



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

January 12, 2022, 10:00 a.m.

WebEx Meeting: [Meeting Link](#)

Phone Number: (408) 418-9388

Access Code: 2557 376 9355

Password: iHtADqq2A35 (44823772 from phones and video systems)

1. **Call to Order** – Commissioner Joe Atkins, 2021 Board Chair
2. **Oath of Office** – Commissioner Atkins
3. **Approval of Agenda** – Commissioner Atkins
4. **Election of 2022 Officers and Executive Committee Designation** – Rohret (**page 5**)
5. **Thank You to 2021 Chair** – Commissioner Irene Fernando, 2022 Board Chair
6. **MESB Policy 17 – Conflict of Interest** – Rohret (**page 9**)
7. **Consent Agenda** – Rohret (**page 11**)
  - A. Approval: November 10, 2021 Meeting Minutes
  - B. Approval: October 2021 Treasurer’s Report
  - C. Approval: November 2021 Treasurer’s Report
  - D. Approval 2022 MESB Meeting Schedule
  - E. Approval of 2022 Radio TOC Chair/Vice Chair
  - F. Approval of 2022 9-1-1 TOC Chair/Vice Chair
  - G. Correspondence
8. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
  - A. Approval of Amendment to City of Minneapolis’ ARMER Participation Plan (**page 45**)
  - B. Approval of Waiver for Eagan Fire Department (**page 47**)
  - C. Approval and Acceptance of 2022 SECB Grant (**page 49**)
9. **9-1-1 Items** – Mike Mihelich, 9-1-1 Manager
  - A. Ratification of Five Agency Consortium Vesta Hardware Refresh/Purchase Agreement (**page 51**)
  - B. Approval of Amendment 1 to Winbourne Consulting, LLC. Agreement (**page 71**)
  - C. Approval of Amendment 1 to 911 Authority Agreement (**page 73**)
10. **EMS Items** – Ron Robinson, EMS Coordinator
  - A. Ratification of Agreement for CADS Course (**page 77**)
11. **Administrative Items** – Jill Rohret, Executive Director
  - A. Approval of Appointments to SECB/SECB Committees (**page 79**)
  - B. Approval of 2022 MESB Legislative Agenda (**page 81**)



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12. **Reports**

A. Legislative Report – Margaret Vesel/Matthew Bergeron

B. Statewide Emergency Communications Board (SECB) Reports:

- 1) Finance – Wolf/Fredrick
- 2) Legislative – Rohret/Atkins
- 3) Steering – Commissioner Fernando/Rohret
- 4) Other SECB Committees – Fredrick/Mihelich
- 5) Board – Commissioner Matascastillo/Rohret

13. **Old Business** – None

14. **New Business** – None

15. **Adjourn**



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### *Metropolitan Emergency Services Board Members*

#### Anoka County

Commissioner Mike Gamache\*  
Commissioner Mandy Meisner

#### Carver County

Commissioner Gayle Degler\* (2022 Treasurer)  
Commissioner John Fahey

#### Chisago County

Commissioner Rick Greene\*

#### City of Minneapolis

Council Member Andrew Johnson\*

#### Dakota County

Commissioner Joe Atkins\*  
Commissioner Mary Hamann-Roland

#### Hennepin County

Commissioner Irene Fernando\* (2022 Chair)  
Commissioner Chris LaTondresse

#### Isanti County

Commissioner Greg Anderson\* (2022 Vice Chair)

#### Ramsey County

Commissioner Trista Matascastillo\* (2022 Secretary)  
Commissioner Jim McDonough

#### Scott County

Commissioner Dave Beer\*  
Commissioner Tom Wolf

#### Sherburne County

Commissioner Felix Schmiesing\*

#### Washington County

Commissioner Stan Karwoski  
Commissioner Fran Miron\*

\*Denotes Executive Committee member





## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** January 12, 2022  
**Agenda Item:** 4. Election of 2022 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: Hennepin County (Irene Fernando)  
Vice-Chair: Isanti County (Greg Anderson)  
Secretary: Ramsey County (Trista Matascastillo)  
Treasurer: Carver County (Gayle Degler)

### **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 2021 were:

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

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 City Council for 2022:

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**January 12, 2022**

**Agenda Item:**

**4. Election of 2022 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:	Dave Beer
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 12, 2022**  
**7. Consent Agenda**  
**Rohret**

