



**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA**

June 12, 2024, 10:00 a.m.

1. **Call to Order** – 2024 Board Chair, Commissioner Trista Martinson
2. **Approval of Agenda** – Commissioner Martinson
3. **Approval of December 13, 2023 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Revised MOU with DPS-HSEM Regarding Minnesota Telecommunicator Emergency Response Taskforce (TERT) (**page 7**)
5. **9-1-1 Items** – Jake Jacobson, 9-1-1 Manager
 - A. Approval of Sole Source Justification for Telecommunicator Resiliency Training (**page 11**)
6. **EMS Items** – Greg Hayes, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of Amendments to Technical Operations Committees' Bylaws (**page 25**)
 - B. Approval of 2025 MESB Operational Budget (**page 27**)
 - C. Approval of 2025-2029 MESB Capital Budget (**page 37**)
8. **Old Business**
 - A. Discussion: SECB Governance & Membership – Rohret (**page 41**)
9. **New Business** – None
10. **Adjourn**



**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA**

June 12, 2024, 10:00 a.m.

Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler* (2024 Vice Chair)
Commissioner John Fahey

Chisago County

Commissioner Rick Greene*

City of Minneapolis

Council Member Elliott Payne* (2024 Secretary)

Dakota County

Commissioner Joe Atkins*
Commissioner Bill Droste

Hennepin County

Commissioner Kevin Anderson
Commissioner Irene Fernando*

Isanti County

Commissioner Mike Warring*

Ramsey County

Commissioner Trista Martinson* (2024 Chair)
Commissioner Mai Chong Xiong

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf* (2024 Treasurer)

Sherburne County

Commissioner Gregg Felber*

Washington County

Commissioner Gary Kriesel
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES December 13, 2023

Commissioners:

Joe Atkins, Dakota County - **absent**
 Gayle Degler, Carver County
 Gregg Felber, Sherburne County
 Irene Fernando, Hennepin County
 Mike Gamache, Anoka County

Rick Greene, Chisago County
 Trista Martinson, Ramsey County
 Fran Miron, Washington County
 Mike Warring, Isanti County
 Tom Wolf, Scott County

Staff Present: Tracey Fredrick; Jake Jacobson; Jacob Kallenbach; and Jill Rohret.

Guests Present: Brittany McCormick, *Board Counsel*; Margaret Vesel, *Larkin Hoffman*; Linea Palmisano, *City of Minneapolis*; and Kent Wilkening, *ECN*.

1. Call to Order – Commissioner Mike Warring

The meeting was called to order at 10:01 a.m. by 2023 MESB Chair, Commissioner Mike Warring.

2. Approval of the December 13, 2023 Agenda – Commissioner Warring

Motion made by Commissioner Rick Greene, seconded by Commissioner Gayle Degler to approve the MESB Executive Committee December 13, 2023 agenda. Motion carried.

3. Approval of the April 12, 2023 Minutes – Commissioner Warring

Motion made by Commissioner Degler, seconded by Commissioner Trista Martinson to approve the MESB Executive Committee October 11, 2023 minutes. Motion carried.

4. Radio Items – Tracey Fredrick, Radio Services Coordinator

A. Approval of Amendment to Allina Health EMS' ARMER Participation Plan

Tracey Fredrick stated Allina Health EMS currently uses a statewide ARMER participation plan; this amendment extends its operations into Pierce County and St. Croix County, WI, which encompasses its River Falls service area. Allina Health EMS requests approval for day-to-day ARMER usage in this area, which would only use approximately seven minutes per day. MnDOT reviewed a question of utilizing ARMER-licensed frequencies in Wisconsin and found no issues with the use.

Motion made by Commissioner Tom Wolf, seconded by Commissioner Mike Gamache to approve the amendment to Allina Health EMS' ARMER participation plan. Motion carried.

B. Approval of M Health Fairview EMS Request for Waiver to SECB Standard IOP-11

Fredrick stated this request is like other waivers brought before the Board. M Health Fairview EMS requests approval of a waiver to access talkgroups typically reserved for law enforcement use only. M Health Fairview has four medics assigned to the South Metro SWAT Team, which is hosted by Dakota County. Dakota County will administer these radios, which will be assigned to the four medics.

Commissioner Gamache asked if there was a blanket approval the Board could use to approve these types of waivers as they are quite common or if they should continue to bring them forward on a case-by-case basis.

Fredrick responded by saying these types of waivers should continue to be brought forth to the board on an individual basis, but talkgroup channels and processes may be created in the future which could provide opportunities that would not necessarily require a waiver process.

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Motion made by Commissioner Martinson, seconded by Commissioner Gamache to approve the M Health Fairview EMS' waiver to SECB Standard IOP-11.

C. Approval of St. Louis Park Fire Department Request for Waiver to SECB Standard IOP-11

Fredrick stated St. Louis Park Fire Department requests a waiver to SECB Standard IOP-11 as it has a firefighter which participates on the Hennepin County Weapons of Mass Destruction Tactical Response team, which utilizes law enforcement only talkgroups. Hennepin County Sheriff's Office will administer this radio.

Motion made by Commissioner Irene Fernando, seconded by Commissioner Wolf to approve the St. Louis Park Fire Department waiver to SECB Standard IOP-11. Motion carried.

D. Approval of Amendment to University of Minnesota's ARMER Participation Plan

Fredrick stated the University of Minnesota plans to add one MCC7500 console with encryption capabilities to its operations. This console will be in a secure location in the University's new emergency response center. The amendment brings the University of Minnesota connected console count to eight; the University is approved for 20 consoles.

Motion made by Commissioner Martinson, seconded by Commissioner Fran Miron to approve the amendment to the University of Minnesota's ARMER participation plan. Motion carried.

E. Approval of Amendment to Anoka County's ARMER Participation Plan

Fredrick stated Anoka County requests approval of this amendment to its ARMER participation plan to accommodate its new emergency communications center, which is scheduled for completion in July 2024. Anoka County plans to add 44 new MCC7500 consoles which will update its active console positions to 21. This amendment allows the remaining console positions to be in an operational backup center. When the transition is complete, the County's current PSAP site will be decommissioned.

Motion made by Commissioner Gamache, seconded by Commissioner Degler to approve the amendment to Anoka County's ARMER participation plan. Motion carried.

5. 9-1-1 Items – Jake Jacobson, 9-1-1 Manager – None

6. EMS Items – Greg Hayes, EMS Coordinator – None

7. Administrative Items – Jill Rohret, Executive Director

A. Approval of Amendments to MESB Policies

Jill Rohret presented draft amendments to numerous MESB policies.

i. Policy 008 – Mileage Reimbursement

The amendments are not substantive changes.

ii. Policy 018 – Accounts Payable

One change is substantive, and it changes the Executive Director signing limit which was presented and accepted at the previous meeting.

iii. Policy 020 – Leases at Government-Owned Antenna Sites

The amendments are not substantive. This policy may need to be amended sooner than other policies due to some long-term government leases coming due for renewal.

METROPOLITAN EMERGENCY SERVICES BOARD

iv. Policy 021 – Insurance Deductible for Property at Radio Sites

The amendments are not substantive changes.

Motion made by Commissioner Fernando, seconded by Commissioner Martinson to approve the amendments to MESB policies. Motion carried.

B. Discussion: Pending MESB Legislation HF 2431/SF 2454

Rohret stated HF 2431/SF 2454 was the MESB's bill requesting funds for CAD-to-CAD interoperability/PSAP mutual aid, bi-directional amplifiers in schools, and indoor school mapping. Since the November Board meeting, staff learned that seven metro PSAPs have stated their intentions to participate in the State's information sharing initiative. This raises the question of whether CAD-to-CAD should remain in the legislation or be removed since the state has drawn interest in their initiative.

Margaret Vesel stated that it is likely this legislation will be picked apart, not necessarily keeping the CAD-to-CAD aspect, and attached to other legislation for passing. It is fine to keep the legislation as is. It is possible that school mapping and other school-related aspects could become part of a larger school safety package.

