T, Miller P, Pasquarella J, Majerus A, Murphree J, Bloomstrand S, **Burnett A**. I Love my Community Paramedic: Patients Report Overwhelming Satisfaction with Community Paramedic Program. NAEMSP 2018.
9. Radant T, Pasquarella J, Majerus A, Simpson M, Miller P, Wewerka S, **Burnett A**. Community Paramedic Partnership: Shifting Healthcare Utilization Through Partnership Between Municipal Fire/EMS and the Local Level 1 Trauma Center. NAEMSP 2018.
10. Haitham Hussein, Lauren Erickson, Bhavani Kashyap, Michelle Clayton, Mary Fennig, Vesselina Pearsall, Carol Droegemueller, **Aaron Burnett**, Leah Hanson. Correlation between evaluation and documentation of neurologic deficit by EMS and ED of patients with acute ischemic stroke. *Neurology* Apr 2018, 90 (15 Supplement) P2.253
11. Haley K, Peterson B, **Burnett A**. Characterization of Injury at the Minnesota State Fair Using Geospatial Information. *Prehosp Emerg Care*. 2017;21(1):102.
12. Hussein H, Kashyap B, Erickson L, Forsberg A, **Burnett A**, Stanfield S, Wewerka S, Terwilliger A, Hanson L. Analysis of Run Sheets of EMS Serving a Metropolitan Comprehensive Stroke Center. *Prehosp Emerg Care*. 2017;21(1):123.
13. Peterson B, Haley K, Torkelson K, **Burnett A**. Reduced Dose Ketamine for Emergent Chemical Restraint. *Prehosp Emerg Care*. 2017;21(1):140.
14. Erickson L, Wewerka S, **Burnett A**. Administration of Prehospital Pain Medication Compared to Eventual Need Among Subjects of a Randomized Controlled Trial. *Prehosp Emerg Care*. 2017;21(1):142.

15. Hussein H, Kashyap B, Erickson L, Forsberg A, **Burnett A**, Stanfield S, Wewerka S, Terwilliger A, Hanson L. Analysis of Run Sheets of EMS Serving a Metropolitan Comprehensive Stroke Center. *Neurology*. 2017;88(16);SP1.268.
16. Bourdon R, Stanfield S, **Burnett A**, Kelly J, Marsh C. Decreasing Time from Patient Arrival via Emergency Medical Services to CT Imaging and TPA Administration for Suspected Acute Ischemic Stroke Patients. American College of Medical Quality Annual Meeting. April 2015, Washington DC.
 - This poster won “best poster” award at the conference.
17. J Salzman, **A Burnett**, R Frascione, N Loken, S Wewerka, A Zagar, D Dries. Intraosseous Pressure Monitoring in Critically Ill and Injured Patients. *Critical care medicine* 43 (12), 47.
18. Salzman JG, Frascione RJ, Zagar AE, **Burnett AM**, Loken NM. Intraosseous Pressure Monitoring in Critical Care Patients. *Ann Emerg Med*. 2015;66(4):S148.
19. Peterson B, **Burnett A**. A Novel Web-Based Communications System For Facilitating EMS Physician Scene Response. National Association of EMS Physicians Innovations in EMS Fellowship Poster Session. New Orleans, Louisiana. January 2014.
20. DePompolo A, **Burnett A**, Cutler G, Wewerka S, Morris A, Kharbanda A. Implementation of a Pediatric Prehospital Pain Management Protocol. Pediatric Academic Societies Annual Meeting. Vancouver, BC, Canada. May 3-6, 2014.
21. **Burnett A**, Salzman J. Public-Private Partnership to Develop a Community Paramedic Program to Decrease CHF Readmissions. Institute for Health Care Improvement National Forum. Orlando, Florida. December 2014.
22. **Burnett A**, Panchal D, Griffith K, Frascione RJ, Engebretsen K. Prehospital Ketamine does not Prolong On-Scene Time Compared to Haloperidol When Used for Chemical Restraint. *Prehosp Emerg Care*. 2014;18(1):142.
 - Dr. Panchal was a doctorate of pharmacy student who I mentored on this project.
23. Peterson B, Glasrud K, Stellpflug S, Engebretsen K, Salzman J, Frascione RJ, **Burnett A**. Prehospital Ketamine for Chemical Restraint: Administered Dose Versus Intubation Rate. *Prehosp Emerg Care*. 2014;18(1):142
 - Dr. Glasrud was an Emergency Medicine resident who I mentored. This project served as her residency required scholarly project.
24. **Burnett A**, Peterson B, Griffith K, Frascione RJ. Cadaver Laboratory Experience for Teaching Prehospital Procedures to Emergency Medical Services Fellows. National Association of EMS Physicians Innovations in EMS Fellowship Poster Session. Tuscon, Arizona. January 2014.

