



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

January 13, 2021, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Access Code: 126 403 7587

Password: yYKHhPUv263 (99544788 from phones and video systems)

1. **Call to Order** – 2020 Board Chair, Commissioner Trista Matascastillo
2. **Approval of Agenda** – Commissioner Matascastillo
3. **Election of 2021 Officers and Executive Committee Designation** – Rohret (**page 5**)
4. **Oath of Office** – Commissioner Matascastillo
5. **Thank You to 2020 Chair** – Commissioner Joe Atkins, 2021 Board Chair
6. **MESB Policy 17 – Conflict of Interest** – Rohret (**page 9**)
7. **Consent Agenda** – Rohret (**page 11**)
  - A. Approval: October 29, 2020 Meeting Minutes (**page 13**)
  - B. Approval: October 2020 Treasurer’s Report (**page 19**)
  - C. Approval: November 2020 Treasurer’s Report (**page 21**)
  - D. Approval 2021 MESB Meeting Schedule (**page 23**)
  - E. Approval of 2021 Radio TOC Chair/Vice Chair (**page 25**)
  - F. Approval of 2021 9-1-1 TOC Chair/Vice Chair (**page 27**)
  - G. Correspondence (**page 29**)
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator – None
9. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
  - A. Approval of Amendment 1 to Five Agency Consortium Vesta Maintenance Agreement (**page 35**)
10. **EMS Items** – Ron Robinson, EMS Coordinator
  - A. Approval of Amendment to Agreement for MCI Bus Maintenance (**page 45**)
  - B. Approval of 2020-21 Subgrant Agreement with West Central EMS for Opiate Antagonists (**page 49**)
11. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval of Appointments to SECB/SECB Committees (**page 55**)
  - B. Approval of Award for RFP for Lobbying Services (**page 57**)
  - C. Approval of 2021 MESB Legislative Agenda (**page 59**)
12. **Reports**
  - A. Legislative Report – None
  - B. Statewide Emergency Communications Board (SECB) Reports:
    - 1) Finance – Rohret



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- 2) Legislative – Rohret
- 3) Steering – Commissioner Fernando/Rohret
- 4) Other SECB Committees – Eggimann/Fredrick
- 5) Board – Commissioner Matascastillo/Rohret

13. **Old Business** – None

14. **New Business**

A. Regional/Statewide Strategic Planning Meetings – Rohret/Eggimann/Fredrick (**page 61**)

B. Discussion: Format for Remaining 2021 Meetings (Virtual, In-person, Hybrid) - Rohret

15. **Adjourn**



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## *Metropolitan Emergency Services Board Members*

### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

### Carver County

Commissioner Gayle Degler\*

### Chisago County

Commissioner Rick Greene\*

### City of Minneapolis

Council Member Andrew Johnson\*

### Dakota County

Commissioner Joe Atkins\* (2021 Chair)  
Commissioner Mary Hamann-Roland

### Hennepin County

Commissioner Irene Fernando\* (2021 Vice Chair)  
Commissioner Chris LaTondresse

### Isanti County

Commissioner Greg Anderson\* (2021 Secretary)

### Ramsey County

Commissioner Trista Matascastillo\* (2021 Treasurer)  
Commissioner Jim McDonough

### Scott County

Commissioner Dave Beer  
Commissioner Tom Wolf\*

### Sherburne County

Commissioner Felix Schmiesing\*

### Washington County

Commissioner Wayne Johnson  
Commissioner Fran Miron\*

\*Denotes Executive Committee member





## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** January 13, 2021  
**Agenda Item:** 3. Election of 2021 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: Dakota County (Joe Atkins)  
Vice-Chair: Hennepin County (Irene Fernando)  
Secretary: Isanti County (Greg Anderson)  
Treasurer: Ramsey County (Trista Matascastillo)

### **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 2020 were:

Chair: Ramsey County (Trista Matascastillo)  
Vice-Chair: Dakota County (Tom Egan)  
Secretary: Hennepin County (Irene Fernando)  
Treasurer: Isanti County (Greg Anderson)

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."*

### **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 Council for 2021:

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**January 13, 2021**

**Agenda Item:**

**3. Election of 2021 MESB Officers &  
Executive Committee Designation**

**Presenter:**

**Rohret**

Anoka:	Mike Gamache
Carver:	Gayle Degler
Chisago:	Rick Greene
Dakota:	Joe Atkins
Hennepin:	Irene Fernando
Isanti:	Greg Anderson
Ramsey:	Trista Matascastillo
Scott:	Tom Wolf
Sherburne:	Felix Schmiesing
Washington:	Fran Miron
City of Minneapolis:	Andrew Johnson

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**MESB Officer Rotation Schedule**

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

**January 13, 2021**  
**7. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the October 29, 2020 meeting of the Board are attached for review and approval.
- B. **October 2020 Treasurer’s Report** – The Treasurer has reviewed the October 2020 financial statements and has given his approval of the report.
- C. **November 2020 Treasurer’s Report** – The Treasurer has reviewed the November 2020 financial statements and has given his approval of the report.
- D. **2021 MESB Meeting Schedule** – The Executive Committee recommends the Board approve the 2021 MESB meeting schedule.
- E. **Approval of 2021 Radio TOC Chair/Vice Chair** – The Executive Committee recommends the Board approve the 2021 Radio TOC Chair and Vice Chair.
- F. **Approval of 2021 9-1-1 TOC Chair/Vice Chair** – The Executive Committee recommends the Board approve the 2021 9-1-1 TOC Chair and Vice Chair.
- G. **Correspondence** – Correspondence includes a letter from Redpath & Co. regarding the 2020 MESB financial audit.
- H. **Informational Only** – Minutes from the December 9, 2020 Executive Committee meeting.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



# METROPOLITAN EMERGENCY SERVICES BOARD

## BOARD MEETING MINUTES

October 29, 2020

Meeting held via WebEx

### Commissioners Present:

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

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

**Staff Present:** Marcia Broman; Tracey Fredrick; Jill Rohret; and Martha Ziese.

**Others Present:** Jay Arneson, MESB Board Counsel; John Atkinson, Lumen; Dana Bailey, Lumen; Drew Groff, Lumen; Mathew Hoffer, Lumen; Carl Klein, Lumen; Rhonda Kriss, Lumen; Dave Mueller, Lumen; Carlos Simmonds, Lumen; Jason Topp, Lumen; Michael Zody, Lumen; Kim Hegg, Intrado; Annette Rausch, Intrado; and Sean Ward, Intrado.

### 1. Call to Order

The meeting was called to order at 10:00 a.m. by the 2020 MESB Chair, Commissioner Trista Matascastillo.