8. Old Business – None

9. New Business – None

10. Adjourn

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

The meeting adjourned at 10:32 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 4A. Approval of Revised MOU with HSEM
Regarding Minnesota Telecommunicator
Emergency Response Taskforce (TERT)
Presenter: Fredrick

RECOMMENDATION

Staff recommend the Executive Committee recommend approval of a new Memorandum of Understanding (MOU) between the MESB and the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) which defines the MESB's Communication Response Task Force (CRTF) as the Minnesota Telecommunicator Emergency Response Taskforce (TERT).

BACKGROUND

The MESB executed MOU with HSEM in 2011 for disaster relief operations which are coordinated through the Emergency Management Assistance Compact (EMAC). The MOU was amended in 2018. HSEM requested an additional amendment for responsibility of the team to MESB. Other minor editorial changes have been recommended.

ISSUES & CONCERNS

One major change and several minor changes are being recommended for the MOU.

The most substantive change is to Section XIII, which places responsibility and supervision for the CRTF team on MESB. This responsibility includes compliance with pertinent laws and standards and making sure that the CRTF team is responsible for the work performed.

Minor changes include additions of corrected language and references to Minnesota Statutes.

Board counsel reviewed the MOU and recommended some of the changes in the document.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MEMORANDUM OF UNDERSTANDING

Between the State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management and the Metropolitan Emergency Services Board

I. SUBJECT

This Memorandum of Understanding (MOU) concerns the development and use of the Minnesota Telecommunicator Emergency Response Taskforce (MN-TERT) and Metro Region Incident Dispatch Team (IDT) for disaster relief operations in the State of Minnesota and/or coordinated by the State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management through the Emergency Management Assistance Compact (EMAC).

II. PURPOSE

This MOU establishes procedures and policies that will guide the parties hereto in the use of the MN-TERT/IDT for requested assistance during man-made or natural disaster relief operations in and outside of the State of Minnesota.

III. PARTIES

The parties to this MOU are the State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management (HSEM) and the Metropolitan Emergency Services Board (MESB).

IV. BACKGROUND

MESB will coordinate personnel for the effective delivery of trained telecommunicators during emergency situations. HSEM is the lead state agency in coordinating state resources for emergency services operations and assists counties and local governmental units in coordinating requests for specialized resources such as trained telecommunicators throughout the state. MN-TERT will be used in interstate mutual-aid assistance; IDT will be used in intrastate mutual aid assistance.

V. AUTHORITY

The parties enter into this MOU under the authority of Minnesota Statutes §§ 471.59; 12.27, subs. 1 & 2; 12.33, subs. 1 & 4; and 192.89.

VI. DUTIES/RESPONSIBILITIES OF THE DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

HSEM agrees to:

- A. Provide general guidance, training, and assistance to the MN-TERT as appropriate;
- B. Provide HSEM personnel to assist with claims for the reimbursement of eligible expenses for MN-TERT members, to the extent funding is available.

VII. DUTIES/RESPONSIBILITIES OF THE METROPOLITAN EMERGENCY SERVICES BOARD

MESB agrees to:

- A. Recruit, organize and manage the MN-TERT and IDT and coordinate the use of MN-TERT/IDT members through a request for mutual aid to its jurisdiction. The members of MN-TERT/IDT will be responding as mutual aid resources from their local jurisdiction to the requesting jurisdiction and not through their association with MESB;
- B. Provide staffing assistance and support to Public Safety Answering Points (PSAPs) throughout Minnesota upon the request of HSEM;
- C. Maintain an accurate database of response-ready personnel;
- D. Ensure that all MN-TERT/IDT personnel meet minimal training standards as set by the MN-TERT/IDT Steering Committee.

VIII. MODIFICATION OF MEMORANDUM

Modifications of the MOU must be in writing and approved by all parties to this agreement.

IX. LIABILITY

Each party to this contract is responsible for its own acts and omissions under this agreement.

X. TERMINATION

This MOU may be terminated upon submission of a thirty (30) day advance written notice of termination by any party. Written notice shall be delivered to the parties via first class U.S. mail at the following addresses:

HSEM
Attn: Division Director
444 Cedar Street, Suite 223
St. Paul, MN 55101

MESB
Attn: Radio Serv. Coordinator
2099 University Avenue West
St. Paul, MN 55104

XI. COMMUNICATIONS

To provide consistent and effective communication between MESB and HSEM, each party shall appoint a principal representative to serve as its central point of contact responsible for coordinating and implementing this MOU. The HSEM contact shall be the Logistics Chief. The MESB contact shall be the Radio Services Coordinator.

XII. SITUS

This MOU shall be governed by the laws of the State of Minnesota and any claim for breach or enforcement shall be filed in the Circuit Court in Ramsey County, Minnesota.

XIII. COMPLIANCE WITH THE LAW

MESB shall be wholly responsible for the work to be performed under this MOU for the supervision of its team members. MESB shall be responsible for compliance with

all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and work performance under this MOU, including those of federal, state, and local agencies having appropriate jurisdiction.

XIV. ENTIRE AGREEMENT

This MOU and any exhibits and amendments annexed hereto and any documents incorporated specifically by reference herein represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

XV. EXECUTION

This MOU will become effective upon execution of the signatures of all parties to this MOU. The date of execution shall be the date of the last signature.

FOR THE STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY, DIVISION OF
HOMELAND SECURITY AND EMERGENCY MANAGEMENT

By _____

Director _____

Dated _____

FOR THE METROPOLITAN EMERGENCY SERVICES BOARD

By _____

Chair _____

Dated _____

Approved as to form:

MESB Counsel



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 5A. Approval of Sole Source Justification
for Telecommunicator Resiliency Training
Presenter: Jacobson

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of the sole source justification to procure telecommunicator resiliency training from Blue Ethos.

BACKGROUND

In late 2017, the Board approved a list of regional funding priorities for 2018 which included resiliency training for telecommunicators, which was identified by the 9-1-1 TOC as a high priority project. In spring 2018, an RFP for this training was issued; no responses were received, and the grant funds were allocated to a different project. At industry conferences that year, staff discussed this project with a couple of training vendors. An RFP was re-released in December 2020 and in March 2021 the Board ratified awarding a contract for telecommunicator resiliency training to the sole respondent, Moetivations, Inc. Moetivations provided training to all PSAPs in the MESB region prior to June 30, 2021.

PSAPs were not pleased with the training received from Moetivations; the issue was related to the material covered versus the quality of instruction.

Resiliency training for telecommunicators was again included as a regional funding priority in 2021 and 2022; the MESB received 2021 SECB grant funds for additional resiliency training and issued another RFP for the training; the RFP was awarded to Blue Peak Consulting, which worked with PSAPs to develop the training. As with Moetivations, PSAPs were not pleased with the training received from Blue Peak Consulting.

ISSUES & CONCERNS

The 2023 Regional Funding Priorities again included resiliency training for telecommunicators; the MESB applied for grant funds for this training and received \$75,000.

The 9-1-1 TOC desired training with unique aspects not available elsewhere and provided by someone who truly understands the unique environment of 9-1-1 Public Safety Telecommunicators (PSTs). Several PSAPs mentioned training their PSTs received from Blue Ethos which was very well received and was unique to training received by other vendors. Blue Ethos instructors are local law enforcement officers and have tailored their training after interviewing and observing PSTs.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 5A. Approval of Sole Source Justification
for Telecommunicator Resiliency Training
Presenter: Jacobson

Staff would like to procure the Blue Ethos training via sole source procurement as the class sought is not available via other vendors. Additionally, staff researched whether other agencies in the state have procured this training via competitive bid to see if the MESB could purchase off of those bids; none were found.