- A. **Minutes** – The minutes of the November 10, 2021 meeting of the Board are attached for review and approval.
- B. **October 2021 Treasurer’s Report** – The Treasurer has reviewed the October 2021 financial statements and has given his approval of the report.
- C. **November 2021 Treasurer’s Report** – The Treasurer has reviewed the November 2020 financial statements and has given his approval of the report.
- D. **2022 MESB Meeting Schedule** – The Executive Committee recommends the Board approve the 2022 MESB meeting schedule.
- E. **Approval of 2022 Radio TOC Chair/Vice Chair** – The Executive Committee recommends the Board approve the 2022 Radio TOC Chair and Vice Chair.
- F. **Approval of 2022 9-1-1 TOC Chair/Vice Chair** – The Executive Committee recommends the Board approve the 2022 9-1-1 TOC Chair and Vice Chair.
- G. **Correspondence** – Correspondence includes a letter to Federal Engineering regarding the award of an RFP; a letter to Scott County regarding the execution of the 2022-2026 MESB Joint Powers Agreement (included as an example of what was sent to all MESB member entities); a letter to Isanti County requesting an appointment to the EMS TOC; and a letter from Ron Robinson announcing his retirement from the MESB.
- H. **Informational Only** – Minutes from the December 8, 2021 Executive Committee meeting and the updated tracking sheet for the AAR recommendations resulting from the 2020 civil unrest.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



# METROPOLITAN EMERGENCY SERVICES BOARD

## BOARD MEETING MINUTES

November 10, 2021

### Members

Greg Anderson, Isanti County  
Kevin Anderson, Hennepin County  
Joe Atkins, Dakota County  
Dave Beer, Scott County  
Gayle Degler, Carver County  
John Fahey, Carver County - **absent**  
Irene Fernando, Hennepin County  
Mike Gamache, Anoka County  
Richard Greene, Chisago County  
Mary Hamann-Roland, Dakota County

Andrew Johnson, City of Minneapolis  
Wayne Johnson, Washington County  
Chris LaTondresse, Hennepin County - **absent**  
Trista Matascastillo, Ramsey County  
Jim McDonough, Ramsey County - **absent**  
Mandy Meisner, Anoka County  
Fran Miron, Washington County  
Felix Schmiesing, Sherburne County  
Tom Wolf, Scott County - **absent**

**Staff Present:** Tracey Fredrick; Mike Mihelich; Ron Robinson; Jill Rohret; and Martha Ziese

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

### 1. Call to Order

The meeting was called to order at 10:00 a.m. by the 2021 MESB Chair, Commissioner Joe Atkins.

### 2. Approval of Agenda

*Motion by Commissioner Hamann-Roland, seconded by Commissioner Degler to approve the November 10, 2021 agenda. Motion carried.*

### 3. Approval of Consent Agenda

*Motion made by Commissioner Degler, seconded by Commissioner Matascastillo to approve the November 10, 2021 consent agenda. Motion carried.*

### 4. Radio Items

#### A. Approval of Amendment to 2022 Regional Funding Priorities

Tracey Fredrick said the Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities.

Fredrick said two items have been added to the list since initially presented to the board in September 2021. The first is PSAP security audits. There is a focus on some federal cybersecurity grants. Also added to the list is a GIS 9-1-1 data readiness funding priority.

*Motion made by Commissioner Hamann-Roland, seconded by Commissioner Degler to approve the amendments to the 2022 Regional Funding Priorities. Motion carried.*

#### B. Approval of Amendment to Carver County's ARMER Participation Plan

Fredrick said Carver County requests approval of an amendment to its ARMER participation plan to add an eight-port conventional channel gateway (CCGW) device to aid in backup operations. This will replace five consolettes currently used for back-up. Carver County is upgrading its facilities at its government center, where the Carver County PSAP is located. This plan amendment will aid in completing the upgrades.

*Motion made by Commissioner Degler, seconded by Commissioner Johnson to approve the amendment to Carver County's ARMER participation plan. Motion carried.*

# METROPOLITAN EMERGENCY SERVICES BOARD

## **C. Approval of Amendment to Isanti County's ARMER Participation Plan**

Fredrick said Isanti County requests approval of an amendment to its ARMER participation plan to add a permanent patch for LTE devices to connect to certain Isanti County talkgroups. This patch will only be used locally and the ARMER system impact will not be substantial. Isanti County also requests approval of six additional talkgroup IDs, which brings its total talkgroup IDs to 35.