25. **Burnett A**, Stellpflug S, Zwank M, Peterson B, Isenberger K. Rates of Completed Follow Up Appointments for Referrals to Specialty Care Ordered by Emergency Department Providers via an Electronic Medical Record. Society for Academic Emergency Medicine (SAEM) Great Plains Regional Conference. Springfield, Illinois. September 2013.
26. **Burnett A**, Peterson B, Griffith K, Frascione RJ, Zwank M. An Analysis of On-Course Emergencies Requiring Transport by Stretcher Capable ATV's from an Extreme Sporting Event. SAEM Great Plains Regional Conference. Springfield, Illinois. September 2013.
27. **Burnett A**, Wewerka S, Brazelton T, Carhart E, Tritt P, Genghis P, Anderson C, Danielson L, Tape S, Studnek J. Babies Breath and Teen Angst: Distribution of Paramedic Student Primary Impression By Age. Prehospital Care Research Forum (N13-03). August 2013.
28. Brazelton T, Wewerka S, **Burnett A**, Carhart E, Danielson L, Tritt P, Kokx G, Phillip G, Hanson K, Stanke L, Studnek J. Hide or Go Seek: Do More Pediatric Encounters Make Better Paramedics? Prehospital Care Research Forum (N13-01). August 2013.
29. Evens Z, Wewerka S, Griffith K, Salzman J, Kealey S, **Burnett A**, Frascione RJ. Alternate Airway use by Paramedics after Video Laryngoscope Failure. *Prehosp Emerg Care*. 2013;17(1):117.
 - Drs. Evens and Kealey were Emergency Medicine Residents who I mentored on this project.
30. Kealey S, **Burnett A**, Griffith K, Wewerka S, Salzman J, Evens Z, Frascione RJ. Facilitation of Uninterrupted Chest Compressions by Paramedics: The Role of the Video Laryngoscope. *Prehosp Emerg Care*. 2013;17(1):115.
 - Drs. Evens and Kealey were Emergency Medicine Residents who I mentored on this project.
31. Droegemueller C, Kipper K, **Burnett A**. Prehospital Lab Draw Project Using Simulation Learning to Improve Door to Needle Time. Minnesota Stroke Conference. University of Minnesota. Minneapolis Minnesota. June 4, 2012.
32. Erwin A, Salzman J, Wewerka S, **Burnett A**, Frascione RJ. Can Paramedics Accurately Diagnose Sepsis and Severe Sepsis in the Field? *Acad Emerg Med*. 2011;18(5):S23.
 - I performed data abstraction, interpretation and blinded determination of whether patients met criteria for sepsis or severe sepsis.
33. **Burnett A**, Hegarty C. An Analysis of Required Medical School Emergency Medicine Clerkships and Their Impact on Residency Application Rates. *Acad Emerg Med*. 2010;17(s1):S34.
34. **Burnett A**, Domachowske J. Treatment Practices for Children Hospitalized with Invasive Group A Streptococcal Infections. Abstract/Poster. Pediatric Academic Societies Annual Meeting. Toronto, Canada. May 4, 2007. E-PAS2007:8423.5.

35. Aarden P, Reed D, **Burnett A**. Abnormal Triage Vital Signs as a Screening Tool for Pulmonary Embolism. Presentation by Aarden, P. VIth Annual Society for Emergency Medicine India (EMCON) Conference. Mumbai, India. November 2004.
- Abstracted data from hospital charts
36. Reed D, O'Connor C, Wojcik S, Reed K, **Burnett A**. Validation of a Regional Immunization Registry Utilized in a Pediatric Emergency Department. Abstract/Poster. 18th Charles R. Ross Research Session. Upstate Medical University. November 2004.
37. Houghton J, **Burnett A**, Goetz D, Reysenbach A, Seyfried W. Microbial Growth of a Denitrifying Culture at In-Situ Hydrothermal Conditions: Implications for Biomineralization at Mid-Ocean Ridges. Abstract. American Geophysical Union Annual Meeting. San Francisco, California. January 2001.
- I was a National Science Foundation funded Research Experience for Undergraduates (NSF-REU) award recipient for the summer internship.

Honors and Awards:

Regions Hospital Critical Care Research Center (CCRC) Hospital Specialties Scientific and Leadership Committee

- Tasked with guiding the CCRC as it supports research at Regions hospital

MN EMS Delivery and Sustainability Task Force. 2023

- Appointed by MN Chapter of NAEMSP to represent EMS physicians on this 19 member task force hosted by the League of MN Cities.
- Selected to chair the workforce recruitment/retention subcommittee

Nat. Highway Traffic Safety Admin. (NHTSA) EMS Crisis Standards of Care 2020

- Invited panelist for webinar presenting MN EMS crisis standards of care
- <https://www.ems.gov/ems-focus.html>

International Association of Firefighters Special Citation 2015

- Presented by the St. Paul Fire Department Union Local 21 "...in grateful recognition of your friendly co-operation, loyalty and service to the St. Paul Fire Department."

Saint Paul Fire Chief Special Commendation 2014

- "On behalf of the City of St. Paul, we thank you for your outstanding generosity and leadership in supplying LUCAS automated CPR devices to all 13 Saint Paul Fire Department paramedic ambulances. You championed the cause to close a deadly technology gap for the Fire Department, which will help us provide superior care to patients in cardiac arrest."