FINANCIAL IMPACT

MESB received \$75,000.00 from the SECB grant for this initiative. The only cost the MESB will incur is staff time to manage both the training and the grant.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Single/Sole Source Procurement Justification Form

Single/Sole source purchases are only justified if:

1. the item/service is only available from a single source (which must be documented);
2. when using federal grant dollars, is authorized by the awarding federal agencies in response to a written request from the MESB; or
3. competition is determined to be inadequate or unavailable.

It should be noted that past relationships or local proximity are not factors in a sole source justification.

When requesting a single/sole source purchase, this form must be completed and approved by the Executive Director. This form is required for purchases exceeding \$25,000; the form is optional for purchases less than \$25,000. The purpose of the form is to demonstrate why it is impractical or impossible to seek or obtain competitive bids for a purchase.

Metropolitan Emergency Services Board
Single/Sole Source Procurement Justification

1. Description of Product/Service: Situational Awareness for Communications Professionals training course
2. Vendor: Blue Ethos Specialized Training
3. Est. Amount of Purchase (\$): \$75,000 Contract Period: 7/24-5/25
4. Circle one: 9-1-1 EMS Radio
Staff Contact Name: Richard Jacobson Date: 5/30/24

Please answer each of the following:

1. Identify or describe the items to be purchased, noting if there is a copyright, patent or exclusive franchise held by the vendor for the items being purchased.

A course which will help PSAP telecommunicators understand “how to develop and maintain situational awareness while working in high-stress, high-consequence, time-compressed environments.” The course will help PSAP telecommunicators be aware of human responses to stress and develop resiliency.

Blue Ethos PST training follows the methodology in its 2022 copyrighted book, How Smart Police Officers Use Situational Awareness to Improve Safety” but tailored to those working in 9-1-1 Communication.

2. Confirm that there are no suitable alternative goods/services available from another vendor, thereby establishing the noncompetitive nature of the item to be purchased. Identify the steps taken to determine that the goods/services being purchased are the only goods/services that will meet the program’s particular needs, i.e. professional opinions/correspondence, trade publications, trade shows, visits to or correspondence with other entities which have procured the same goods/services, site visitations, proprietary design requires for existing systems/software/equipment, etc.

The MESB has previously conducted two resiliency courses/training for PSAP telecommunicators, including the most recent training (2023) which was developed with assistance from the metro area PSAPs. Both trainings were purchased with contractors selected via competitive requests for proposal in 2020 and 2022. After the 2023 training, the PSAPs provided feedback that the Situational Awareness for Communication Professionals training from Blue Ethos would be the most appropriate training for them.

Metropolitan Emergency Services Board
Single/Sole Source Procurement Justification

3. Will this purchase tie the MESB to a particular vendor for future purchases? Consider maintenance which can only be performed by this vendor, will additional like items be required/needed in the future to match this purchase.

Additional training may be required. The current grant will fund this training for approximately 690 of the region's 850 telecommunicators. If additional grant funds are received in the future to train the remaining telecommunicators, an additional contract with Blue Ethos may be needed.

4. Please initial here, indicating no other vendor can provide the same or a similar product/service. RJ

Attach any other documentation which helps make the determination that a single/sole source purchase is justified.

I, Richard Jacobson, am aware that Minnesota statutes and Uniform Guidance require procurements to be competitively bid wherever practicable. The preceding statements are complete and accurate, based on my professional judgement and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family resulting from this procurement.

Richard Jacobson

Executive Director Signature: _____

Jill Rohret

Printed Name: Jill Rohret

Date: 6/4/2024

Contract Number (when assigned):

Blue Ethos Specialized Training

Situational Awareness for Communication Professionals



Purpose Course Overall Learning Goal:

To help Communication Professionals understand how to develop and maintain situational awareness and resiliency while working in high-stress, high-consequence, time-compressed environments.

To help Communication Professionals identify opportunities for improving decision-making outcomes and show them how to implement strategies to help members enhance critical thinking and resilient problem-solving skills.

To explain what the mind and body go through in high-stress, high-consequence periods of high vulnerability. Lessons will be taught on how to cope with the aftermath while building resiliency. This will help Communication Professionals cope with a serious incident.

We will also include the following.

- De-escalation tactics
- What happens to the brain under stress

Student Description:

This course is intended for Communication Professionals.

Time:

The familiarization, speaking on the topic, should take approximately 4 hours total. The time will be spent speaking in the classroom.

Method of Instruction:

Lecture and PowerPoint

Instructional Aids:

- ✓ Laptop and Projector Screen

Instructors:

Drew Moldenhauer
Richard Webb
Jerad Dixon

Specific Learning Objectives:

- Understanding what 'complacency' is and how we can avoid it as Communication Professionals
- Understanding how we train to fail as Communication Professionals and how we can prevent that in the future and build resiliency.
- Tips for how to incorporate Situational Awareness into training as Communication Professionals

- Understanding how human error occurs from:
 1. Slips in judgment -Inadvertently doing something different than what you intended to do.
 2. Lapses in memory -Forgetting to do something or losing your train of thought in the middle of a task.
 3. Flawed decision making -Doing the wrong thing while believing it was the right thing to do.
 4. Human error can happen to anyone at any time, even your most experienced and most well-trained members.

- Situational awareness (SA) barriers flaw and impact the (recurring) three-step SA development process:
 1. Perception -Gathering intel about what is happening (size-up).
 2. Understanding -Comprehending the meaning of the intel(sense-making).
 3. Prediction -Anticipating the outcome of future events (visioning).
 4. Situational awareness is the foundation for dynamic decision making.

- Dynamic decision making involves making high-stress decisions that are:
 1. High-risk-The decision-making environment is very hazardous.
 2. High-consequence-Decision errors can cause catastrophic outcomes.
 3. Time-compressed -Quick decisions are essential due to rapidly changing condition.
 4. Dynamic decision makers usually only get one chance to get it right.

Blue Ethos Specialized Training

Situational Awareness for Survival Timeline

Day 1 Hours

4 hour block of time

- Drew Moldenhauer

- Explanation of the definition of Situational Awareness and the foundations of Perception, Understanding, and Prediction
- Explanation of how to build resiliency
- Explanation of "How we train to fail"
- Explanation of our intuition and how that can assist us in our understanding.
- Explanation of how we can use situational awareness in our training.
- Explanation of how stress changes brain function (our rational thinking diminishes) (Primal and hereditary instincts kick in)
- Explanation of the following Situational Awareness barriers we find specific for Communication Professionals and how they can affect our decision-making;
 - o Multi-tasking
 - o Sensory Conflict
 - o Task Fixation
 - o Confabulation
 - o Short-term memory overload
 - o Time distortion
 - o Auditory Exclusion
 - o Sensory Domination
 - o Tunneled Senses
 - o Pre-arrival lens
 - o Complacency
 - o Stress Transference
- Exercises will be administered to the audience to participate in, showing how these barriers will affect them in their job as Communication Professionals.

-Sergeant Rich Webb and Sergeant Jerad Dixon

- True story of an officer-involved shooting by Sergeant Rich Webb and Sergeant Jerad Dixon and how they built resiliency during this incident.
- Explanation of how Situational Awareness and some of the roadblocks play into this shooting, as well as lessons learned with the Communication Professionals during this incident.
- Explanation of “Complacency” and how to avoid it during a high-stress incident.
- Explanation of how we can use situational awareness in our training by Sergeant Rich Webb and Sergeant Jared Dixon.
- The aftermath and ways to cope with a high-stress incident by Sergeant Rich Webb and Sergeant Jerad Dixon.
- Sergeant Rich Webb and Sergeant Jared Dixon's story of resiliency





Business Owner and Master Instructor, College Professor, Police Officer, Keynote and International Speaker on Situational Awareness, Active Threat Preparedness, and Emotional Wellness for First Responders.

DREW MOLDENHAUER BIO

Drew Moldenhauer is the Owner and Master Instructor of Blue Ethos Specialized Training. He is an international speaker and has spoken at several conferences on various topics.