*Motion made by Commissioner Anderson, seconded by Commissioner Greene to approve the amendment to Isanti County's ARMER participation plan. Motion carried.*

## **5. 9-1-1 Items**

### **A. Approval of Award of RFP for CAD-to-CAD Interoperability Consultant**

Mike Mihelich said the 9-1-1 TOC formed a workgroup as a result of a recommendation from the civil unrest after action review and report. This workgroup identified potential governance, funding costs and participation options for a workload sharing solution. At the July MESB meeting, the board approved funding in the amount of \$75,000.00 for an RFP for a consultant to assist in this planning. An RFP was issued, and two responses were received.

Mihelich said this award for a consultant is now before the board for approval. The proposal cost came in at \$44,290.00, well below the \$75,000.00 budget.

*Motion made by Commissioner Matascastillo, seconded by Commissioner Hamann-Roland to approve the award of the RFP for a CAD-to-CAD interoperability consultant to Winbourne Consulting, LLC. Motion carried.*

### **B. Approval to Grant Authority to Chair to Sign 9-1-1 System Contract Amendment.**

Mihelich said the state 9-1-1 contract between Lumen, MESB and the State of Minnesota expires on November 30, 2021. The parties would like to execute an amendment to extend the contract. Staff requests approval to authorize the MESB Chair to sign Amendment 6 to the State of Minnesota/MESB/Lumen 9-1-1 contract, pending favorable legal review. The final language is not yet ready.

*Motion made by Commissioner Johnson, seconded by Commissioner Matascastillo to approve grant authority for Chair to sign Amendment 6 to the 9-1-1 system contract, pending favorable legal review. Motion carried.*

### **C. Approval to Grant Authority to Chair to Sign Second Amendment to Maintenance Agreement for Call Handling System 1.**

Mihelich said the owners of call handling system (CHS) 1 would like to amend its current maintenance agreement to extend the agreement by one year. Because the owners of CHS have differing approval processes, staff requests the Board approve the amendment and the Chair be authorized to sign the finished amendment.

*Motion made by Commissioner Miron, seconded by Commissioner Gamache to approve grant authority for Chair to sign the Second Amendment to Maintenance Agreement for Call Handling System 1. Motion carried.*

## **6. EMS Items**

### **A. Approval and Acceptance of 2021 – 2022 Naloxone Grant**

Ron Robinson said staff requests the board approve and accept the amended opiate antagonists subgrant agreement with West Central EMS Corporation (WCEMS). The WCEMS is the contracted fiscal agent for the purchase, distribution and reimbursement process for this State of Minnesota subgrant agreement.

# METROPOLITAN EMERGENCY SERVICES BOARD

Robinson said the MESB has been participating in the naloxone reimbursement grant since its inception in 2017. This year the MESB's allotment is \$114,000.00. This year there will be federal dollars injected, which means there will most likely be another agreement.

*Motion made by Commissioner Hamann-Roland, seconded by Commissioner Degler to approve and accept the 2021-2022 WCEMS opiate antagonist subgrant agreement. Motion carried.*

Commissioner Meisner commented she was glad this agreement is in place and the program is much needed.

Robinson said in the metro region 00% of the grant money goes to purchase of the product and 0% for overhead. Over 3,000 doses were put on the street in the last grant cycle.

Commissioner Miron asked if the Minnesota Department of Health is aware that all of the grant dollars are going for the product.

Robinson said yes it has been communicated to them. The other regions don't necessarily spend their grant dollars in the same way.

## **B. Approval of Lease with City of St. Francis for EMS-MIR Bus Storage**

Robinson said staff recommends the board approve the lease agreement with the City of St. Francis for the EMS-Major Incident Response (MIR) bus.

Robinson said the MIR bus has been used for exercises and evacuating nursing homes and hospitals. The bus first was housed at MAC Fire until it needed the space in 2016. Anoka County Emergency Management then offered space for the bus; but it too has run out of space. St. Francis Fire offered space on a temporary basis, and now the lease before the board for approval is to secure space for the MIR bus at the City of St. Francis' Public Works garage.

*Motion made by Commissioner Gamache, seconded by Commissioner Johnson to approve lease with City of St. Francis for EMS-MIR Bus Storage. Motion carried.*

## **C. Approval of Agreement with Metro Critical Incident Stress Management**

Robinson said staff recommends approval of the 2022-2023 agreement with Metro Critical Incident Stress Management (CISM). The CISM has been around for many years. The stressors on the first responders are adding up and as there are more suicides and lack of wellness. This agreement will insure there will be 24/7 support for these EMS personnel.