Saint Paul Police Chief's Award 2013

- Presented by St. Paul Police Chief, Tom Smith “...in recognition of exceptional actions or activities taken on behalf of the Department and City of Saint Paul.”



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 10B. Approval of Metro Region
Representative to Minnesota Office
of EMS Labor & Provider Advisory Council
Presenter: Hayes

RECOMMENDATION

The EMS Technical Operations Committee (TOC) recommends the Board appoint Tom Edminson as the metro region representative to the Office of EMS Labor & EMS Provider Advisory Council.

BACKGROUND

In 2024, the Minnesota State Legislature changed the governance and organization structure of the Emergency Medical System (EMS) Regulatory authority to the Minnesota Office of EMS (OEMS). Within the new structure, three advisory committees were formed, two of which the Metro Region needs to appoint a representative. The two appointments are to the Physician Advisory Council and the EMS Labor & Provider Advisory Council. The positions are two-year appointments.

ISSUES & CONCERNS

At its December 17, 2024 meeting, the EMS TOC voted to recommend the appointment of Tom Edminson of M Health Fairview EMS.

Mr. Edminson is the Director for M Health Emergency Medical Services. He is active on the EMS TOC and has been instrumental in creating a partnership with the MESB to operate the region's Mobile Incident Response Bus.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



MINNESOTA SECRETARY OF STATE
NOTICE OF INTENT TO APPOINT

(One copy of this form is to be completed for each appointment)

IT IS THE INTENT OF THE APPOINTING AUTHORITY TO APPOINT:

Tom Edminson

Name of appointed member

799 Reaney Ave, St Paul, MN 55106

Preferred Mailing Address

(Any physical address or PO Box is public information on Office of the Secretary of State web site: sos.mn.gov . Members can list their work address or the Appointing Agency's address, as an alternative to their private residence.)

AS A MEMBER OF: Labor and Emergency Medical Service Providers Advisory Council

(Name of Board, Commission, Advisory Council, etc.)

FOR A TERM BEGINNING: 01/06/2025 AND TERM ENDING: 01/03/2028

TO SERVE AS: Emergency Medical Service Provider - Metro EMS Region

Position name: i.e., public or professional member, etc. as required by law

REPLACING/REAPPOINTMENT/NEW SEAT: New Seat

I affirm that the foregoing is a full and true statement pursuant to Minnesota Statutes 15.0957, subdivision 6.

Appointing Authority: [Regional EMS Board rep]

Print Name

Title

[Signature box]

Signature

[Date box]

Date

Minnesota Statutes 15.0597, subdivision 6, requires that the appointing authority for a multi-member agency, as defined in Minnesota Statutes 15.0597, subdivision 1, submit written notification of the name of the person the appointing authority intends to appoint at least five days before the effective date of the appointment to the Secretary of State. If the appointing authority intends to appoint a person other than one for whom the Secretary of State has forwarded an application, the appointing authority shall complete an application on behalf of the appointee and submit it to the Secretary of State with the completed Notice of Intent to Appoint form.

Email completed form to: official.documents@state.mn.us

Or mail completed form to:

Minnesota Secretary of State, ATTN: Official Documents, Veterans Services Building, 20 W. 12th St, Suite 201, St. Paul, MN 55155

Phone: 651-556-0643



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 10C. Approval of Amendments
to Office of EMS Grants
Presenter: Hayes

RECOMMENDATION

Staff recommends the Board approve Amendment 1 to the EMS Fund grant and Amendment 1 to the EMS Relief Fund grant from the Minnesota Office of EMS.

BACKGROUND

Each biennium, the former Emergency Medical Services Regulatory Board (EMSRB), now the Office of EMS (OEMS) provides EMS regions with two grants, the EMS Fund grant, and the EMS Relief grant, which is funded by revenue from seatbelt finds. Additionally, if leftover training funds were available at the end of the biennium, the EMSRB provided a Volunteer Training Reimbursement (VTR grant).

ISSUES & CONCERNS

The OEMS notified MESB of grant amendments for each of the two existing grants, the EMS Fund and the Relief Fund to allow any leftover funds that had been allocated for use in FY2024 to be carried over to FY2025. These grant amendments allow the MESB to utilize the grant funds for a longer period of time.

MESB has plans to expend the grant funds for both projects and training.