Drew has 16+ years of Law Enforcement Officer experience with two police organizations in Minnesota. He has held titles in his tenure: Active Shooter Instructor, Use of Force Instructor, Crisis Intervention Team (CIT) Instructor, and Field Training Officer. He is currently a full-time licensed police officer who works with the City of Osseo Police Department.

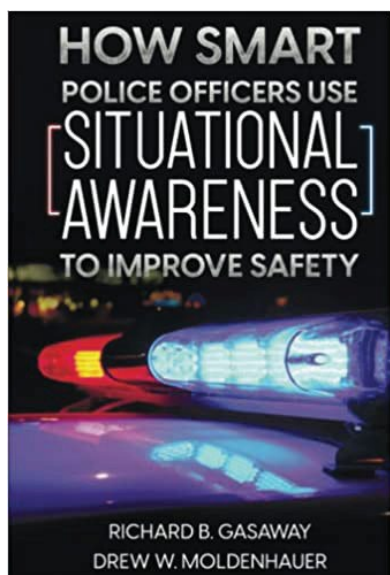
He holds a Master's Degree of Science in Public Safety Executive Leadership from St. Cloud State University. He is an Adjunct Professor at Hamline University, Concordia St-Paul University, Metropolitan State University, Normandale Community College, and Hennepin Technical College. He just finished a year of full-time teaching at Bemidji State University. He teaches various classes and is active in teaching at the police academy.



Drew recently co-authored his first book, *How Smart Police Officers Use Situational Awareness to Improve Safety*, with Dr. Richard Gasaway. Some of his articles have been posted to Police1 and Officer.com.

He has provided training to numerous manufacturing corporations, clinics, daycares, schools, and associations.

Drew Moldenhauer has and will always professionally conduct himself. He has a lot of experience and will provide you and your team with quality training.



CONFERENCE PRESENTATIONS

- Institute on Violence Abuse and Trauma: **2023**
Emotional Wellness and coping with trauma for First Responders
Honolulu, HI
- Midwest Police and Security Conference: **2023**
Situational Awareness for Survival
Tinley Park, IL

MY TEACHING EXPERIENCE

○ Assistant Professor of Criminal Justice – Bemidji State University 2022 - 2023

- Courses: Introduction to Criminal Justice and Society, Criminology and Delinquency
- D2L- LMS

○ Full-time Law Enforcement Teacher – STEP High School, Anoka-Hennepin Schools 2018 - Present

- Courses: History of Law Enforcement, Bill of Rights, Victims and Domestic Violence, Mental Health, Community Policing, Criminal Law
- Share articulation agreement with Alexandria and Normandale Community Colleges

○ Adjunct Sociology Faculty – Hamline University, St. Paul 2021 - Present

- Courses: Juvenile Justice (online using Canvas)

○ Adjunct Sociology Faculty – Metropolitan State University, Minneapolis/St. Paul 2020 - Present

- Courses: Juvenile Justice (online using D2L)

○ Adjunct Sociology Faculty – Normandale Community College, Bloomington 2020 - Present

- Adjunct Faculty: Juvenile Justice, Intro to Criminal Justice, and Corrections (both in-person and online classes using D2L)

○ Adjunct Criminal Justice Faculty – Concordia - St. Paul University, St. Paul 2019 - Present

- Courses: Constitutional Law and Criminology (online using Blackboard)

○ Law Enforcement Training Center Instructor – Hennepin Technical College 2018 - Present

- Courses: Mental Health, Stress Management, and In-Progress (primary instructor)
- Provide scenario feedback to Law Enforcement students

○ Program Assistant - Law Enforcement Training Center, Hennepin Technical College 2018 - Present

- Role-play and assist Law Enforcement faculty with classroom related programs
- Provide scenario feedback to students

○ Crisis Intervention Team Instructor/Coach – Barbara Schneider Foundation 2017 - Present

- Instruct De-Escalation classes to police, corrections, and nursing staff
- Educate students on mental health issues and how to deal with people in crisis
- Oversee scenarios and provide feedback to students

○ Instructor – Initial Defense Custom Training, Coon Rapids, MN 2017 - Present

- Teach report writing and interview techniques to students
- Operate F.A.T.S. machine

○ Police Officer Instructor – Ramsey Police Department, MN 2010 - 2018

- Courses: Use of Force, Active Shooter
- Prepare, develop, and present lesson plans following Police Officer Standards and Training (POST) guidelines.

MY WEB ARTICLES

Blue Line

- Increasing safety on the street: How smart police officers use situational awareness to improve safety - Blue Line

Police 1

- How Smart Police Officers Use Situational Awareness to Improve Safety
- How meta-awareness can inform and maintain situational awareness

Officer.com

- Tips for Improving Situational Awareness Through Training

Newspaper articles

- PRESS: Osseo officer writes the book on situational awareness

Bemidji State News

- Moldenhauer's New Book Focuses on Law Enforcement Safety

Law Enforcement Today: Radio Show and Podcast

- Law Enforcement Today Podcast Moldenhauer

TESTIMONIAL



**KARI
MORRISSEY**

911 Assistant Director
Anoka County
Dispatch

This training exceeded our expectations for our 9-1-1 Emergency Communications Center. The training shows how stress can impact decision making skills and emphasized the importance of due diligence on every call. Those of us in 9-1-1 paint the picture for responders to enable them to better prepare for the call that we dispatch them too. The training highlights the importance of the role of 9-1-1 Telecommunicators in the public safety field. I highly recommended this training.





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 7A. Approval of Amendments to
Technical Operations Committees' Bylaws
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend the Board approve the amendment language to be added to each of the Technical Operations Committee's bylaws.

BACKGROUND

The Board has approved bylaws for each of its Technical Operations Committees (TOCs). The Board approved amendments to both the EMS and Radio TOC bylaws earlier in 2024.

The TOC bylaws have never contained a provision for how to amend the bylaws.

ISSUES & CONCERNS

The Executive Director recommends the Executive Committee review and approve the proposed draft amendment language to be include in each of the EMS, 9-1-1, and Radio TOC bylaws documents as Section 9 – Amendments.

The language was modeled after the Amendment section in the Board's bylaws.

Should the Executive Committee recommend approval of the language, the language will be added to each committee's bylaws and the documents will be sent to the full Board 15 days prior to the July Board meeting.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Draft Language to be Amended into All MESB TOC Bylaws

Section 9. Amendments

Amendments to these Bylaws may be proposed by any representative on the [EMS, 9-1-1, Radio] TOC. All proposed amendments shall be submitted in writing to each representative on the [EMS, 9-1-1, Radio] TOC at least fifteen (15) days prior to a meeting of the [EMS, 9-1-1, Radio] TOC, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s). Amendments shall be considered at a regular meeting of the [EMS, 9-1-1, Radio] TOC. A two-thirds affirmative vote of the full membership of the [EMS, 9-1-1, Radio] TOC is required for approval of amendments.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 7B. Approval of the 2025 Operational Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the 2025 MESB Operational Budget.

BACKGROUND

Per the MESB Joint Powers Agreement, the Board must annually approve a budget and maximum assessments by August 1 of each year. In order to notify members of their maximum assessment for the following year, the Board must approve a budget, with a maximum assessment amount, at its July Board meeting.

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approved a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

ISSUES & CONCERNS

Beginning with the 2016 budget, the MESB resumed this budget process; the Board grants preliminary budget approval annually in July, with final budget approval occurring in November, if any portion of the budget can be reduced. The July approval provides the maximum assessment amount for the following year. Approving the budget in this fashion allows staff to refine the budget throughout the year, prior to implementation, which is helpful in years when contracts are subject to RFP.

The 2025 operational budget contains increases due to changing resource needs, primarily related to 9-1-1, and general cost increases which are occurring in the economy today.