Commissioner Meisner said she was encouraged to see this support in place for the EMS personnel.

Robinson said it is hoped that an expanded wellness program will be brought before the board for approval in the future.

*Motion made by Commissioner Hamann-Roland, seconded by Commissioner Meisner to approve the 2022-2023 agreement with Metro Critical Incident Stress Management. Motion carried.*

## **7. Administrative Items**

### **A. Approval and Acceptance of Operation Safety Net After Action Review**

Jill Rohret presented the Operation Safety Net After Action Report. This report was originally the review of the communications around the Chauvin trial, but it expanded to also cover the events

# METROPOLITAN EMERGENCY SERVICES BOARD

surrounding shooting of Daunte Wright. The MESB worked with DPS and SECB to develop this after-action report. Members from Radio TOC and 9-1-1 TOC participated.

Commissioner Meisner said that since the Potter trial will be open to the public this will be a useful tool.

*Motion made by Commissioner Matascastillo, seconded by Commissioner Degler to approve to approve and accept Operation Safety Net After Action Report. Motion carried.*

## **8. Reports**

### **A. Legislative**

Margaret Vesel said as of today there has been no movement on how to use federal funding for front-line workers and no special session has been called. The House would like to expand the front-line group to anyone working face forward with the public, leading to potential COVID exposure. In the 2022 session, the House will remain remote while the Senate will be in-person.

Commissioner Degler asked when there would be bonding tours updates.

Vesel said the House plans on wrapping up their tours by Thanksgiving. The Senate will take longer, going into the first of the year. The Governor needs to give his bonding announcement in mid-January.

### **B. Statewide Emergency Communications Board (SECB) Reports:**

#### **1. Finance**

Fredrick said the Finance Committee met in October. The 9-1-1 Strike Force report was delivered. Grant support was discussed. Next week it is hoped the SECB grant funding will be finalized.

#### **2. Legislative**

Rohret said the October meeting was cancelled but the committee met last week and discussed the technical changes to MS 403. The 9-1-1 Strike Force report was discussed. The FCC's definition of fee diversion is sufficiently vague so that there is still hope there can be 9-1-1 funds used for ARMER.

#### **3. Steering**

Commissioner Fernando said there is now a full SCIP. SECB governance is being highlighted as an area of interest.

#### **4. Other SECB Committees**

Fredrick said the Land Mobile Radio Committee has met twice since the last MESB meeting. Carver County and Isanti County Participation Plan amendments were approved. There was conditional approval for the Minneapolis back-up site. SCIP goals were approved.

Mihelich said the NG9-1-1 Committee has been working on getting the state moved from Enhanced 9-1-1 to NG9-1-1. They have been working with ECN to get an RFP written and posted December or January. The NG9-1-1 Committee would like to put together a technical group to help evaluate those RFPs. Mental health responses and telecommunicator re-classification was discussed.

Commissioner Fernando asked what the status was of the data portion. Video use is not specifically spelled out from a legislative standpoint.

Rohret said the RFP will go out this year but realistically NG9-1-1 will not go into effect until next year. No one across the country is truly NG9-1-1 yet. There will be a lot of planning done so that

# METROPOLITAN EMERGENCY SERVICES BOARD

the state as a whole will go to NG9-1-1 at the same time. The issues surrounding video data in the PSAP have not yet been addressed.

## **5. SECB**

Commissioner Matascastillo said the chair Bruce West has retired. Jeff Jelinski is the SECB Vice Chair and is chairing in the interim. There have been a dozen meetings on the 403 statute governance changes. There are many changes to be considered and changed. Commissioner Harrington has been invited to meet with them.

Commissioner Gamache said it seems the group is coming around to think alike. ECN has been very open and it is encouraging to that Commissioner Harrington will meet.

## **9. Old Business – None**

## **10. New Business**

### **A. 2021 Executive Director Performance Review – CLOSED MEETING**

Commissioner Atkins summarized the closed session in that the Board reviewed the Executive Director's 2021 performance and she received an exceptional rating, with salary increase commensurate with the Dakota County merit compensation plan and the MESB budget.

## **11. Adjournment**

*Motion by Commissioner Matascastillo, seconded by Commissioner Hamann-Roland to adjourn the meeting. Motion carried.*

The meeting adjourned at 10:54 a.m.





METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board  
FROM: Ramsey County Commissioner Trista Matascastillo, MESB Treasurer  
RE: Treasurer's Report – October 2021  
DATE: December 1, 2021

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 1, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "Trista Matascastillo", with a horizontal line extending to the right.

Trista Matascastillo  
Commissioner, Ramsey County  
Treasurer, Metropolitan Emergency Services Board





METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

TO: Metropolitan Emergency Services Board  
FROM: Ramsey County Commissioner Trista Matascastillo, MESB Treasurer  
RE: Treasurer's Report – November 2021  
DATE: December 23, 2021

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 23, 2021.

Sincerely,

Trista Matascastillo  
Commissioner, Ramsey County  
Treasurer, Metropolitan Emergency Services Board





## **2022 MESB MEETING SCHEDULE**

### **Full Board**

January 12

March 9

May 11

July 13

September 14

November 9

### **Executive Committee**

February 9

April 13

June 8

August 10

October 12

December 14

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 12, 2022  
**Agenda Item:** 7E. Approval of 2022 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 2022.

### **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 2022.

Radio TOC Chair: Jake Thompson is the Emergency Communications Systems Manager for Chisago County. He has served Public Safety for over 20 years with managing, maintaining and building communications systems to meet the needs of Dispatch, Law, Fire and Public Works. These systems include Radio, 911 Phone, CAD, Logging and Broadband Applications. During his career, he transitioned all Fire agencies to 800MHz pagers as well as US Digital Design automated alerting making them that county the first in the state to make the full transition. He also implemented the first Motorola WAVE Radio to LTE push-to-talk system in the state connected to ARMER. He has served in many Local, Regional, State and National committees including MESB's Radio TOC, MESB's 911 TOC, MESB's CRTF Steering, SECB's Interoperability Committee, and SECB's Wireless Broadband and Applications Committee. He also has served as the Minnesota Chapter President and is the immediate past National President of the Motorola Trunked Users Group.

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 2014-2021. 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 12, 2022  
**Agenda Item:** 7F. Approval of 2022 9-1-1 TOC Chair  
& Vice-Chair  
**Presenter:** Mihelich

### **RECOMMENDATION**

The 9-1-1 Technical Operations Committee (TOC) recommends the Board approve Susan Bowler, the Carver County PSAP Manager, as 2022 9-1-1 TOC Chair and Val Sprynczynatyk, the Anoka Co. PSAP Manager, as the 2022 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**

Bowler and Sprynczynatyk have served in the chair/vice-chair roles for the committee in 2021, 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





METROPOLITAN  
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST  
SAINT PAUL, MINNESOTA  
55104-3431

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

November 12, 2021

Mr. Jeffrey Paré  
Federal Engineering, Inc.  
10560 Arrowhead Drive.  
Fairfax, VA 22030

Dear Mr. Paré:

Thank you for the proposal submitted in response to the Metropolitan Emergency Services Board's Request for Proposals for an NG9-1-1 Transition Plan. The thought Federal Engineering, Inc. put into the response was appreciated.

I regret to inform you that your proposal was not chosen for this project. I do hope that the Metropolitan Emergency Services Board will get to work with you and your firm in the future.

Thank you for your interest in this project.

Sincerely,

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

Jill Rohret  
Executive Director



METROPOLITAN  
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November 29, 2021

**VIA ELECTRONIC MAIL**

Ms. Lezlie Vermillion, Administrator  
Scott County  
200 Fourth Avenue West  
Shakopee, MN 55379

Dear Ms. Vermillion:

Enclosed please find a fully executed copy of the amended Joint Powers Agreement for the Metropolitan Emergency Services Board. The copy includes signatures from all eleven parties to the agreement: Anoka County; Carver County; Chisago County; Dakota County; Hennepin County; Isanti County; City of Minneapolis; Ramsey County; Scott County; Sherburne County; and Washington County.

This agreement is effective January 1, 2022 through December 31, 2026.

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

Enclosure

cc: Commissioner Dave Beer  
Commissioner Tom Wolf  
Tracy Cervenka



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December 16, 2021

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

Dear Ms. Lines:

The Metropolitan Emergency Services Board (MESB) is a joint powers board of ten metropolitan counties, plus the City of Minneapolis, which governs 9-1-1 and ARMER radio, and serves as the metropolitan EMS region, Metro Region EMS.

The EMS Technical Operations Committee includes representation from metropolitan region EMS providers, non-EMS law enforcement and fire responders, ambulance directors, the metro region health care preparedness coordinator, and county public health representatives from each of our ten member counties.