FINANCIAL IMPACT

These funds have already been allocated to the MESB but are being made available for use for a longer period of time than originally allowed. No additional funds are being granted in these amendments.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

iii) This modification refers to ten percent (10%) of the full value of the Grant Contract Agreement for one fiscal year.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s) 34832/233372/300-1441

3. STATE AGENCY

By: _____

Title: _____

Date: _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

EMS Fund A-1

Remaining to allocate \$ -

Metro Region
FY24-25 EMS Fund Grant Budget

Budget Category	SFY 2024		SFY 2025	
	Personnel Training	\$ 2,165.97	\$ 34,000.00	
Transportation Coordination	\$ 12,538.70	\$ 29,924.83		
Public Safety Agency Cooperation	\$ 18,170.96	\$ 17,500.00		
Communication Systems	\$ 6,932.74	\$ 9,000.00		
Public Involvement	\$ 4,521.30	\$ 13,000.00		
Health Care Facilites Involvement	\$ -	\$ -		
Systems Management	\$ 41,183.00	\$ 140,000.00		
Budget Total	\$ 85,512.67	\$ 243,424.83	\$ 328,937.50	

EMS Fund A-1					
FY24-25 EMS Fund Grant Work Plan					
Metro Region					
Goal Area and Title of Goal/Objective	Short Description of Goal/Objective	Activities Designed to Achieve the Goal/Objective	Evaluation Criteria	Expected Outcomes	Timeline (start and end date)
Personnel Education and Training: EMS classes related to certification, registration, re-certification or re-registration of EMS personnel, including but not limited to NCCP courses, tuition reimbursement,					
Transportation Coordination: Regional coordination for trauma or disaster situations					
Public Safety Agency Cooperation: EMS Activities					
Communications Systems Maintenance and Development: Annual maintenance system expenses including radios, pagers, and other hardware.					
Public Involvement: Trauma and disaster planning					
System Management: Regional Program Operations; Personnel, and Administrative costs					
Common Operating Picture	A common operating platform which shows the availability of all EMS services within the region.	1) Assist the dispatcher in locating an available EMS unit in relation to a 911 call. 2) Increase situational awareness of EMS	Shorten the time in dispatch centers to find available mutual aid resources.	Faster response times when utilizing mutual aid.	1-Nov-24
Health Care Facilities Involvement: Surveys, needs assessments, run reviews between EMS and hospitals.					

- ii) Modifications of less than ten percent (10%) of any budget line items in Exhibit A₁ are permitted without prior approval, provided that such modification(s) are clearly noted/indicated on submitted invoices and that the total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed the Total Obligation.
- iii) This modification refers to ten percent (10%) of the full value of the Grant Contract Agreement for one fiscal year.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s). 232517/34765/300-1450

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
 Agency
 Grantee
 State's Authorized Representative

Budget

FY24-28 Relief Fund Grant Budget					
Budget Line Items: Goals/Objectives or Activities	FY24	FY25	FY26	FY27	FY28
	Budget \$35,000.00	Budget \$75,593.76	Budget \$35,000.00	Budget \$35,000.00	Budget \$35,000.00
Personnel Training	\$ 9,000.00	\$ 23,593.76	\$ 10,000.00	\$ 12,000.00	\$ 15,000.00
EMS Leadership	\$ 3,000.00	\$ 15,000.00	\$ 4,000.00	\$ 6,000.00	\$ 3,000.00
EMS Incident Management	-	\$ 7,593.76	-	-	\$ 6,000.00
MCI Training	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Equipment and Vehicle Purchases	\$ 26,000.00	\$ 52,000.00	\$ 25,000.00	\$ 23,000.00	\$ 20,000.00
Ambulance Strike Team Equipment	\$ 3,000.00	\$ 2,000.00	-		\$ 10,000.00
Metro Region Command Trailer	-	-	\$ 2,000.00	-	\$ 10,000.00
Metro Region Portable Patient Monitoring	\$ 23,000.00	\$ 50,000.00	\$ 23,000.00	\$ 23,000.00	
TOTAL	\$ 35,000.00	\$ 75,593.76	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00

FY24-28 Relief Fund Grant Budget Workplan					
Goal Area and Title of Goal/Objective	Short Description of Goal/Objective	Activities Designed to Achieve the Goal/Objective	Evaluation Criteria	Expected Outcomes	Timeline (start and end date)
Personnel Training					
EMS Leadership	Provide EMS leadership training opportunities by providing education in the current state of the art leadership philosophies.	Provide training sessions, workshops and conferences within the region.	Delivering better EMS leadership in the field between agencies and disciplines. Additionally, to see a better regional evaluation of leadership and sustainability within the EMS field.	EMS leaders with a improved ability to engage staff.	Ongoing Grant Activity 2024-2028
EMS Incident Management	Provide incident management competency training courses in command and general staff positions as well as team leaders. Training will also include the foundational requirements for the National Incident Management System (NIMS).	Provide training sessions.	Better command and management of incidents, events and exercises with a core focus on interagency as well as discipline collaboration.	Improved knowledge base of EMS leaders within the region to help improve response operations.	Ongoing Grant Activity 2024-2028
MCI Training	Provide MCI training sessions within the region focusing on triage, treatment and transport operations in accordance with National Standards and the Minnesota Metropolitan Region Trauma Advisory Committee (MMRTAC).	Provide training sessions.	Improved patient care and outcomes within the metro region trauma systems	Enhanced knowledge base for managing an MCI in the areas of command and treatment to help improve patient outcomes.	Ongoing Grant Activity 2024-2028
Equipment and Vehicle Purchases					
Ambulance Strike Team (AST) Equipment	The Metro Region EMS AST program plays a key role within the Minnesota EMS response system. Base line equipment for responses is organized into bags which holds the necessary safety equipment for the hazards typically encountered within Minnesota.	Replace expired equipment. Provide the base level uniform to the AST members for the required identification.	Operational AST bags and equipment.	Maintain a highly capable AST from the Metro Region.	Ongoing Grant Activity 2024-2028