FINANCIAL IMPACT

See Issues and Concerns and attached 2025 Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2025 Operational Budget Considerations

Budget

- 2025 budget reflects a 5% increase (\$178,696.00) in the operational budget (not including pass-through radio system expenses) from 2024. The 5% increase includes radio system expenses. Absent the pass-through radio expenses, the operating increase only is 3.95% (\$69,472) from the 2024 budget.
- Staff have worked to minimize any increases in assessments to member counties since 2016; MESB needs related to NG9-1-1 transition, particularly GIS data, are increasing.
- A 6.5% merit increase (\$66,429.00) for staff is included in the 2024 budget. Note: the 2024 Dakota County Merit Compensation Plan includes a 5.5% base increase for Meets Standards; 6.5% increase for Exceeds Standards; and a 7.5% increase for Greatly Exceeds Standards and Exceptional ratings. The 2024 Social Security Cost of Living Adjustment was 3.2%.
- In addition to the merit increase, the MESB hired a new staff member in 2024, making the MESB fully staffed. Overall, the salaries line increases by 4.95% (\$45,505.00).
- The benefits line reflects a 1.77% (\$5,649.00) increase; Dakota County recommends a 10% increase in health insurance benefits for budget purposes; in the recent past, the budgets included the 10% increase, but the increase was not actualized. Due to that, for 2025 a 5% increase was included. Additionally, benefits reflect actual 2024 benefit selections.
- Travel for Conferences includes minor adjustments, including one conference being zeroed out, resulting in a 3% decrease.
- Professional/Contract Services line is a 3% increase from 2024 (\$5,500.00), which includes a \$2.00/hour increase in IT costs and gradual shifting of some portion of our annual GeoComm cost into the operational budget.

- Rent is a 5% increase from 2023-2024, due to an anticipated rent increase in the 2025-2026 lease.
- Communications line increased 30% (\$6,725.00), which includes the cost of the MESB's WebEx subscription, website hosting, and internet connection services, as well as an increase in staff cell phone stipends to cover all staff due to continued partial remote work.
- Equipment increased 19% (\$2,200.00) to accommodate regular computer update cycle for one staff computer.
- Equipment maintenance decreased 11% (\$1,500.00) related to no longer requiring certain software from Intrado.
- Insurance increases 3% (2,000.00) to reflect increases in the general property & liability and workers' compensation insurance coverage.
- Board meeting expenses decreased by 7% to accommodate county policy changes relating to mileage & per diem payments.
- Contingency increased by 33% (\$4,000.00) to accommodate changes in HR consulting work.

Assessments

- As seen in the following materials, the budget increase creates a 4.26% (\$69,472) increase in assessments.
- For the 9-1-1 and Administrative areas, the anticipated MCIT insurance dividend was included to offset assessments. The amount of EMS reimbursement to the Board for overhead expenses is \$30,000.00. Staff included \$25,000.00 in anticipated interest and \$40,000.00 in retained earnings to lower assessments. On the Radio Administration side, \$20,000.00 in retained earnings and \$10,000.00 in interest was included to reduce assessments.
- The effect on the member entities of the increase in assessments ranges from an increase of \$1,205.00 for one member, to an increase of \$23,592.00 for the most populous member.

**Metropolitan Emergency Services Board
2025 DRAFT Budget Summary
(Excludes Radio System Expenses)**

2025 BUDGET SUMMARY - DRAFT

ACCOUNT	2024 Budget	2025 Administration	2025	
			Radio Administration	Dollar/Percentage Change
SALARIES				
Proposed merit increase	63,141	66,429	6,636	3,288 5.2%
MESB STAFF SALARIES	856,877	899,094	97,120	42,217 4.9%
MESB STAFF BENEFITS	319,943	325,592	25,784	5,649 1.8%
***** TOTAL SALARIES, BENEFITS	1,239,961	1,291,115	122,904	51,154 4.1%
TRNG/PROF'L DEVEL/TECH SEMINARS	10,025	10,025	1,375	- 0.0%
LOCAL TRAVEL	4,800	4,800	1,200	- 0.0%
***** TOTAL PERSONNEL COSTS	1,254,786	1,305,940	125,479	51,154 4.1%
Travel for Conferences	28,500	27,700	3,900	(800) -2.8%
Dues & Subscriptions	3,150	3,150	400	- 0.0%
Professional & Contractual Services	211,250	216,750	71,650	5,500 2.6%
Rent	23,124	23,817	4,203	693 3.0%
Communications	22,700	29,425	3,050	6,725 29.6%
Office Supplies	8,000	8,000	550	- 0.0%
Printing & copying	1,500	1,500	250	- 0.0%
Postage	500	500	100	- 0.0%
Equipment	11,450	13,650	1,950	2,200 19.2%
Equipment Maintenance	14,100	12,600	0	(1,500) -10.6%
Advertising and public information	1,650	1,650	250	- 0.0%
Insurance	66,500	68,500	55,000	2,000 3.0%
Other Operating Costs	3,000	3,000	1,000	- 0.0%
***** TOTAL OPERATING COSTS	395,424	410,242	142,303	14,818 3.7%
Audit	22,000	22,000	10,000	- 0.0%
Meeting Expenses	7,250	6,750	1,875	(500) -6.9%
Contingency	12,000	16,000	10,000	4,000 33.3%
***** TOTAL OTHER EXPENSES	41,250	44,750	21,875	3,500 8.5%
***** BUDGET (excluding Radio System Expenses)	1,691,460	1,760,932	289,657	69,472 4.1%
2025 Oper. Admin. Total	1,471,275			
2025 Radio Admin. Total			289,657	

Source of Funds	2025	2024
Interest revenue	35,000	15,000
Unspent previous year's earnings	60,000	80,000
Insurance Dividend	3,000	3,000
EMS rent, admin, office supplies, etc.	30,000	30,000
MMCD Shared	2,000	2,000
GIS Position funding from Investment Acct	0	0
Total from other sources	130,000	130,000
Funded from Assessments	1,630,932	1,561,460
Total all sources	1,760,932	1,691,460

ASSESSMENT SCHEDULE			Percentage Change Between 2024/2025
	DRAFT		
	2025 Assessment	2024 Assessment	
MEMBERS			
ANOKA	176,588	169,269	4.1%
CARVER	52,809	50,238	4.9%
CHISAGO	28,316	26,432	6.7%
DAKOTA	213,367	204,704	4.1%
HENNEPIN	585,015	561,422	4.0%
ISANTI	20,526	19,321	5.9%
RAMSEY	264,294	255,240	3.4%
SCOTT	74,031	70,681	4.5%
SHERBURNE	49,040	45,640	6.9%
WASHINGTON	131,663	124,940	5.1%
CITY OF MINNEAPOLIS	35,282	33,574	4.8%
TOTALS:	1,630,932	1,561,460	4.26%