Isanti County was previously represented by Bruce Hildebrandt of Allina Health EMS. Mr. Hildebrandt retired in October 2021, leaving the Isanti County seat open. I am writing today to request Isanti County to appoint a public health representative to the MESB EMS Technical Operations Committee.

The committee meets quarterly on the third Tuesday of the third month of the quarter, or in March, June, September, and December. Additional information on the EMS Technical Operations Committee may be found at: <https://mn-mesb.org/ems-toc/>.

Once the County has determined its representative, please send the person's name and contact information to Ron Robinson at [rrobinson@emsmn.org](mailto:rrobinson@emsmn.org) so we can add them to the committee.

Please feel free to contact me with any questions. I can be reached at (651) 643-8394 or [jrohret@mn-mesb.org](mailto:jrohret@mn-mesb.org).

Thank you for your time and consideration.

Sincerely,

Jill Rohret  
Executive Director

cc: Commissioner Greg Anderson



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EMERGENCY SERVICES BOARD

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January 4, 2022

Jill Rohret, Executive Director  
Metropolitan Emergency Services Board  
2099 University Ave W  
St. Paul, MN 55104

Re: Retirement

Good morning, Jill-

It is with some sadness and uncertainty but also with joy and anticipation that I want to let you know that I intend to retire effective March 18, 2022. I want to give you advance notice that will allow a smooth transition and not have a negative impact on the EMS work.

It has been a privilege for me to be the EMS regional coordinator for almost 15 years. I am grateful for your full support of my endeavors and the metro EMS system!

Thank you for the opportunity to serve the Metropolitan Emergency Services Board, the metropolitan area first responders, and EMS throughout the State of Minnesota.

Sincerely,

A handwritten signature in black ink that reads "Ronald R. Robinson". The signature is written in a cursive, flowing style.

Ronald R. Robinson

# METROPOLITAN EMERGENCY SERVICES BOARD

## EXECUTIVE COMMITTEE MEETING MINUTES December 8, 2021

### Commissioners:

Greg Anderson, Isanti County  
Joe Atkins, Dakota County – **absent**  
Gayle Degler, Carver County  
Irene Fernando, Hennepin County  
Mike Gamache, Anoka County  
Rick Greene, Chisago County

Andrew Johnson, City of Minneapolis  
Trista Matascastillo, Ramsey County – **absent**  
Fran Miron, Washington County  
Felix Schmiesing, Sherburne County  
Tom Wolf, Scott County

**Staff Present:** Tracey Fredrick, Mike Mihelich, Jill Rohret, and Martha Ziese.

**Guests Present:** Jay Arneson, *Board Counsel*; and Melissa Wenzel, *LifeLink III*

### 1. Call to Order:

The meeting was called to order at 10:00 a.m. by MESB Vice-Chair Commissioner Irene Fernando.

### 2. Approval of the December 8, 2021 Agenda

*Motion made by Commissioner Degler, seconded by Commissioner Wolf to approve the December 8, 2021 MESB Executive Committee agenda. Motion carried.*

### 3. Approval of Minutes

*Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the June 9, 2021 MESB Executive Committee minutes. Motion carried.*

### 4. Radio Items

#### A. Approval of Amendment to Minneapolis' ARMER Participation Plan

Tracey Fredrick said Minneapolis requests approval of an amendment to its ARMER participation plan to accommodate changes related to its new backup dispatch site at the Minneapolis Convention Center. The work is expected to be completed by the end of this year or very early into 2022. The Land Mobile Radio and NG91-1 Committees have approved this plan. Minneapolis also received a temporary variance to use this center prior to the board approval so it can be used, if needed, for the Potter trial.

*Motion made by Councilmember Johnson, seconded by Commissioner Wolf to recommend approval of the amendment to Minneapolis' ARMER participation plan. Motion carried.*

#### B. Approval of Request for Waiver to SECB Standard IOP-11 from Eagan Fire Department

Fredrick said Eagan Fire Department requests approval of a waiver to SECB Standard IOP-11 for one additional radio used by an Eagan Firefighter who also serves on the SWAT team. It is not for day-to-day use and will only be used for SWAT operations. There are two other SWAT team members that have similar approved waivers.

Commissioner Greene asked what would keep them from using that radio for use other than a SWAT operation.

Fredrick said this radio is kept in a locked locker when not in use for SWAT operations.