### 2. Approval of Agenda

*Motion by Commissioner Miron seconded by Commissioner Degler to approve the October 29, 2020 agenda. Motion carried.*

### Roll call for approval of agenda

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Degler, G.	Carver	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Holberg, M.	Dakota	X	
Ische, J.	Carver		
Johnson Andrew	Minneapolis	X	
Johnson, Jeff	Hennepin	X	
Johnson, Wayne	Washington		
Matascastillo, T.	Ramsey	X	
McDonough, J.	Ramsey	X	
McMahon, G.	Chisago		
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 15    Nay: 0    Motion passes.

# METROPOLITAN EMERGENCY SERVICES BOARD

### 3. Approval of Consent Agenda

Commissioner Meisner asked if the ADA-compliant change to Item 3D. Amendment to Appendix C of Metro Standard was the only change and if the Anoka County's ARMER Participation Plan changes were all resolved.

Rohret said Item 3D. Amendment to the Metro Radio Appendix C is a reformatting of the old standard template to remove tables to make it ADA-compliant. The content is not changing. Regarding Item 3G. the Anoka County Participation Plan Amendment was recommended for approval by the Radio TOC yesterday.

*Motion by Commissioner Jeff Johnson, seconded by Commissioner Egan to approve the October 29, 2020 Consent Agenda. Motion carried.*

### Roll call for Approval of Consent Agenda

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Degler, G.	Carver	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Holberg, M.	Dakota	X	
Ische, J.	Carver		
Johnson Andrew	Minneapolis	X	
Johnson, Jeff	Hennepin	X	
Johnson, Wayne	Washington		
Matascastillo, T.	Ramsey	X	
McDonough, J.	Ramsey	X	
McMahon, G.	Chisago		
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 15 Nay: 0 Motion passes.

### 4. Presentation from Lumen & Intrado Regarding September 28, 2020 9-1-1 System Service Disruption

Drew Groff from Lumen made a presentation on the service disruption.

Commissioner Meisner said she appreciated the presentation and that going forward she hoped improvements to the notification process can be made in a timely manner.

Commissioner Gamache said there might be a better way to handle the flow of the public relations between all necessary parties when these events occur.

Drew Groff said from a Lumen perspective, Mathew Hoffer had established a bridge with the state and Intrado to get the communication out in live time.

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Rohret said when there was the service disruption in 2018, there were lengthy discussions about the notifications to PSAPs and communications pushed out to the public, including a tabletop exercise. The PSAPs and ECN were putting out information saying to call the administrative lines, but there was nothing from Lumen to acknowledge the disruption. Going forward, it is important to for the vendor to publicly acknowledge that a disruption is occurring.

### **5. Radio Items – None**

### **6. 9-1-1 Items**

#### **A. Recommendation of RFP Award for NG9-1-1 Grant GIS Project**

Marcia Broman said the MESB applied for and received a \$150,000.00 grant for a GIS-derived MSAG maintenance process. An RFP was issued on August 17, 2020 for this project. An evaluation team of MESB 9-1-1 program staff evaluated the two proposals and made a recommendation to the Executive Committee to select GeoComm.

Broman said the MESB Executive Committee recommended awarding the request for proposal for NG9-1-1 GIS-Derived Master Street Address Guide (MSAG) Maintenance Process to GeoComm.

Rohret said the grant amount is up to \$150,000.00. If that entire amount is not necessary or used, the MESB would like approval to spend the entire amount and not turn any grant money back.

*Motion made Commissioner McMahon to approve awarding the RFP for the NG9-1-1 Grant GIS Project to GeoComm and authorization to spend up to \$150,000.00 on the project. Commissioner Egan seconded. Motion carried.*

#### **B. Acceptance of After-Action Review for Communications During May/June 2020 Civil Unrest**

Rohret said the after-action report is a result of a joint 9-1-1 and Radio TOC workgroup review of communications and system performance during the May and June 2020 civil unrest. The review took into account the ARMER and 9-1-1 systems, as well as non-technical and human issues. Rohret said Pete Eggimann and Tracey Fredrick were part of this workgroup, and the TOCs reviewed and recommended approval of this report.

Rohret said earlier this month there was a media story on a draft of this report. The 9-1-1 TOC met since that draft was released and have made edits to this document. The report includes 15 recommendations. Among the recommendations there are items in which the MESB will participate. Some recommendations would require action by individual PSAPs or counties/cities, and others may involve action by the state. The first two recommendations involve a workload sharing arrangement to be discussed in the next agenda item.

Council Member Johnson asked which of these recommendations can be accomplished by the MESB.

## METROPOLITAN EMERGENCY SERVICES BOARD

Rohret said the next item on the meeting's agenda addresses the first two recommendations. Resiliency training for PSAPs is already a project the 9-1-1 TOC is working on. Recommendations 5 and 7 would require board action, and 7 may require state approval as well. Recommendations 11 and 12 involve creating standards and communication plans which would be reviewed by the TOCs before being recommended for approval by the Board.

Council Member Johnson asked if recommendation 15 regarding radio encryption needs a board response. It is important that the board stay informed that this work is moving forward and perhaps be able to provide a global level view of progress to board members.

Rohret said the MESB can and will provide status updates in the Board meeting packets. Further board discussions would be needed if there are timeline requests for these recommendations to become practice as some, including recommendation 15, have implications to local budgets.

*Motion made by Commissioner Meisner, seconded by Commissioner McMahon to accept the After-Action Review for Communications during May/June 2020 Civil Unrest. Motion carried.*

### **C. Recommendation to Begin Process to Develop Funding Plan and Request for Proposal for CAD-to-CAD Interoperability**

Rohret said the 9-1-1 TOC recommends approval to develop a funding plan and begin the RFP process for CAD-to-CAD Interoperability. The process will include developing project goals, a funding plan and recommendation for a governance structure prior to the RFP being developed.

*Motion made by Commissioner McDonough, seconded by Commissioner Miron to approve request for RFP for CAD-to-CAD Interoperability. Motion carried.*

### **Roll call to approval Agenda Items 6A., 6B., and 6C.**

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Degler, G.	Carver	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Holberg, M.	Dakota	X	
Ische, J.	Carver		
Johnson Andrew	Minneapolis	X	
Johnson, Jeff	Hennepin	X	
Johnson, Wayne	Washington		
Matascastillo, T.	Ramsey	X	
McDonough, J.	Ramsey	X	
McMahon, G.	Chisago	X	
Meisner, M.	Anoka	X	

# METROPOLITAN EMERGENCY SERVICES BOARD

Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 16 Nay: 0 Motions pass.

## 7. EMS Items – None

## 8. Administrative Items – None

## 9. Reports

### A. Statewide Emergency Communications Board (SECB) Reports:

#### 1) Finance – Commissioner McMahan/Rohret

Rohret said that the committee met in October and the grants work group provided an update on the development of a new grant process. ECN provided an update on the amount of funds available for the SECB grant, which was substantially less than previously approved by the SECB and will require approval of the reallocation of funds. MnDOT provided its annual update on how funds were spent on maintenance and operation of the ARMER system.