Attachment "A" to Regional Grant Application

Work Plan

Metro Region Command Trailer	The Metro Region has a EMS command/operations trailer for agencies to utilize. The trailer has all of the necessary technology for EMS leaders to better manage their incidents/events as well as maintain situational awareness.	Maintain the equipment to the latest standards.	Operational trailer and equipment.	Maintain a highly capable EMS command trailer for the Metro Region.	Ongoing Grant Activity 2024-2028
Metro Region Portable Patient Monitoring	Currently, the metro region operates 2 Welsh Allyn portable patient vital monitor kits with 30 operational units. The units are located in the Mobile Incident Response (MIR) bus as well as a fully portable system for a EMS triage/first aid area.	Replace the current obsolete system.	Improved fully functional patient monitoring system.	Improved patient monitoring in the MIR bus as well as at special events.	Ongoing Grant Activity 2024-2028



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 10D. Acceptance & Approval of
Office of EMS VTR Grant
Presenter: Hayes

RECOMMENDATION

Staff recommend the Board accept and approve the Minnesota Office of EMS Volunteer Training Reimbursement (VTR) grant in the amount of \$26,651.68.

BACKGROUND

Each biennium, the former Emergency Medical Services Regulatory Board (EMSRB), now the Office of EMS (OEMS), allocates to each EMS region any unspent funds from the VTR fund from each biennial appropriation.

ISSUES & CONCERNS

In December 2024, MESB was notified that it would receive an FY2025 VTR grant in the amount of \$26,651.68; the grant terminates June 30, 2025.

MESB has plans to expend the grant funds for both system management projects and training.

FINANCIAL IMPACT

This grant was not included in the FY2024-2025 EMS grant budget and will provide additional funding.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT
“Metro Region FY25 VTR Grant”**

This grant contract agreement is between the State of Minnesota, acting through its Emergency Medical Services Regulatory Board (“EMSRB” or "State") and Metropolitan Emergency Services Board, 2099 University Avenue West, St. Paul, MN 55104 (“Metro Region” or "Grantee").

Recitals

1. Under Minn. Stat. §144E.05 and §144E.50 the State is empowered to enter into this grant contract agreement with the eight regional emergency medical services systems designated by the board.
2. The State is in need of developing, maintaining, and improving regional emergency medical services systems throughout Minnesota.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 *Effective date:*

December 15, 2024, notwithstanding Minn. Stat. §16B.98, Subd. 5, the grantee submitted and the State approved a work plan and budget whose expenditures can be reimbursed as of the effective date of this grant agreement pursuant to Minn.Stat. §16B.98, Subd. 11. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 *Expiration date:*

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee’s Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1); and
- 2.2 Perform the duties specified in the Approved FY25 Budget and Workplan which is attached and incorporated into this Grant Contract Agreement as Exhibit A.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid \$26,654.68 according to the breakdown of costs contained in Exhibit A, which is attached and incorporated into this grant contract agreement.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Grant Contract Agreement will be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$26,654.68.

(d) Modification of Budget Line Items:

- i) No more than ten percent (10%) of the funds identified in the budget line items in Exhibit A may be transferred to other lines or used for any other purpose without prior written approval of the State.
- ii) Modifications of less than ten percent (10%) of any budget line items in Exhibit A are permitted without prior approval, provided that such modification(s) are clearly noted/indicated on submitted invoices and that the total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed \$26,654.68.
- iii) This modification refers to ten percent (10%) of the full value of the Grant Contract Agreement for one fiscal year.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoices should be submitted on a monthly basis and must be submitted at least once every quarter.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

- (a)** Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- (b)** Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- (c)** Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- (d)** The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - a. State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List

- b. Metropolitan Council Underutilized Business Program: MCUB: Metropolitan Council Underutilized Business Program
- c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Directory
- (e) The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- (f) The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- (g) Notwithstanding (a) - (d) above, the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- (h) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (i) The grantee must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

6.1 *State's Authorized Representatives:*

- (a) The Program Manager is Dylan J Ferguson, Executive Director, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012, (651) 201-2806, dylan.ferguson@state.mn.us, or his successor or delegate, and has the responsibility to monitor the Grantee's performance.
- (b) The Fiscal Manager is Shamika Brown, Executive Assistant, EMSRB, 335 Randolph Avenue, Suite 220, St. Paul, MN 55012 (651) 201-2802, Shamika.Brown@state.mn.us or her successor or delegate, and has the responsibility to monitor the Grant Contract Agreement, receive invoices, approve payments to the Grantee and perform the financial reconciliation at the grant closeout.