## METROPOLITAN EMERGENCY SERVICES BOARD

Commissioner Gamache asked if there have been any similar requests from agencies besides Eagan Fire Department and if this request requires county board approval.

Fredrick said she did not know of any other requests from other counties. This request came through the Radio TOC for approval since it is a state standard. This individual is an EMS Medic that works for the Eagan Fire Department and appointed to the SWAT team by the Dakota County Sheriff's Department.

Commissioner Fernando asked if there was an expiration date for this activation.

Fredrick said if there is a desire for a review, she will do a review in one year.

Councilmember Johnson asked if this was a technicality since this radio would be locked up when not being used for SWAT operations.

Fredrick said that is correct; this individual has a separate radio for daily use/non-SWAT operations.

Jill Rohret said the radio system administrators regularly monitor interoperability talkgroups and can see if there is inappropriate use.

*Motion made by Commissioner Gamache, seconded by Commissioner Degler to recommend approval of Eagan Fire Department's request for waiver to SECB Standard IOP-11. Motion carried.*

### **C. Approval and Acceptance of FY2022 SECB Grant**

Fredrick said staff requests acceptance of the FY2022 SECB grant. The grant is in the amount of \$250,000.00 and will focus on mental health statutory compliance training, telecommunicator resiliency training, ECN conference attendance, ARMER training video and PSAP security audits.

Fredrick said if there were any changes to these priorities it would come before the board for approval. It is likely the grant contract will be received in early 2022.

*Motion made by Commissioner Miron, seconded by Commissioner Degler to recommend acceptance of the 2022 SECB grant. Motion carried.*

## **5. 9-1-1 Items**

### **A. Approval of CHS-1 Purchase/Upgrade Agreement**

Mike Mihelich said Call Handling System 1 (CHS-1) is 9-1-1 answering system used by five metro PSAPs, which would like to proceed with purchasing a system upgrade. This system has been in existence for five years. There are some issues with the operating systems of the servers and the machines that are outdated. The machines have been running 24/7 for those five years and are due for a refresh. The MESB is the contract manager for CHS-1 and is therefore a signatory for the agreement.

Rohret said the system owners would like to take advantage of a pricing offer which expires December 31, 2021. Because of this, this item is before the Executive Committee today for approval with ratification by the board in January.

*Motion made by Councilmember Johnson, seconded by Commissioner Degler to bring approve of the CHS-1 Purchase/Upgrade Agreement. Motion carried.*

# METROPOLITAN EMERGENCY SERVICES BOARD

## **B. Approval of Amendment 1 to the Winbourne Consulting Agreement**

Mihelich said Winbourne Consulting is offering a “lessons learned” document they have put together from all of their national CAD-to-CAD work. The cost for this document is \$1,320.00. The Workload Sharing/Situational Awareness Workgroup feels this document would be beneficial in detailing best practices for implementing a CAD-to-CAD interoperability solution.

*Motion made by Councilmember Johnson, seconded by Commissioner Wolf to recommend approval of Amendment 1 to the Winbourne Consulting Agreement. Motion carried.*

## **6. EMS Items**

### **A. Approval of Contract for Certified Ambulance Documentation Specialist Class**

Rohret said this class was included in the EMS EMSRB work plan approved earlier this year. Because this contract requires a signature over the Executive Director’s signing authority of \$10,000.00 it is brought to the board for approval. In this case, a deposit is required to secure dates for the class. Because of this, this item was noticed for approval by the Executive Committee with ratification by the Board in January.

*Motion made by Commissioner Wolf, seconded by Councilmember Johnson to approve the contract for Certified Ambulance Documentation Specialist Class. Motion carried.*

## **7. Administrative Items**

### **A. Approval of 2022 MESB Legislative Agenda**

Rohret said MESB staff and the lobbyists developed the draft 2022 legislative agenda. There several items which have been on the legislative agenda for years.

Rohret said under 9-1-1 and ARMER items is the funding for counties’ ongoing maintenance of GIS data. DPS is proposing technical amendments to MS 403. MESB staff recommend supporting the change to employment classification of 9-1-1 telecommunicators.

Rohret said long-term sustainable funding for EMS regions remains on the draft legislative agenda. A one-time appropriation was approved in 2021, but a long-term solution is needed. Seat belt fines have declined. There is some clarification needed for grant funding requirements under MS 144E.02 and 144E.50. The EMSRB made some changes this year which resulted in three grants instead of two. A longstanding legislative agenda item is keeping the EMS regional program under the EMSRB rather than moving it to Minnesota Department of Health.