2025 Budget Detail - DRAFT 5.28.24

	Administration	911	Radio	2025 detail	2025 Budget	2024 budget detail	2024 Budget	% Change	\$ Change
Salaries									
2025 Proposed MESB merit increases	32,207	27,586	6,636	66,429	66,429	63,141	920,018		
Executive Director	155,832			155,832		144,959			
Regional Radio Communications Coordinator			88,484	88,484		81,409			
911 Data Coordinator		104,900		104,900		97,581			
911 Manager		126,761		126,761		122,475			
Senior Administrative Assistant	64,274			64,274		69,572			
Financial Services Specialist	105,290			105,290		101,037			
GIS Specialist		69,523		69,523		64,487			
GIS Specialist		65,000		65,000		60,809			
EMS Coordinator	104,030			104,030		99,548			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	899,094	15,000			
TOTAL SALARIES	469,633	398,770	97,120		965,523			4.95%	45,505
Benefits									
Executive Director	36,253			36,253		34,513	319,943		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			25,284	25,284		24,163			
911 Data Coordinator		40,670		40,670		37,203			
Eggimann Benefits (OPEB sgl coverage)		4,000		4,000		4,000			
911 Manager		32,425		32,425		41,082			
Senior Administrative Assistant	22,249			22,249		22,235			
MESB Financial Services Specialist	47,019			47,019		43,531			
GIS Specialist		32,625		32,625		32,213			
GIS Specialist		31,753		31,753		31,214			
EMS Coordinator	46,814			46,814		43,289			
Contingency eg. (HR administrative fees)	1,000	1,000	500	2,500		2,500			
TOTAL BENEFITS	157,335	142,473	25,784		325,592			1.77%	5,649
Training/Professional Development/Tech Seminars									
Executive Director	1,100			1,100		1,100	10,025		
Regional Radio Communications Coordinator			1,375	1,375		1,375			
GIS Specialist		1,000		1,000		1,000			
GIS Specialist		1,400		1,400		1,400			
911 Data Coordinator		1,650		1,650		1,650			
911 Manager		1,500		1,500		1,500			
Senior Administrative Assistant	1,000			1,000		1,000			
MESB Financial Services Specialist	1,000			1,000		1,000			
Total Training/Professional Development/Tech Seminars	3,100	5,550	1,375		10,025			0%	0
Local Travel									
Exec Director	750			750		750	4,800		
911 Manager		1,500		1,500		1,500			
Regional Radio Communications Coordinator			1,200	1,200		1,200			
GIS Specialist		200		200		200			
GIS Specialist		400		400		400			
911 Data Coordinator		600		600		600			
Senior Administrative Assistant local travel & expenses	100			100		100			
MESB Financial Services Specialist	50			50		50			

	Administration	911	Radio	2025 detail	2025 Budget	2024 budget detail	2024 Budget	% Change	\$ Change
TOTAL	900	2,700	1,200		4,800			0%	0
Travel for Conferences							28,500		
MN MSA/NENA/APCO 911 Conf - 911 Manager		400		400		400			
Conference, Republic, Exec Dir	0			0		1,400			
Conference, NENA Best Practices, Exec Dir	1,400			1,400		1,400			
Conference, NENA Best Practices, 911 Manager		1,400		1,400		1,400			
Conference, NENA Best Practices, 911 Data Coordinator		1,400		1,400		1,400			
Conference, APCO, Exec Dir	2,100			2,100		2,100			
Conference, APCO, Regional Radio Coord.			1,800	1,800		2,100			
Conference, APCO, 911 Manager		1,500		1,500		1,500			
Conference, NENA, Natl, Exec Dir	1,700			1,700		1,700			
Conference, NENA, Natl, 911 Manager		1,900		1,900		1,700			
Conference, NENA, Natl, 911 Data Coordinator		1,900		1,900		1,700			
Conference, NENA, Natl, GIS Specialist		1,900		1,900		1,700			
Conference, NENA, Joint Comm, 911 Manager		1,300		1,300		1,300			
Conference, NENA, Joint Comm, 911 Data Coordinator		1,300		1,300		1,300			
Conference, IWCE, Regional Radio Coord.			1,850	1,850		1,850			
Conference, GFOA, Annual Conf - Finance	1,900			1,900		1,600			
State, Regional Conferences, Meetings or Symposiums			250	250		250			
Conference, GIS/LIS MN GIS Specialist		800		800		800			
Conference, GIS/LIS MN 911 Data Coordinator		800		800		800			
Conference, GIS/LIS MN GIS Specialist		800		800		800			
Conference, ESRI GIS Specialist		1,300		1,300		1,300			
TOTAL	7,100	16,700	3,900		27,700			-3%	-800
Dues & Subscriptions							3,150		
Executive Director	700			700		700			
911 Manager		450		450		450			
Regional Radio Communications Coordinator			400	400		400			
GIS Specialist		300		300		300			
GIS Specialist		300		300		300			
911 Data Coordinator		300		300		300			
EMS Coordinator	450			450		450			
MESB Financial Services Specialist	250			250		250			
TOTAL	1,400	1,350	400		3,150			0%	0
Professional/Contract Services							211,250		
Computer/Technical Support and Consulting Services	12,300	12,300	6,150	30,750		30,250			
Legal Services/Advocacy/Regulatory Affairs		16,500	16,500	33,000		33,000			
Web Site Maintenance/Other	7,750	7,750	4,000	19,500		19,500			
Accounting Services	6,000			6,000		6,000			
Dakota County Payroll/HR Services	2,500			2,500		2,500			
Radio Training			40,000	40,000		40,000			
MESB Project Support(NG 911 Network, System Design, Radio & GIS)		80,000	5,000	85,000		80,000			
TOTAL	28,550	116,550	71,650		216,750			3%	5,500
Rent		32					23,124		

	Administration	911	Radio	2025 detail	2025 Budget	2024 budget detail	2024 Budget	% Change	\$ Change
Metro Counties Government Center	11,208	8,406	4,203	23,817		23,124			
TOTAL	11,208	8,406	4,203		23,817			3%	693
Communications							22,700		
Office communication service (phones, fax)	2,500	2,500	1,000	6,000		6,000			
Cellular service	1,160	2,640	500	4,300		2,200			
Outlook/Office365/Drop Box/Adobe	3,700	2,100	1,050	6,850		6,750			
Software(Anti-Malware,Network scanning,1password)	2,100	-	-	2,100		1,500			
Dedicated web server annual cost	3,600	-	-	3,600		0			
Misc communications fees (Conference Bridge Svc, Broadcast fax, Comcast, w	5,325	750	500	6,575		6,250			
TOTAL	18,385	7,990	3,050		29,425			30%	6,725
Office Supplies							8,000		
Cellular & Telephone Supplies	-	-	-	-		0			
Copy Paper	1,200	-	-	1,200		1,200			
Printer Paper	500	500	300	1,300		1,300			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	2,250	500	250	3,000		3,000			
Plotter supplies	500	-	-	500		500			
TOTAL	6,450	1,000	550		8,000			0%	0
Printing & copying					1,500		1,500		
TOTAL	750	500	250	1,500		1,500		0%	0
Postage					500		500		
TOTAL	300	100	100	500		500		0%	0
Equipment							11,450		
Misc Small Office Equipment (incl hard drives,battery backups...)	4,500	1,500	500	6,500		4,000			
Computer Upgrades	2,500	1,200	1,200	4,900		5,200			
Printers, Scanners, PDA	1,000	-	-	1,000		1,000			
Contingency	500	500	250	1,250		1,250			
TOTAL	8,500	3,200	1,950		13,650			19%	2,200
Equipment Maintenance							14,100		
Copier maintenance/lease	4,000	-	-	4,000		4,000			
Postage Meter Lease/Maintenance	1,100	-	-	1,100		1,100			
Conference rooms equip maint.	1,000	-	-	1,000		1,000			
GIS Software/Hardware Maintenance	-	6,500	-	6,500		8,000			
TOTAL	6,100	6,500	-		12,600			-11%	-1,500

	Administration	911	Radio	2025 detail	2025 Budget	2024 budget detail	2024 Budget	% Change	\$ Change
Advertising & Public Information							1,650		
Advertising for meetings	250			250		250			
ARMER System			250	250		250			
Public Information--Emerging Issues	250	500		750		750			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
TOTAL	500	900	250			1,650		0%	0
Insurance							66,500		
General Property & Liability	11,500			11,500		10,000			
Workers Compensation Insurance	2,000			2,000		1,500			
Radio GL & TE - O			55,000	55,000		55,000			
TOTAL	13,500	-	55,000			68,500		3%	2,000
Radio Site Expenses							1,828,090		
Rent			396,700	396,700		366,435			
Utilities			317,235	317,235		299,655			
Insurance			45,000	45,000		42,000			
Motorola Maintenance			1,177,917	1,177,917		1,120,000			
TOTAL			1,936,852			1,936,852		6%	108,762
Other Operating Costs						3,000	3,000		
TOTAL Miscellaneous unbudgeted expenses	1,000	1,000	1,000	3,000		3,000		0%	0
Audit						22,000	22,000		
TOTAL	6,000	6,000	10,000	22,000		22,000		0%	0
Board Meeting Expenses							7,250		
Board Mileage & Per Diem	1,450	875	875	3,200		3,700			
Executive Committee Meeting Mileage & Per Diem	1,200	600	600	2,400		2,400			
Committee Meetings		250	200	450		450			
Miscellaneous Meeting Expense	200	300	200	700		700			
TOTAL	2,850	2,025	1,875			6,750		-7%	-500
Contingency	5,000	1,000	10,000			16,000	12,000		
TOTAL	5,000	1,000	10,000	16,000		12,000		33%	4,000
Totals	748,561	722,714	2,226,509			3,697,784	3,519,550	5%	178,234