6.2 *Grantee's Authorized Representative:*

- (a) The Metro Region's Authorized Representative for executing this Grant Contract Agreement is Mai Chong Xiong, MESB Board Chair, MESB, Chair, 2099 University Avenue West, St. Paul, MN, 55104, Maichong.Xiong@co.ramsey.mn.us or their successor or delegate.
- (b) The Metro Region's Authorized Representative for management of this Grant Contract Agreement is Greg Hayes, EMS Coordinator, MESB, 2099 University Avenue West, St. Paul, MN, 55104, ghayes@emsmn.org, 651-683-8378, or his successor or delegate.
- (c) If the Grantee's Authorized Representative changes at any time during the term of this Grant Contract Agreement, it must immediately be communicated to the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 *Assignment*

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract

agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring

agency and must not be released without prior written approval from the State’s Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee’s website when practicable.

12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement.

Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 (a) *Termination by the State*

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) *Termination by The Commissioner of Administration*

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State’s receiving that notice.

14.4 *Force Majeure*

Neither State or Grantee (“Parties”) shall be responsible to the other or considered in default of its obligations within this Grant Contract Agreement to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A Party relying on this provision to excuse performance must provide the other Party prompt written notice of the inability

to perform and take all necessary steps to bring about performance as soon as practicable.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s), 260831/40242/300-1479

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

FY25 VTR Grant Exhibit A: Work Plan & Budget

The work plan must describe the goals and objectives of your project, the strategies you will use to meet those goals, and the expected measurable outcomes. The measurable outcomes must show how much is being done, how well it's being performed, and who is benefiting. A minimum of one goal with supporting strategies is expected. A change to this years workplan is to identify what line item is being charged for each objective. Additional goals may be added as needed. The total awarded funds for each region is \$26,654.68

Project Goal A:					
Objective	Budget Line Item	Strategies	Expected Outcomes	Timeframe	Budget
Training	Personnel/Training	Provide EMS Wellness Training to services within the region.	Better EMS responders who understand how to mentally take care of themselves.	2024- 2025	10000
	Choose an item.				
Enter any additional narrative here.					

Project Goal B:					
Objective	Budget Line Item	Strategies	Expected Outcomes	Timeframe	Budget
EMS Agency Coordination	System Management	Develop a plan, training and or system to help daily EMS cooperation.	Improved coordination.	2024-2025	16654.68
	Choose an item.				
Enter any additional narrative here.					

Project Goal C:					
Objective	Budget Line Item	Strategies	Expected Outcomes	Timeframe	Budget
	Choose an item.				
	Choose an item.				
Enter any additional narrative here.					

Total Budget	\$26,654.68
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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 10E. Approval to Fund Incident Management Team (Basic) Course
Presenter: Hayes

RECOMMENDATION

Staff requests approval to fund an Incident Management Team Basic course in the metro region not to exceed \$30,000.00.

BACKGROUND

MESB regional public safety partners regularly complete FEMA training levels to qualify to participate in the Minnesota Incident Management Team (IMT). The IMT training is strongly suggested for leaders within the numerous disciplines which manage incident responses. MESB regional public safety partners serve on the Minnesota Type 3 IMT which deploys to state and national disasters serving to support communities within their areas or expertise.

ISSUES & CONCERNS

The Incident Management Team Basic course is in high demand by MESB regional partners agencies. Staff would like to host a class before June 30, 2025, to utilize the current biennium's grant funding from the Minnesota Office of EMS (MOEMS). The price for such a class will not exceed \$30,000.00.

By hosting this class, 30 additional people will qualify to participate in the Minnesota IMT.

FINANCIAL IMPACT

MOEMS grants cover all costs related to the course.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 11A. Approval of 2025 SECB Appointments
Presenter: Rohret

RECOMMENDATION

Staff recommend the Board appoint the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2025:

SECB

Primary:
Alternate: Jill Rohret

SECB Wireless Broadband & Applications

Primary: Rod Olson (Minneapolis)
Alternate: Cory DeMuth (Anoka Co.)

SECB Finance

Primary: Jill Rohret
Alternate: Tracey Fredrick

SECB IPAWS

Primary: Kari Morrissey (Anoka Co.)
Alternate: Scott Haas (Scott Co.)

SECB Legislative

Primary: Jill Rohret
Alternate: Kevin Anderson (Hennepin Co.)

SECB Grants Workgroup

Primary: Tracey Fredrick
Alternate: Jill Rohret

SECB Steering

Primary: Tracey Fredrick
Alternate: Jill Rohret

SECB COMU Workgroup

Primary: Dan Anderson (Hennepin Co.)
Alternate: Nate Timm (Washington Co.)

SECB NG9-1-1

Primary: Janelle Harris (Edina)
Alternate: Brent Anderson (Dakota Co.)

SECB STR Workgroup

Primary: Jake Thompson (Hennepin Co.)
Alternate: Ron Jansen (Dakota Co.)