#### 2) Legislative – Cancelled

#### 3) Steering

Commissioner Fernando said there was an aggressive timeline set earlier in the year to complete the bylaws for SECB committees and the board's approval. Those have now been approved. The Steering Committee is supportive of the upcoming strategic planning efforts for the SECB. Steering Committee meetings have concluded for 2020.

#### 4) LMR

Fredrick said the LMR met October 13. Metro items included the multi-county 7500e project and the Anoka County dispatch consoles, both of which were included in today's Consent Agenda. There was a discussion on changes to statewide standards, including the participation plan standard.

Fredrick said Wireless and Broadband Applications met last week. The metro item was a letter of support to FirstNet for a tower being built in Marine on St. Croix for improved coverage. The Interoperability Committee did not meet.

#### 5) SECB Executive Committee

Commissioner Matascastillo said the committee approved many outdated standards and bylaws.

## 10. Old Business – None

## 11. New Business

### A. Approval of Executive Director Performance Review

Commissioner Matascastillo said the MESB Executive Committee met and reviewed the results of the Executive Director's Performance Review. The Executive Director received ratings of Exceptional and Greatly Exceeds Standards, which typically would

## METROPOLITAN EMERGENCY SERVICES BOARD

result in a salary increase. Given the budget constraints this year and Ms. Rohret's request there be no salary increase for this year, the Executive Committee recommended the Executive Director be given an additional 50 hours of FTO.

Commissioner Matascastillo indicated that the FTO addition is for 2020 only and that the review for 2021 might result in a salary adjustment. The external/internal feedback gathered from the survey will be noted in next year's Executive Director's goals.

*Motion made by Commissioner McMahon, seconded by Commissioner Jeff Johnson to approve the recommendation for the 2020 Executive Director performance review.  
Motion carried.*

### Roll call for approval 11A.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Beer, D.	Scott	X	
Degler, G.	Carver	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Holberg, M.	Dakota	X	
Ische, J.	Carver		
Johnson Andrew	Minneapolis	X	
Johnson, Jeff	Hennepin	X	
Johnson, Wayne	Washington		
Matascastillo, T.	Ramsey	X	
McDonough, J.	Ramsey	X	
McMahon, G.	Chisago	X	
Meisner, M.	Anoka	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne	X	
Wolf, T.	Scott	X	

Yea: 16 Nay: 0 Motion passes.

### B. Recognition of Retiring MESB Members

Commissioner MatasCastillo recognized Commissioners Egan, Ische, McMahon, and Jeff Johnson for their years of service on the MESB.

### 12. Adjournment

The meeting adjourned at 11:27 a.m.

# Agenda Item 7B



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board  
FROM: Isanti County Commissioner Greg Anderson, MESB Treasurer  
RE: Treasurer's Report – October 2020  
DATE: December 2, 2020

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

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

The review was conducted on December 2, 2020.

Sincerely,

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



# Agenda Item 7C



METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board  
FROM: Isanti County Commissioner Greg Anderson, MESB Treasurer  
RE: Treasurer's Report – November 2020  
DATE: December 23, 2020

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

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

The review was conducted on December 21, 2020.

Sincerely,

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





## **2021 MESB MEETING SCHEDULE**

### **Full Board**

January 13

March 10

May 12

July 14

September 8

November 10

### **Executive Committee**

February 10

April 14

June 9

August 11

October 13

December 8

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

Full Board meets the second Wednesday of odd-numbered months.

Executive Committee meets the second Wednesday of even-numbered months.





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 7E. Approval of 2021 Radio TOC Chair  
& 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 2021.

### **BACKGROUND**

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on 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 2020.

Radio TOC Chair: Jake Thompson is the Emergency Communications Systems Manager for Chisago County. He has served public safety for over 20 years managing, maintaining and building communications systems, such as radio, 9-1-1 phone, CAD, logging and broadband applications. He has served in many local, regional, state and national committees including MESB's Radio TOC, MESB's 9-1-1 TOC, MESB's CRTF Steering Workgroup, SECB's Interoperability Committee, and SECB's Wireless Broadband and Applications Committee. He also has served as President of the Minnesota Chapter the Motorola Trunked Users Group (MTUG) and is currently the National President of MTUG.

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 2014-2020. He has served many positions with SECB committees representing the MESB. He also serves as the Regional System Administrator for the ARMER system.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 7F. Approval of 2021 9-1-1 TOC Chair  
& Vice-Chair  
**Presenter:** Eggimann

### **RECOMMENDATION**

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Heidi Hieserich, the Airport PSAP Manager, as 2021 9-1-1 TOC Chair and Val Sprynczynatyk, the Anoka Co. PSAP Manager, as the 2021 9-1-1 TOC Vice Chair.

### **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**

Hieserich and Sprynczynatyk served in the chair/vice-chair roles for the committee in 2020, and both have been active on the 9-1-1 TOC and within the metro area emergency communications community for several years. They have the expertise and experience to provide the 9-1-1 TOC with strong leadership in the upcoming year.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL





December 11, 2020

Board of Commissioners  
 Metropolitan Emergency Services Board  
 2099 University Ave W #B  
 St. Paul, MN 55104  
 <Sent Electronically>

We are engaged to audit the financial statements of the governmental activities and each major fund of Metropolitan Emergency Services Board for the year ended December 31, 2020. Professional standards require that we provide you with the following information related to our audit. We are available to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. Our contact information is provided below:

	Direct Dial	Email
Cathy A. Lydon, CPA, Director	651-255-9337	clydon@redpathcpas.com
Lyndsey K. Peck, CPA, Manager	651-407-5853	lpeck@redpathcpas.com

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated August 23, 2016, and reconfirmed on October 16, 2020, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Metropolitan Emergency Services Board. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Metropolitan Emergency Services Board’s compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management’s Discussion and Analysis, Budgetary Comparison Schedules, the Schedule of changes in Total OPEB Liability and Related Ratios, Schedule of Proportionate Share of Net

Board of Commissioners  
Metropolitan Emergency Services Board  
December 11, 2020

Pension Liability, and Schedule of Pension Contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on March 29, 2021 and issue our report no later than June 30, 2021. Cathy Lydon is the engagement director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Additionally, audit standards require us to inquire of those directly charged with governance as to their knowledge or suspicions of fraud, as well as their views about fraud risks. As such, please contact us if there is anything which you would like to discuss with us in these regards.

This information is intended solely for the use of the Board and management of Metropolitan Emergency Services Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Cathy Lydon". The signature is written in a cursive, flowing style.