MESB BOARD ASSESSMENT SCHEDULE 2025 BUDGET - DRAFT 5.14.24

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2022	% of 2022	DRAFT 2025 DUES	2022	% of 2022	DRAFT 2025 DUES	DRAFT		Difference from 2024 assessment
COUNTY	Population for Radio Admin.	Population for Radio Admin	Radio. Admin	Population for Operational Admin.	Population for Oper. Admin	Oper. Admin	2025 ASSESSMENT TOTAL	2024 ASSESSMENT TOTAL	
Anoka	368,280	10.83%	\$29,738	368,280	10.83%	\$146,849	\$176,588	\$169,269	\$7,319
Carver	110,136	3.24%	\$8,893	110,136	3.24%	\$43,916	\$52,809	\$50,238	\$2,571
Chisago	59,055	1.74%	\$4,769	59,055	1.74%	\$23,548	\$28,316	\$26,432	\$1,884
Dakota	444,985	13.08%	\$35,932	444,985	13.08%	\$177,435	\$213,367	\$204,704	\$8,664
Hennepin	856,717	25.19%	\$69,179	1,293,651	38.03%	\$515,836	\$585,015	\$561,422	\$23,592
Isanti	42,807	1.26%	\$3,457	42,807	1.26%	\$17,069	\$20,526	\$19,321	\$1,205
Ramsey	551,195	16.21%	\$44,508	551,195	16.21%	\$219,786	\$264,294	\$255,240	\$9,054
Scott	154,395	4.54%	\$12,467	154,395	4.54%	\$61,564	\$74,031	\$70,681	\$3,351
Sherburne	102,275	3.01%	\$8,259	102,275	3.01%	\$40,782	\$49,040	\$45,640	\$3,400
Washington	274,589	8.07%	\$22,173	274,589	8.07%	\$109,491	\$131,663	\$124,940	\$6,724
Minneapolis	436,934	12.85%	\$35,282	-	0.00%	\$0	\$35,282	\$33,574	\$1,708
TOTAL	3,401,368	100.00%	\$274,657	3,401,368	100.00%	\$1,356,275	\$1,630,932	\$1,561,460	

\$69,472

increase/decrease in assessments from 2024
4.26%

ttl radio admin exps \$289,657.00
 interest revenue **-\$10,000.00**
 State rebate \$0.00
Retained Earnings -\$20,000.00
 Radio allocation \$15,000.00
\$274,657.00

ttl admin&911 exps \$1,471,275.00
 ems reimb -\$30,000.00
 MMCD shared -\$2,000.00
 interest revenue **-\$25,000.00**
 MCIT dividend -\$3,000.00
Retained Earnings -\$40,000.00 *previous unspent revenue*
 Radio portion **-\$15,000.00**
\$1,356,275.00



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 7C. Approval of the 2025-2029
Capital Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of 2025 – 2026 MESB Capital Budget.

BACKGROUND

Per the MESB Joint Powers Agreement, the Board must annually approve a budget and maximum assessments by August 1. In order to notify members of their maximum assessment for the following year, the Board must approve a budget, with a maximum assessment amount, at its July Board meeting.

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approved a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

ISSUES & CONCERNS

For a number of years, the MESB did not have a capital budget. Starting in 2016, a capital budget was reintroduced into the budgeting process. The capital budget does not affect assessment levels, as capital projects are funded from the Hennepin County Investment Fund.

FINANCIAL IMPACT

See Issues & Concerns and attached 2025 - 2029 Capital Budget Notes.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board

2025 - 2029 Capital Budget Considerations

- No administrative needs are currently foreseen for 2025-2029.
- In the 9-1-1 area, all items are the same from the 2024-2028 capital budget.
- First, the Network Transition Plan Management was lowered to \$50,000 for 2025. It is unknown if, and when, actual costs may be seen for this line as the State of Minnesota is doing some work on transition planning. Additionally, it is unclear when the RFP for Next Generation Core Services (NGCS) will be awarded.
- The Integrated GIS/MSAG Maintenance/Transition line is reduced each year to gradually incorporate that contract into the MESB's operational budget.
- The County-Level Reporting for PSAPs (data review), increases due to a 5% escalator clause in the agreement. At some point in the future, staff would like to include these costs in the operational budget.
- The cloud-based mapping services has been included in the two previous capital budgets, but funding was never requested/implemented as the state's RFP for NGCS has not been awarded. At this time, it is unknown what, if any, sort of these services may be included by the selected NG9-1-1 Core Services vendor. It is possible this will not need to be an MESB purchase/expense.
- This 2025 – 2029 capital budget plans to use less funds from the Hennepin County Investment fund than previous years. As always, staff works to minimize the amount of funds transferred from the investment fund each year.

**Metropolitan Emergency Services Board
Capital Budget Forecast
Five Year 2025 - 2029**

Project	Project Rank	Current Year (2024) Budget*	2025	2026	2027	2028	2029	Total Est. Cost
<i>Administrative</i>								
IT Upgrades (Network)		0	0					0
AV Equipment		0	0					0
Regional Cost Study - Emergency Communication Costs		150,000	0					
Total		150,000	0	0	0	0	0	0
<i>NG 9-1-1</i>								
Network Transition Plan Management*	funded	120,000	50,000	0	0	0	0	50,000
Integrated GIS/MSAG Maintenance/Transition**	funded	30,554	20,982	11,431	9,902	0	0	42,315
Cloud-based Mapping App./ESRI Features/Services***	1	0	33,000	33,000	33,000	33,000	33,000	165,000
County-Level Reporting for PSAPs (data review)	funded	17,000	17,850	18,743	19,680	20,664	21,697	98,634
Total		167,554	121,832	63,173	62,582	53,664	54,697	355,948
<i>Radio</i>								
Cache Radio Replacement		0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Total Cost of Capital Projects		317,554	121,832	63,173	62,582	53,664	54,697	355,948

Funding Source	Current Year Budget	2023	2024	2025	2026	2027	Total Est. Cost
Hennepin County Investment Fund	350,554	121,832	63,173	62,582	53,664	54,697	355,948

*One time contract to get the metro PSAPs through NG9-1-1 transition.

**This could an expense for a couple of years or longer; it will depend on what services the NG9-1-1 core services vendor will provide.

(1) MESB is in year 1 of a possible 5 year contract for this. This capital budget adds an additional service to allow for additional data output in the format required by ECN for its GIS data application, which starts at \$8,554 in 2024, and adds 5% annually thereafter.

***Uncertain if this will be needed as part of ECN's RapidDeploy Mapping project or the metro PSAPs' CAD-to-CAD interoperability project; MESB may not be the agency to pay for this?



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 12, 2024
Agenda Item: 8A. Discussion: SECB Governance & Membership
Presenter: Rohret

RECOMMENDATION

None; this is a discussion item only.

BACKGROUND

A workgroup of the Statewide Emergency Communications Board's (SECB) Legislative Committee has been meeting since early 2023. The group is not only focused on statutory changes which may need to be made, but also initiatives and documents to make the SECB a more effective governing body.

ISSUES & CONCERNS

At its late April 2024 meeting, the workgroup discussed whether the appropriate people were on the board. Specifically, currently the SECB has a seat for the MESB and one for a regional board from Greater Minnesota; the Greater Minnesota Regional Board seat rotates annually. There is a question of whether there should be seats for all of the regional boards on the SECB.