SECB Land Mobile Radio

Primary: Nate Timm (Washington Co.)
Alternate: Mike Mihelich (Ramsey Co.)

NG9-1-1 Technical Workgroup

Primary: Scott Petersen (Minneapolis)
Alternate: None

SECB Interoperability

Primary: Ron Jansen (Dakota Co.)
Alternate: Nate Timm (Washington Co.)

NG9-1-1 Operations Workgroup

Primary: LaVae Robinson (Bloomington)
Alternate: None

BACKGROUND

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, and has maintained seats on all SECB committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 11A. Approval of 2025 SECB Appointments
Presenter: Rohret

Statute states the MESB representative to the SECB is the Chair, though some Chairs have chosen to delegate that assignment.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2024 and who remain on the board in 2025. The appointees who served in 2024 and are willing to serve again are included in the recommendation above. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting. The intent in asking the 2024 representatives was to have suggestions as a starting point for discussion. **MESB staff is listed in some cases as a placeholder (highlighted in gray)**, for all appointments listed except for the Legislative Committee. Jill Rohret was appointed 2025 chair of the SECB's Legislative Committee.

The SECB Finance, Steering, and Legislative Committees, as well as the SECB itself meet via WebEx, though the SECB has a hybrid meeting option.

The meeting days are as follows:

SECB Finance: second Thursday at 9:00 a.m. via telephone or WebEx.

SECB Legislative: first Thursday at 10:00 a.m. via telephone or WebEx.

SECB Steering: second Wednesday at 1:00 p.m. via telephone or WebEx.

SECB: fourth Thursday at 12:30 p.m.; via telephone or WebEx or at ECN offices 445 Minnesota Street, Suite 1725, St. Paul.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 11B. Approval of Executive Director
Travel Request
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends Board approval of the Executive Director travel requests to attend the 2025 National Emergency Number Association (NENA) annual conference in June in Long Beach, CA, and the 2025 Association of Public-Safety Communications Officials (APCO) conference and Motorola Trunked Users Group (MTUG) National meeting in July in Baltimore, MD.

BACKGROUND

Metropolitan Emergency Services Board Policy 007 – Travel requires Board approval of travel requests for the Executive Director.

ISSUES & CONCERNS

The Executive Director seeks approval for one travel request to attend two conferences/meetings.

The first request is to attend the 2025 NENA annual conference in Long Beach, CA, June 21-26, 2025. The travel request for this conference is \$3,123.00, which was included in the 2025 MESB operational budget.

The second request is to attend the 2025 APCO annual conference and 2025 MTUG national meeting in Baltimore, MD. The APCO conference is July 27-30, 2025; the MTUG meeting is July 31-August 1, 2025. The travel request for these two meetings is for \$2,798.00, which was included in the 2025 MESB operational budget.

FINANCIAL IMPACT

These items were included in the 2025 MESB operational budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: NENA National Conference
Location: Long Beach, CA (GSA Per Diem: \$86; \$64.50 travel day)
Travel Dates: June 21-26, 2025

Travel Cost Estimate

Registration	\$600.00
Air Fare	\$600.00
Cab Fare/Ground Transportation	\$200.00 roundtrip
Lodging	\$1,250.00
Meals/Per Diem	\$473.00
Other	-
Total Estimated Cost	\$3,123.00

Is travel cost included in current budget? Yes

Notes: Meal costs are derived by using the 2025 GSA meal per diem rate.

Airfare and hotel rates are estimates.

Submitted by: 

Date: February 3, 2025

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO National Conference & MTUG National Meeting
Location: Baltimore, MD (GSA Per Diem: \$86; \$64.50 travel day)
Travel Dates: July 27 – August 1, 2025

Travel Cost Estimate

Registration	\$400.00
Air Fare	\$600.00
Cab Fare/Ground Transportation	\$75.00 roundtrip
Lodging	\$1,250.00
Meals/Per Diem	\$473.00
Other	-
Total Estimated Cost	\$2,798.00

Is travel cost included in current budget? Yes

Notes: Meal costs are derived by using the 2025 GSA meal per diem rate.

Airfare and hotel rates are estimates.

Submitted by: 

Date: February 3, 2025

Board approval

Motion by: _____ Seconded by: _____

Motion carried/Motion denied

Date: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: February 12, 2025
Agenda Item: 11C. Approval of Amendments to
MESB Policy 030 – Purchasing
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Board approve amendments to MESB Policy 030 – Purchasing.

BACKGROUND

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

ISSUES & CONCERNS

At the November 8, 2023 MESB meeting, the Board approved an increase to the Executive Director's signing authorization limit from \$10,000 to \$15,000.

MESB Policy 030 – Purchasing states the Executive Director's signing authorization limit. The amendments offered for this policy update the limit from \$10,000 to \$15,000.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

Subject: Purchasing – General
Number: 030

Effective Date: 05-10-2017
Revision Date: ~~03-13-2019~~02-12-2025

PURPOSE: The intent of this policy is to establish a consistent policy for the purchase of goods, services, repairs, and in-kind agreements for the MESB in a manner compliant with applicable state and federal laws, including Uniform Guidance standards, for the expenditure of public funds, including but not limited to federal grants.