Cathy A. Lydon, CPA

# METROPOLITAN EMERGENCY SERVICES BOARD

## EXECUTIVE COMMITTEE MEETING MINUTES

December 9, 2020

Meeting held via WebEx

### Commissioners:

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

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

**Staff Present:** Marcia Broman; Pete Eggmann; Tracey Fredrick; Ron Robinson; Jill Rohret; and Martha Ziese.

**Guests Present:** Jay Arneson, *Board Counsel*; MaryLiz Holberg, *Dakota County Commissioner/MESB member*; Kevion Ellis, *Goff Public*; Elizabeth Emerson, *Goff Public*; Andrew Hasek, *Goff Public*; Pierre Willett, *Goff Public*; Matthew Bergeron, *Larkin Hoffman*; Grady Harn, *Larkin Hoffman*; Logan O'Grady, *Larkin Hoffman*; and Margaret Vesel, *Larkin Hoffman*.

### 1. Call to Order:

The meeting was called to order at 10:00 a.m. by MESB Chair Commissioner Trista Matascastillo.

### 2. Approval of December 9, 2020 Agenda

Commissioner Matascastillo asked for Agenda Item 6B. Approval of 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement to be added to the December 9, 2020 agenda.

*Motion made by Commissioner Egan, seconded by Commissioner Ische, to approve the amended MESB December 9, 2020 Executive Committee agenda, as amended. Motion carried.*

### Roll call for Approval of Agenda

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

Yea: 9    Nay: 0    Motion passes.

### 3. Approval of Minutes

*Motion made by Commissioner Wolf, seconded by Commissioner Schmiesing, to approve the MESB Executive Committee October 14, 2020 minutes. Motion carried.*

# METROPOLITAN EMERGENCY SERVICES BOARD

## Roll call for Approval of Minutes

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

Yea: 9 Nay: 0 Motion passes.

## 4. Radio Items – None.

## 5. 9-1-1 Items

### A. Approval of Amendment 1 to Five-Agency Consortium Vesta Maintenance and Support Agreement

Jill Rohret said staff seeks approval for an amendment to the Five-Agency Consortium Vesta contract. In 2014, five PSAPs joined together to purchase a shared call handling system, for which the MESB is the contract manager. The approved amendment would extend the maintenance and support contract through December 31, 2021. Over the course of 2021, the System Owners Group of that consortium will determine what action they will take regarding system maintenance after the December 2021 expiration date. Board Counsel has reviewed the contract.

*Motion made by Commissioner McMahon, seconded by Commissioner Wolf, to approve Amendment 1 to Five-Agency Consortium Vesta Maintenance and Support Agreement. Motion carried.*

## Roll call for Agenda Item 5A.

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

Yea: 10 Nay: 0 Motion passes

# METROPOLITAN EMERGENCY SERVICES BOARD

## 6. EMS Items

### A. Approval of Amendment to Agreement for MCI Bus Maintenance

Ron Robinson said Amendment 1 to the Agreement for Contract Services with Ron Bombeck to provide monthly MCI bus checks and device maintenance MCI bus extends the contract through April 30, 2021. In 2017, the MESB entered into a contract with Ron Bombeck to perform monthly vehicle and medical device maintenance checks to assure the MCI bus would be ready for deployment for an emergent event, bus orientation and training.

Commissioner Miron asked if the date of April 30, 2021 should be extended. Robinson said the date of the contract's termination was missed and that it was advised that a new one-year contract be drawn up when the April 30, 2021 contract is up for expiration.

*Motion made by Commissioner Miron, seconded by Commissioner Egan to approve Amendment 1 to Agreement for MCI Bus Maintenance with Ron Bombeck. Motion carried.*

### B. Approval of 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement

Ron Robinson said staff recommends the MESB Executive Committee approve and accept the opiate antagonists subgrant agreement with West Central EMS Corporation (WCEMS).

WCEMS entered into the MN Department of Health Grant Agreement for naloxone reimbursement and is contracted to serve as acting fiscal agent for the purchase, distribution, and reimbursement process. The MESB has been participating in naloxone reimbursement grants since 2017. Over 5,000 doses have been distributed to date. MDH has entered into a new naloxone reimbursement grant agreement to provide funds for the purchase and distribution of naloxone to MN first responders throughout the eight MN EMS Regions.

*Motion made by Commissioner Wolf, seconded by Commissioner Fernando to approve the 2020-2021 WCEMS Opiate Antagonist Subgrant Agreement. Motion carried.*

### Roll call for Agenda Items 6A. and 6B

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

Yea: 11 Nay: 0 Motion passes

**7. Administrative Items – None.**

**8. Old Business – None.**

# METROPOLITAN EMERGENCY SERVICES BOARD

## 9. New Business

### A. Interviews of Respondents to Lobbying Services RFP

The Executive Committee heard presentations from and asked questions of the two respondents to the MESB's RFP for lobbying services, Goff Public and Larkin Hoffman. Once the presentations and questions were concluded, the respondents left the meeting and the Committee discussed preferences for awarding the RFP.

*Motion made by Commissioner McMahon, seconded by Commissioner Miron, to recommend approval to award the RFP for lobbying services to one of the two respondents. Motion carried.*

### Roll call for Agenda Item 9A.

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

Yea: 11 Nay: 0 Motion passes

## 10. Adjournment

The meeting adjourned at 11:07 a.m.



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 9A. Approval of Amendment 1 to  
Five Agency Consortium Vesta  
Maintenance Contract  
**Presenter:** Eggimann

### **RECOMMENDATION**

The Executive Committee recommends approval of Amendment 1 to the Five Agency Consortium (CHS-1) Vesta maintenance contract.

### **BACKGROUND**

In mid-2014, the Board approved three agreements in relation to the five PSAP shared call handling equipment system known as CHS-1: a Master Cooperative Agreement; an Ancillary Agreement to the Cooperative Agreement; and a Purchase Agreement. The parties to the agreements are Allina Health EMS; City of Edina; City of Minneapolis; Hennepin County; and Hennepin EMS. The Purchase Agreement was also signed by the awarded RFP respondent, Independent Emergency Services, LLC (IES). The system is governed by a System Owners Group (SOG) made up of representatives from each of the five PSAP owners. The CHS-1 SOG asked the MESB to act as the contract manager and fiscal agent for the CHS 1 system. The MESB is an additional signatory on the CHS-1 maintenance contract.

### **ISSUES & CONCERNS**

The CHS-1 system has been covered under warranty and the current maintenance agreement which took effect on January 1, 2017 and runs through December 31, 2020.

Amendment 1 to the maintenance contract extends the contract for one additional year, through December 31, 2021.