Another question is whether the one-third State, one-third local Metro, and one-third local Greater Minnesota split continues to be necessary?

The Executive Director would like the Executive Committee to discuss these items so that she can take the feedback to the workgroup. Objectively, it may make sense for each regional board to have representation on the SECB, but are there any concerns which may result from this? For example, the metro region heavily invested in the ARMER system. If all regions have seats on the board, a vote could easily occur and would require significant financial investment within the metro region due to its ARMER investments, but not have the same effect in other regions.

An additional discussion item is the idea of whether there should be a seat on the board for a member of the public, or a public comment period on the agenda could accomplish the goal of public input.

FINANCIAL IMPACT

None to the MESB at this time.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

403.36 STATEWIDE RADIO BOARD.

Subdivision 1. **Membership.** (a) The commissioner of public safety shall convene and chair the Statewide Radio Board to develop a project plan for a statewide, shared, trunked public safety radio communication system. The system may be referred to as "Allied Radio Matrix for Emergency Response," or "ARMER."

(b) The board consists of the following members or their designees:

- (1) the commissioner of public safety;
- (2) the commissioner of transportation;
- (3) the state chief information officer;
- (4) the commissioner of natural resources;
- (5) the chief of the Minnesota State Patrol;
- (6) the chair of the Metropolitan Council;

(7) two elected city officials, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the League of Minnesota Cities;

(8) two elected county officials, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the Association of Minnesota Counties;

(9) two sheriffs, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the Minnesota Sheriffs' Association;

(10) two chiefs of police, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Chiefs' of Police Association;

(11) two fire chiefs, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Fire Chiefs' Association;

(12) two representatives of emergency medical service providers, one from the ten-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Ambulance Association;

(13) the chair of the Metropolitan Emergency Services Board; and

(14) a representative of Greater Minnesota elected by those units of government in phase three and any subsequent phase of development as defined in the statewide, shared radio and communication plan, who have submitted a plan to the Statewide Radio Board and where development has been initiated.

(c) The Statewide Radio Board shall coordinate the appointment of board members representing Greater Minnesota with the appointing authorities and may designate the geographic region or regions from which an appointed board member is selected where necessary to provide representation from throughout the state.

Subd. 1a. **Terms.** Board members have no set term and remain on the board until a successor is appointed as provided in subdivision 1. However, with respect to those board members who, under subdivision 1, must be elected officials, a successor must be appointed as provided in subdivision 1 no later than the date that the member is no longer an elected official, unless the member dies while in office, in which case a successor must be named as soon as practicable.

Subd. 1b. **Compensation; removal; vacancies.** Compensation, removal, and filling of vacancies of board members are governed by section 15.0575, except that appointments to the board are not subject to the open appointments process of sections 15.0597 to 15.0599.

Subd. 1c. **Voting.** Each member has one vote. The majority of the voting power of the board constitutes a quorum, although a smaller number may adjourn from time to time. Any motion, other than adjournment, must be favored by a majority of the voting power of the board in order to carry.

Subd. 1d. **Calling meeting.** The board shall convene upon the call of the chair or any six members of the board.

Subd. 1e. **Implement plan and establish statewide system.** The Statewide Radio Board has overall responsibility for the statewide, shared radio and communication system project plan. The commissioner of public safety shall implement the plan adopted by the Statewide Radio Board. The commissioner of public safety shall contract with the commissioner of transportation to construct, own, operate, maintain, and enhance the elements of the backbone system defined in the plan. The commissioner of transportation, under appropriate state law, shall contract for, or procure by purchase or lease (including joint purchase and lease agreements), construction, installation of materials, supplies and equipment, and other services as may be needed to build, operate, and maintain the system backbone. The Department of Transportation shall own, operate, and maintain those elements identified in the project plan as the system backbone, including, but not limited to, radio towers and associated structures and equipment related to the system backbone.

Subd. 1f. [Repealed, 2009 c 59 art 5 s 25]

Subd. 1g. **State Interoperability Executive Committee.** (a) In addition to responsibilities provided for in subdivision 1e, the Statewide Radio Board is designated as Minnesota's State Interoperability Executive Committee.

(b) As Minnesota's State Interoperability Executive Committee, the Statewide Radio Board shall:

(1) develop and maintain a statewide plan for local and private public safety communications interoperability that integrates with the Minnesota emergency operation plan;

(2) develop and adopt guidelines and operational standards for local and private public safety communications interoperability within Minnesota;

(3) promote coordination and cooperation among local, state, federal, and tribal public safety agencies in addressing statewide public safety communications interoperability within Minnesota;

(4) advise the commissioner of the Department of Public Safety on public safety communications interoperability and on the allocation and use of funds made available to Minnesota to support public safety communications interoperability;

(5) to the extent permitted by federal law, Federal Communications Commission regulations, and the National Telecommunications and Information Administration, develop guidelines and standards for the efficient use of interoperability frequencies on all frequency spectrums assigned to public safety users; and

(6) to the extent permitted by federal law and treaties with Canada, develop guidelines and standards that support interoperability with adjoining states and provinces of Canada along Minnesota's northern border.

Subd. 2. **Plan contents.** (a) The statewide, shared radio and communication system project plan must include:

(1) standards, guidelines, and comprehensive design for the system, including use and integration of existing public and private communications infrastructure;

(2) proposed project implementation schedule, phases, and estimated costs for each phase of the plan;

(3) recommended statutory changes required for effective implementation and administration of the statewide, shared trunked radio and communication system;

(4) an interoperability committee to make recommendations on the statewide plan for local and private public safety communications interoperability and on guidelines and operational standards necessary to promote public safety communications interoperability within Minnesota; and

(5) a policy for the lease of excess space or capacity on systems constructed under the project plan, consistent with section 174.70, subdivision 2, with priority given first to local units of government for public safety communication transmission needs and second to any other communications transmission needs of either the public or private sector.

(b) The Statewide Radio Board must ensure that generally accepted project management techniques are utilized for each project or phase of the backbone of the statewide, shared radio and communication system consistent with guidelines of the Project Management Office of the Department of Information Technology Services:

(1) clear sponsorship;

(2) scope management;

(3) project planning, control, and execution;

(4) continuous risk assessment and mitigation;

(5) cost management;

(6) quality management reviews;

(7) communications management; and

(8) proven methodology.

Subd. 3. Local financing. A local unit of government that receives state funds for integration with the statewide, shared, trunked radio and communication system must have a plan approved by the Statewide Radio Board and must comply with the standards and guidelines contained in the project plan. The Statewide Radio Board must review and approve all local and regional planning initiatives for connectivity to the system to assure compatibility, interoperability and integration support with the system and plan standards. As part of the review the Statewide Radio Board must require, and a county or local unit of government must provide, a detailed plan including a budget and detailed cost estimates.

Subd. 4. Reporting. In conjunction with each biennial budget process, the Statewide Radio Board must submit a status report to the governor and to the chairs and ranking minority members of the house of representatives and senate committees with jurisdiction over capital investment and criminal justice funding and policy. The report must include a substantive assessment and evaluation of each significant part of the implementation of the statewide public safety radio plan with (1) to the extent possible, an update on risks

and mitigation strategies; and (2) quantitative information on the status, progress, costs, benefits, and effects of those efforts.

History: 2002 c 401 art 1 s 12; 1Sp2003 c 1 art 2 s 119,135; 2004 c 201 s 16; 2005 c 156 art 5 s 21,23; 2006 c 230 s 1; 2006 c 260 art 6 s 19,20; 2009 c 59 art 5 s 12,13; 2009 c 101 art 2 s 109; 2013 c 134 s 27,30; 2013 c 142 art 3 s 36; 2021 c 31 art 2 s 16; 1Sp2021 c 11 art 2 s 27