PURCHASES: Purchase types and the rules associated with them are determined by the dollar amount of the aggregate purchase.

Dollar Amount	Rules
\$0 – 3,000	Written quotes are not required if the costs are considered reasonable. Staff shall review costs from at least two qualified vendors prior to making a purchase. See ordinary purchases and ordinary space costs.
\$3,000 – 25,000	A minimum of three written quotes must be received and evaluated. Staff must keep documentation of the vendors contacted (and every contact thereafter), quotes received, evaluation criteria and process, etc. Staff must supply the same information to all vendors when seeking quotes. Contracts must be awarded to the vendor whose quote is most advantageous to the program, with price and other factors considered.
\$25,000+	Purchase of goods or services over \$25,000 must be done via formal Request for Proposal (RFP). All purchases estimated to exceed \$25,000 must consider the availability, price, and quality of supplies, materials, or equipment available through the State of Minnesota Cooperative Purchasing Venture (CPV) before purchasing through another source. Purchases over the statutory bid limit require sealed bids, unless an exception to public bidding applies and the procurement process is approved by the Board.

All contracts for professional services shall be awarded via an RFP process as stated in MESB Policy 027 – Contracted Professional Services.

Certain grants may require the MESB to purchase from the State of Minnesota Cooperative Purchasing Venture (CPV). The MESB is a member of the CPV per a Cooperative Purchasing Agreement with the State of Minnesota, Department of Administration. The CPV must be considered for purchases in excess of \$25,000.

Ordinary purchases include the following: paper, office supplies, meeting supplies, cleaning supplies, and individual tables, chairs or desks.

Ordinary space costs include rent, utilities, and insurance.

Metropolitan Emergency Services Board

Subject: Purchasing – General

Number: 030

Effective Date: 05-10-2017

Revision Date: ~~03-13-2019~~02-12-2025

For ordinary purchases and ordinary space costs, a periodic review of vendors will occur to determine the best pricing for goods and services. At a minimum, the review will occur every two years. Some ordinary space costs are subject to rental agreements approved by the Board.

When making purchase, staff must receive approval from the Executive Director, who must review cost quotes received and other evaluation criteria. Additionally, if utilizing the Board issued credit card, staff must adhere to MESB Policy 013 – Use of Board Issued Credit Card.

The Executive Director has been authorized by the Board to issue purchase orders and expend funds for Board purposes up to ~~ten~~fifteen thousand dollars (\$~~10~~15,000.00). Purchase orders or expenses above that amount require Board approval.

Additional Purchasing Guidelines for Federal Grant Programs

For purchases under federal grant programs, other than sole source purchases, two written quotes are needed for purchases greater than the Uniform Guidance micro-purchase threshold. Multiple price or rate quotations must be obtained from an adequate number of qualified sources (2 or more) for purchases greater than the micro-purchase threshold [Ref. 2 CFR 200.320(b)].

For all contracts for goods or services above the micro-purchase threshold, the MESB should document its review of the excluded parties list (<https://www.sam.gov>) to ensure that no tentative parties, suspended and/or debarred contractors are contracted with when using federal [or state] dollars [Ref. 2 CFR 200.213]. Contractors that apply or bid for an award exceeding \$100,000.00 must file the certification required by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). All purchases for construction projects using federal dollars in excess of \$2,000 are required to follow the Davis-Bacon Act and related federal regulations concerning labor standards applicable to federally financed contractors.

When the micro-purchase threshold is adjusted, staff will notify the Board of the change. The MESB will follow the Uniform Guidance micro-purchase threshold unless the Board passes a resolution approving a different threshold amount.

Sole Source Justification

Sole source purchases are only justified if: 1. the item/service is only available from a single source (which must be documented); 2. if federal grant dollars are used, if it is authorized by the awarding federal agency in response to a written request from the MESB; or 3. competition is determined to be inadequate or unavailable. Past relationships or local proximity are not factors in a sole source justification. The MESB Sole Source Procurement Justification Form must be submitted to the Executive Director for review and approval.

Emergency Purchases

In the event of an emergency or disaster, staff is not required to use regularly mandated purchasing policies, however all purchases must be approved by the Executive Director and/or the Board Chair or Board Treasurer.

Metropolitan Emergency Services Board

Subject: Purchasing – General

Number: 030

Effective Date: 05-10-2017

Revision Date: ~~03-13-2019~~02-12-2025

CONFLICT OF INTEREST: In accordance with MESB Policy 017 – Conflict of Interest, no MESB member or employee may participate in the selection, award or administration of a contract funded by grant dollars or other funds, if he/she has an actual or apparent conflict of interest.

INTERNAL CONTROL: The Executive Director shall protect personal or other sensitive information by keeping it in locked file cabinets or protected by password protection software.

The MESB maintains an Internal Accounting Procedures document, which is reviewed annually in conjunction with the MESB's annual financial audit.