### **FINANCIAL IMPACT**

None to the MESB. The five participating PSAPs are responsible for paying all costs involved with this contract extension.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**FIRST AMENDMENT TO  
SUPPORT SERVICES AND MAINTENANCE AGREEMENT**

**for a**

**FIVE-AGENCY CONSORTIUM SHARED / HOSTED GEO-DIVERSE  
VESTA 9-1-1 CALL HANDLING SYSTEM SOLUTION**

THIS FIRST AMENDMENT TO SUPPORT SERVICES AND MAINTENANCE AGREEMENT ("Amendment"), is entered into as of January 1, 2021 by and between Allina Health System d/b/a Allina Health Emergency Medical Services, Hennepin County, City of Edina, City of Minneapolis, and Hennepin Healthcare System, Inc. d/b/a Hennepin County Medical Center (individually, "Buyer" and collectively, "Buyers"), which own and operate individual Public Safety Answering Points ("PSAPs"), and the Metropolitan Emergency Services Board ("MESB"), which will serve as Contract Manager for the Buyers, and Independent Emergency Services, LLC, a Minnesota limited liability company ("Contractor" or "IES").

**WITNESSETH:**

**WHEREAS**, Buyers, the MESB, and IES entered into a Support Services and Maintenance Agreement for a Five-Agency Consortium Shared/Hosted Geo-Diverse Vesta 9-1-1 Call Handling System Solution dated January 1, 2017 (the "Agreement"); and

**WHEREAS**, the Agreement expires on December 31, 2020, and the parties wish to extend the Agreement for one year; and

**WHEREAS**, the parties have agreed to pricing for Year 6 of the Agreement.

**NOW, THEREFORE**, in consideration of the mutual undertakings and agreements hereinafter set forth, Buyers, MESB, and Contractor agree as follows:

1. The term of the Agreement shall be extended for one (1) year ending on December 31, 2021.
2. The pricing set forth in the attached Exhibit 1 for Common Equipment Support Services and for individual Buyer Support Services shall be in effect during the Year 6 extended term.
3. This Amendment may be executed electronically in one or more counterparts, each of which shall be deemed to be an original, but all of

which together shall be deemed to constitute one and the same agreement.

Each party represents to the other that it has full authority to enter into and secure performance of this Amendment and that the person signing this Amendment on behalf of the party has been properly authorized to enter into this Amendment

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment as of the day and year first above written.

(Signature pages to follow)

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**ALLINA HEALTH SYSTEM d/b/a Allina Health Emergency Medical Services**

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

Susan Long, VP of Operations

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

By: \_\_\_\_\_  
Marion Greene, Chair of its County Board

Attest: \_\_\_\_\_  
Karen Keller, Deputy/Clerk of its County Board

By: \_\_\_\_\_  
David Hough, County Administrator

Approved as to form:

\_\_\_\_\_  
Assistant County Attorney

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**CITY OF EDINA**

By: \_\_\_\_\_  
James Hovland, Mayor

By: \_\_\_\_\_  
Scott Neal, City Manager

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**CITY OF MINNEAPOLIS**

Department Responsible for Administering  
and Monitoring Agreement

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

Kathy Hughes, Director of Department of Emergency Communications

\_\_\_\_\_

Pam Fernandez, Finance Officer

Approved as to form:

\_\_\_\_\_

Brad Cousins, City Attorney

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**HENNEPIN HEALTHCARE SYSTEM, INC. d/b/a Hennepin County Medical Center**

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

Martin Scheerer, Senior Director of Hennepin EMS

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**METROPOLITAN EMERGENCY SERVICES BOARD**

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

Approved as to Form:

By: \_\_\_\_\_  
MESB Counsel

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**INDEPENDENT EMERGENCY SERVICES, LLC**

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

Richard David Taylor II, Manager



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 10A. Approval of Amendment to Agreement with Ron Bombeck for MCI Bus Maintenance  
**Presenter:** Robinson

### **RECOMMENDATION**

The Executive Committee recommends the Board approve Amendment 3 to the Agreement for Contract Services with Ron Bombeck for MCI bus maintenance. to provide monthly MCI bus checks and device maintenance MCI bus.

### **BACKGROUND**

The Metropolitan Emergency Services Board entered into a contract with Ron Bombeck in April 2017 to perform monthly vehicle and medical device maintenance checks, engine run-ups and vehicle drivability checks, be available to deploy the MCI bus upon request to respond to a scheduled or emergent event as well as provide MCI bus orientation and driver training and scheduling as requested.

### **ISSUES & CONCERNS**

Amendment 3 extends the termination date of this contract from April 30, 2020 to April 30, 2021, thereby retaining Mr. Bombeck's services for an additional year. Due to the pandemic, the renewal of this agreement was delayed. In the next three months staff will determine if the agreement should be renewed for a final year and will have it on the Board's May meeting agenda.

### **FINANCIAL IMPACT**

None to the MESB as this expense was included in the MESB's EMS grant budget.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**AMENDMENT NO. 3 TO  
AGREEMENT FOR CONTRACT SERVICES**

THIS AMENDMENT is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD, Metro EMS Region, 2099 W. University Ave., #201, Saint Paul, MN 55104 (“the MESB”) and Ron Bombeck, 4654 Allendale Drive, White Bear Lake, Minnesota 55127 (“CONTRACTOR”).

**WITNESSETH**

WHEREAS, the MESB entered into an agreement with the CONTRACTOR dated April 26, 2017 (the “Agreement”) to perform monthly vehicle and medical device maintenance checks, engine run-ups and vehicle drivability checks of the mass casualty incident ("MCI") bus, be available to deploy the MCI bus upon request to respond to a scheduled or emergent event as well as provide MCI bus orientation and driver training and scheduling as requested by the MESB EMS Coordinator;

WHEREAS, the Agreement was last amended in November 2019 to extend the termination date to **April 30, 2020**; and

WHEREAS, the parties wish to amend the Agreement to extend the Agreement for an additional year.

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

1. Article V.A. is amended to read:

- A. The term of this Contract shall commence on May 1, 2017, or such other date as agreed to by the parties and shall terminate on **April 30, 2021** unless otherwise terminated as provided in this Contract. The parties may extend the terms of this Contract in yearly increments for up to five (5) years by written agreement.

**This Amendment shall be effective May 1, 2020 – April 30, 2021.**

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

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed on the dates set forth below.

METROPOLITAN EMERGENCY  
SERVICES BOARD

CONTRACTOR

By: \_\_\_\_\_  
Trista Matascastillo, Chair

By: \_\_\_\_\_  
Ron Bombeck

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to form:

---

Board Counsel





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 10B. Approval of 2020-2021 WCEMS  
Opiate Antagonist Subgrant Agreement  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Committee recommends the Board approve and accept the 2020-2021 opiate antagonist subgrant agreement with West Central EMS Corporation.

### **BACKGROUND**

West Central EMS Corporation entered into the MN Department of Health Grant Agreement No.184620 for naloxone reimbursement and again been contracted to serve as acting fiscal agent and lead coordinating the purchase, distribution, and reimbursement processes The MESB has been participating in naloxone reimbursement grants since 2017.

The MN Department of Health has entered a new naloxone reimbursement grant agreement to provide funds for the purchase and distribution of naloxone to Minnesota first responders through the eight Minnesota EMS regions.

The performance period is December 1, 2020 through September 29, 2021. However, additional infused funds and performance period extensions are likely.

### **ISSUES & CONCERNS**

The MESB was allocated \$137,000.00 for this grant. Ten percent of the grant (\$13,700.00) can be used for supplies, training, or administrative support or indirect costs. It is important to note that in previous grants, the MESB has expended 100% of those funds for the purchase of product and has not utilized any funds for overhead expenses and will continue doing so in this grant.

MESB counsel has reviewed the agreement and suggested minor amendments, which are included in the version in the meeting packet.

### **FINANCIAL IMPACT**

None to the MESB other than staff time to administer the grant.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**METROPOLITAN EMERGENCY SERVICES BOARD  
2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA 55104-3431**

**Opiate Antagonists Subgrant Agreement**

**THIS AGREEMENT** is entered into between the WEST CENTRAL MN EMS CORPORATION, 2308 Broadway Street, Alexandria, MN 56308 ("WCMEMSC") and METROPOLITAN EMERGENCY SERVICES BOARD, Metro EMS Region, 2099 W. University Ave., #201, Saint Paul, MN 55104 ("Subgrantee").

**RECITALS**

**WHEREAS**, 2015 Minn. Laws, Ch. 71, Art. 14, Sec. 3, Subd. 2, appropriated funds to the Commissioner of Health for grants to Minnesota's eight regional emergency medical services programs to purchase opiate antagonists and educate and train emergency medical services persons, as defined in Minn. Stat. Sec. 144.7401, Subd. 4, clauses (1) and (2) ("Eligible First Responders"), in the use of these opiate antagonists in the event of an opiate or heroin overdose; and

**WHEREAS**, the State of Minnesota, acting through its Commissioner of Health, entered into Grant Agreement No. 184620 with the WCMEMSC, effective December 1, 2020 ("Grant Agreement"), to act as the fiscal agent for said grant; and

**WHEREAS**, WCMEMSC, as the fiscal agent under Grant Agreement No. 184620 with the State of Minnesota, will reimburse each of the seven (7) other EMS regional entities for the purchase of opiate antagonists and for education and training of Eligible First Responders in Minnesota; and

**WHEREAS**, Subgrantee is qualified to receive these funds as reimbursement for expenses toward the purchase of opiate antagonists and/or for education or training for Eligible First Responders in the Metro EMS Region.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

**I. SCOPE OF AGREEMENT AND QUALIFICATIONS**

- A. This Agreement is to provide reimbursement and expenses for an opiate antagonist to be administered by an Eligible First Responder and/or for education or training of Eligible First Responders. For the purposes of this Agreement, "opiate antagonist" means naloxone hydrochloride or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of drug overdose.
- B. Subgrantee understands that in order to be eligible for reimbursement of the cost of opiate antagonists Eligible First Responders in the Metro EMS Region must have

satisfied all the requirements of Minn. Stat. Sec. 151.37, Subd. 12(a) and (b), and Subgrantee hereby represents that it has fully satisfied said requirements.

- C. Grant funds, as noted in the authorizing legislation, may be used to purchase the opiate antagonist and to educate and train emergency medical services persons; this includes the purchase of requisite supplies and materials (up to 10 percent) to conduct the training and education, as well as required and reasonable salary (up to 10 percent) and administrative support or indirect costs (up to 10 percent), defined as the expense of doing business that cannot be directly attributed to a specific grant program or budget line item. It is expected that 70 percent of the funds will be used to purchase (and distribute or administer) opiate antagonists.
- D. Subgrantee shall be reimbursed its billed expenses for an opiate antagonist purchase and/or for education or training cost reimbursement to Eligible First Responders in the Metro EMS Region during the period from December 1, 2020 through September 29, 2021, up to \$137,000.00, subject to the limitations set forth in this Agreement.

## **II. REGIONAL EMS AUTHORIZED REPRESENTATIVE**

The WCMEMSC's authorized representative for the purposes of administration of this Agreement is its Executive Director, Mark McCabe, or such other person as may be designated in writing by the Chair of WCMEMSC. Contact information for the WCMEMSC's authorized representative is: Mark McCabe, Executive Director, West Central MN EMS Corporation, 2038 Broadway Street, Alexandria, MN 56308, [wcmnems@gctel.com](mailto:wcmnems@gctel.com).

## **III. REIMBURSEMENT AND METHOD OF PAYMENT**

Subgrantee shall submit to the WCMEMSC a copy of a detailed invoice and record of payment for the purchase of an opiate antagonist. Only education or training costs related to the start up of a program to administer opiate antagonists will be eligible for reimbursement. Upon verification and acceptance by the WCMESMC of each invoice, the WCMESMC will pay Subgrantee the invoiced amount. The WCMESMC's reimbursement obligation is contingent on the WCMESMC receiving grant funds from the State under the Grant Agreement, and is limited to the total amount of grant funds remaining upon receipt of an invoice. **Invoices must be received by the WCMESMC no later than September 10, 2021.** Reimbursement will be made in a timely manner following receipt of sufficient grant funds by the WCMESMC from the State. The WCMESMC will not expend any of its own funds to reimburse Subgrantee.

## **IV. TERM OF AGREEMENT**

This Agreement shall be effective December 1, 2020 and shall terminate on September 29, 2021 or until the grant funds have been expended, whichever occurs first.

## **V. LIABILITY**

Each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. Nothing in this clause may be construed as a waiver by either party of any immunities or limitations of liability to which such party may be entitled pursuant to Minn. Stat. Chap. 466, or any other statute or law.

## **VI. AUDITS**

Under Minn. Stat. Sec. 16C.05, Subd. 5, Subgrantee's books, records, documents, and accounting procedures and practices of Subgrantee, or any other relevant party or transaction, are subject to examination by the WCMESMC, the State, the State Auditor, and the Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this 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.

## **VII. DATA PRACTICES**

Pursuant to Minn. Stat. Sec. 13.05, Subd. 11(a), Subgrantee and the WCMESMC must comply with the Minnesota Government Data Practices Act as it applies to all data provided by the WCMESMC under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Subgrantee under this Agreement. The civil remedies of Minnesota Statutes section 13.08 apply to the release of the data referred to in this clause by either Subgrantee or the State.

## **VIII. OWNERSHIP OF MATERIALS**

The State shall own all rights, title and interest in all of the materials conceived or created by the WCMESMC, or its employees or Subgrantee, either individually or jointly with others and which arise out of the performance of the Grant Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("materials").

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Subgrantee's obligations under this Agreement without the prior written consent of the MESB.

**IX. PUBLICITY**

Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Subgrantee or its employees individually or jointly with others, shall identify the State as the sponsoring agency and shall not be released without prior written approval by the MESB.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed on the dates set forth below.

**SUBGRANTEE: METROPOLITAN EMERGENCY SERVICES BOARD**

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

Title: MESB Chair

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

Approved as to Form

By: \_\_\_\_\_  
Jay Arneson, MESB Counsel

**SUBGRANTOR: WEST CENTRAL MN EMS CORPORATION**

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

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

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





## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** January 13, 2021  
**Agenda Item:** 11A. Approval of 2021 SECB Appointments  
**Presenter:** Rohret

### **RECOMMENDATION**

It is recommended that the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2021:

#### *SECB*

Primary: Commissioner Trista Matascastillo  
Alternate: Jill Rohret

#### *SECB Interoperability*

Primary: Jake Thompson (Chisago Co.)  
Alternate: Nate Timm (Washington Co.)

#### *SECB Finance*

Primary:  
Alternate: Tracey Fredrick

#### *SECB Wireless Broadband & Applications*

Primary: Rod Olson (Minneapolis)  
Alternate: Jake Thompson (Chisago Co.)

#### *SECB Legislative*

Primary:  
Alternate: Jill Rohret

#### *SECB IPAWS*

Primary: Scott Haas (Scott Co.)  
Alternate: Nancie Pass (Ramsey Co.)

#### *SECB Steering*

Primary: Commissioner Irene Fernando  
Alternate: Jill Rohret

#### *SECB COMU Workgroup*

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

#### *SECB NG9-1-1*

Primary: Heidi Hieserich (MAC)  
Alternate: Chad Loeffler (Metro Transit)

#### *SECB STR Workgroup*

Primary: Curt Meyer (Hennepin Co.)  
Alternate: Mark VandenBerghe (Eden Prairie)

#### *SECB Land Mobile Radio*

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

#### *SECB Grants Workgroup*

Primary: Tracey Fredrick  
Alternate: Jill Rohret

### **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:** January 13, 2021  
**Agenda Item:** 11A. Approval of 2021 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**

Regarding the MESB representative on the SECB, Commissioner Matascastillo is willing to continue to be the MESB representative, should the 2021 Chair desire that to be so. [At the time of this writing, the Dakota County appointment to the Executive Committee has not been named, thus the 2021 MESB Chair is not known.]

Staff discussed the appointments listed in the recommendation with those that served in 2020 and who remain on the board in 2021. The appointees who served in 2020 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 2020 representatives was to have suggestions as a starting point for discussion.

The SECB Finance and Legislative Committees meet via conference call; the SECB Steering Committee and the SECB itself meet in person, with conference call options.

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. in odd numbered months, in-person at MESB or via telephone or WebEx.

SECB: fourth Thursday at 12:30 p.m.; in-person meeting at Department of Corrections, 1450 Energy Park Drive, St. Paul or via telephone or WebEx.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 11B. Award of Lobbying Services RFP  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Committee recommends the Board award the lobbying services RFP to one of the two respondents.

### **BACKGROUND**

MESB Policy 27 – Contracted Professional Services requires the MESB to issue an RFP every five years for contracted professional services. The last RFP for lobbying services was issued in 2017. In 2019, the Board requested the lobbying services RFP be issued in 2020 after the election so the lobbyist can be selected with election results in mind.

### **ISSUES & CONCERNS**

The MESB received two responses to the lobbying services RFP and both agencies were present at the December 9 Executive Committee for interviews. The respondents were Goff Public and Larkin Hoffman.

Staff did an initial evaluation of the responses and made a recommendation to the Executive Committee. The Executive Committee discussed the interviews and made a recommendation to the Board.

### **FINANCIAL IMPACT**

Costs for lobbying services were included in the 2021 MESB operational budget.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**January 13, 2021**

**Agenda Item:**

**11C. Approval of 2021 MESB  
Legislative Agenda**

**Presenter:**

**Rohret**

### **RECOMMENDATION**

Staff recommends approval of the 2021 MESB legislative agenda.

### **BACKGROUND**

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

### **ISSUES & CONCERNS**

The 2021 Minnesota Legislative session began on January 5, 2021. This session is likely to be an active session for the MESB. Many of the items included on the 2021 MESB legislative agenda have been included in past legislative agendas. Some items have been added based on what MESB staff has learned other entities, such as the Minnesota Department of Public Safety, are pursuing. The new items are delineated with an asterisk (\*) on the legislative agenda.

### **FINANCIAL IMPACT**

No direct impact except for staff time at the Capitol.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

**Metropolitan Emergency Services Board  
2021 Legislative Agenda  
DRAFT December 15, 2020**

Item	Sponsor	Lobby	Support	Monitor	Notes	Year First Pursued	Adjacent Issues	Possible Support From	Possible Opposition From
<b>General Items</b>									
Keep SECB under DPS, rather than MN IT		√	√	√	This is a historical stance, but there is still concern that there may be a push to move SECB to MN IT. Public safety does not view ARMER as an IT project.			MSA, MSFCA, MAA	MnIT
Maintain the 9-1-1 Special Revenue Fund only for public safety communications use		√	√	√	In the past there have been attempts to use 911 funds for general fund purposes.		911 Fee Diversion; unknown if DPS will pursue changing language related to the 911 fee to remove recipients the FCC would consider diversionary.	DPS	
<b>911/ARMER Items</b>									
(GIS) - Funding for counties' on-going maintenance of GIS data for 9-1-1		√	√	√	Anticipated introduction by MNCITLA and/or AMC.	2020	Will this raise questions about whether cities should receive funding as well? Opposition could arise depending on the funding source. Could CAD-to-CAD interoperability projects be funded out of this funding as well?	AMC, MNCITLA, Counties	MnGeo, DPS
DPS amendments to MS 403 to change/update SECB composition		√	√	√	Anticipated introduction. Will add Department of Corrections to SECB (will restore 1/3, 1/3, 1/3 representation) and add a seat for Tribal Nations. Possible amendment to definition of metropolitan area to include Chisago, Isanti and Sherburne Counties.	2019	Any opportunity to amend MS 403 could open statute to additional changes, particularly the 9-1-1 fee. There are many entities which would like to receive funds from the 911 special revenue fund, regardless of whether the program is 911 related.		
*MESB amendments to MS 403 to amend the definition of the metro region in the chapter to include ten counties, rather than seven.	√	√	√	√	Anticipated introduction. This bill was introduced in the 2020 session and was passed by the House Public Safety committee for inclusion in the omnibus bill; the bill did not have a hearing in the Senate prior to changes due to the pandemic. The aim of the bill is to change the definition of the metropolitan area to include Chisago, Isanti and Sherburne Counties.	2020	Any opportunity to amend MS 403 could open statute to additional changes, particularly the 9-1-1 fee. There are many entities which would like to receive funds from the 911 special revenue fund, regardless of whether the program is 911 related.	Counties	
Change in employment classification of public safety telecommunications from clerical to protective service occupations		√	√	√	In Congress, the 9-1-1 SAVES Act (HR 1629/S 1015) was amended onto the National Defense Authorization Act (NDAA) which passed the House on July 12, 2019. Possible introduction of similar measure in MN House, based on inquiry from State Representative	2020	Change in PERA - could telecommunications qualify for Police & Fire PERA?	MSA, MCPA, DPS	
Amend MS 403 to clarify MLTS requirements for using a 24x7 private answering point	√	√	√	√	Possible item to be sponsored by MESB or by ECN. This amendment would clarify what Multi-Line Telephone Services can use for a 24x7 private answering point. Could be included in the DPS MS 403 amendments or MESB could sponsor separately if DPS cannot do so.	2020	Any opportunity to amend MS 403 could open statute to additional changes, particularly the 9-1-1 fee. There are many entities which would like to receive funds from the 911 special revenue fund, regardless of whether the program is 911 related.		Multi-line telephone system vendors/ MTA
*Amend MS403 to change requirement to reduce 9-1-1 fee reduction when ARMER bonds are paid		√	√	√	DPS will pursue to reduce fee to 80 cents from 95 cents, which is half of what statute currently requires. DPS has plans to use the funds for programs run by ECN and to provide an increase in funds allocated to PSAPs.	2021	Is in the same vein as the MNCITLA/AMC proposal. Could CAD-to-CAD interoperability be funded out of this increase?		
VoIP provider legislation				√	Monitor to ensure compliance with 9-1-1 statutes.	2014			
<b>EMS Items</b>									
Long-term sustainable funding for EMS regions, including requesting an additional \$2.8 million in General Revenue Funds to be divided among all 8 EMS regions	√	√	√	√	Since 2017, this has been introduced and included in various bills only to fall out of omnibus bills at the last moment.	2017			
Seek an increase in fines for distracted driving to allow for additional funding for all 8 EMS regions. As with seatbelt funds, a portion of the increase would go to the Department of Public Safety			√	√	Could be a source of revenue, similar to seat belt fines, particularly if the general fund appropriation is not changed.	Never pursued	Would be competing with other requests for use of this revenue		
Maintain EMS regional grant program under EMSRB, rather than moving to MDH		√	√	√	MAA introduced this bill in 2016, though it did not succeed. They may introduce it again. Metro Region cannot meet requirements of MDH's Office of Rural Health, which was the agency proposed in 2016.	2016			MAA
Amend EMS rules to repeal 4690.1900		√	√	√			Rule Change - never pursued		



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 13, 2021  
**Agenda Item:** 14A. Invitation for Regional & Statewide Strategic Planning  
**Presenter:** Rohret

### **RECOMMENDATION**

Staff recommend the MESB accept ECN's invitation and participate in both regional and statewide strategic planning for emergency communications

### **BACKGROUND**

Starting in 2016, the Statewide Emergency Communications Board (SECB) began to develop three-year strategic plans. Currently, the SECB is in the third year of its second three-year strategic plan. The plans cover all of DPS Emergency Communication Networks (ECN) subject areas of 9-1-1, ARMER, Interoperability, Integrated Public Alert and Warning Systems (IPAWS), and wireless broadband.

The SECB plans have been the result of two-day planning sessions, with the plan being created and edited under the guise of the SECB Steering Committee.

### **ISSUES & CONCERNS**

Several regions had included the idea of using grant funds to do regional strategic planning in their regional funding priorities. Seeing this, ECN decided to offer regional strategic planning sessions of all regions (see attached invitation received in early November 2020).

The MESB responded by November 13 that the metro region would participate in strategic planning sessions for the region (as well as the statewide sessions later in 2021) but requested that the MESB be allowed to wait until after the January Board meeting.

MESB staff has presented the idea of the regional strategic planning sessions at both the 9-1-1 and Radio Technical Operations Committees (TOCs) and has generally received a tepid response regarding participation in the process.

### **FINANCIAL IMPACT**

None to the MESB other than staff time to participate in the process and to create the regional plan document.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



Alcohol  
And Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice  
Programs

Office of  
Traffic Safety

State Fire  
Marshal

## Emergency Communication Networks

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www.ecn.state.mn.us

TO: Regional ESB/ECB Chairs  
FROM: Dana Wahlberg, Director  
DATE: Oct. 30, 2020  
SUBJECT: Invitation to Participate in the Regional/Statewide Strategic Planning Process

On behalf of Bruce West, Chair of the Statewide Emergency Communications Board (SECB), and Irene Fernando, Chair of the SECB Steering Committee, I am happy to announce that efforts to create the 2022-2024 SECB Strategic Plan are now underway! This plan will help chart the course for board- and committee-led initiatives designed to build and/or sustain Minnesota's emergency communication capabilities across all four of our programs (9-1-1, ARMER, IPAWS, and Wireless Broadband).

To facilitate the development of the 2022-2024 plan, the Minnesota Department of Public Safety division of Emergency Communication Networks (DPS-ECN) has secured the services of Judy Plante. Judy was instrumental in leading the discussion to generate content for the current strategic plan. She will serve in the same role as we work to assemble the 2022-2024 plan.

A key element of the upcoming plan will include guidance received from each of the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions. The SECB will obtain each region's identified needs and priorities through a series of regional workshops, which Judy will facilitate in the fourth quarter of 2020 and the first quarter of 2021. While there is no obligation for each region to participate in this initiative, I strongly encourage you and your members to take advantage of this opportunity and ensure your region's voice is heard.

### Next steps:

- Confirm your region's desire to opt in to or out of the planning process by contacting me **no later than Friday, Nov. 13.**
  - NOTE: There is no cost to participate.
  - NOTE: Regions that opt out of participating will have an opportunity to offer input on the content of the plan.
- If your region chooses to participate, you should:
  - Schedule three planning sessions with your Regional Interoperability Coordinator (Marcus Bruning or Steve Tait). These virtual sessions will last approximately 2.5 hours.
  - Identify key stakeholders to participate. Ideally, your planning team will include representatives from multiple disciplines (law enforcement, fire, emergency medical services, emergency management, etc.) and backgrounds (leadership, technical, operational, etc.).

Please feel free to contact me at [dana.wahlberg@state.mn.us](mailto:dana.wahlberg@state.mn.us) if you have questions or concerns regarding this request.