Commissioner Degler asked if it’s a concern that stopping drivers for smaller offenses will have an effect on the EMS funding money.

Rohret said it has not been brought up, but it is a logical assumption it will have an effect on the EMS funding streams, particularly the grant funded seatbelt violation fines.

Commissioner Fernando said this is a big concern. What is the best way for our IGRs to support these platforms.

Rohret said once this legislative agenda is approved in January, she will send out to counties for awareness.

Commissioner Gamache said it would be helpful to have the breakdown of EMS funding sent out to the counties with the approved legislative agenda.

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Degler, seconded by Councilmember Johnson to recommend approval of the draft 2022 MESB Legislative Agenda. Motion carried.*

## **B. Discussion: Proposed Amendments to MS 403**

Rohret said since the Board last discussed the proposed technical amendments to MS 403, three additional changes were made. Regions were requested to discuss the changes and bring feedback to the SECB Legislative Committee. The first change is the language relating to Originating Service provider cost recovery has been restored per advice of Minnesota Management and Budget.

Rohret said the second change is the language related to requirements for multi-line telephone system vendors was mistakenly removed and is now added back in.

Rohret said the third change is in the area of the 9-1-1 fee itself; references to FCC rules for the use of 9-1-1 fee monies were added where appropriate.

## **C. Discussion: 2023 Budget – Radio Training**

Rohret said that the MESB has traditionally used grant funds, either federal SHSP grants or state SECB grant, to pay for radio system administrator training. ECN has made some changes to how the SECB grant may be used; radio items are no longer eligible uses for the SECB grant funds. there have been some changes to grant funds related to radio training. The SECB grant guidance now states radio items, including training will no longer be eligible for funding. MESB staff wanted to discuss whether additional funds, likely \$30,000.00 - \$35,000.00 should be added to the radio administration budget for the 2023 budget to accommodate regional training needs. She prepared an example using the approved 2022 budget so members could see how this addition to the budget would affect assessments.

Fredrick said it has not been possible to hold these radio trainings, even though regular training is required in SECB standards. The metro region ARMER system administrators have expressed concern about not staying in compliance with state standard, as they are required to have a training every two years. The metro system administrators are very advanced and want to stay on top of current trends and changes made by the system vendor during system updates/upgrades.

Commissioner Gamache said trainings are being missed. It is important to stay up-to-date. The focus should be on changing statute. Is there a communication issue that we need to correct to see what trainings counties are conducting.

Fredrick said she can easily track the trainings that are being held, including the state's online training.

Commissioner Degler asked if we could find out by county each county would be using the training.

Fredrick said she will look for that information and present at the January board meeting.

## **8. Old Business – None**

## **9. New Business**

Commissioner Fernando said as the 2022 MESB Chair she would welcome discussions on in - person meetings.

## **10. Adjournment**

# METROPOLITAN EMERGENCY SERVICES BOARD

*Motion made by Commissioner Degler, seconded by Commissioner Wolf to adjourn. Motion carried.*

The meeting adjourned at 11:04 a.m.

DRAFT

**Civil Unrest AAR  
Recommendation Status  
Updated 12/21/2021**

Tracking #	Recommendation	Person/Agency Responsible	Status
1	Establish the governance structure, on-going funding model, training, and procedures to deploy and utilize 9-1-1 call workload sharing between cooperating .	PSAPs/Cities/Counties/MESB	<p>08/24/21 - The RFP for professional and technical services from a consultant to assist the WG with the implementation and funding steps necessary to get a system in place closed for responses on August 20, and no vendors responded. The WG and staff will review the RFP requirements to determine if there is something in the RFP itself that discouraged vendors from responding or if additional advertising is needed to make sure vendors are aware of the RFP, or both.</p> <p>10/20/2021 - The RFP was reposted in September. Two proposals were received in response to the posted RFP that was due October 15th. Selection of consultant for RFP has been completed by workgroup RFP evaluation team, and the action sheet has been completed to present to the Board at the November 10th meeting recommending award to the selected consultant.</p> <p>12/16/2021 - Winbourne Consulting was selected as the vendor to complete the CAD2CAD RFP for the MESB region and to create funding and operational plans for implementation. An official kick-off meeting is scheduled on 12/17/2021 with the WG and we will be asking the Board to approve the purchase of a "Lessons Learned" document created by Winborne giving us insights to their many CAD2CAD projects throughout the nation.</p>
2	Identify and implement workload sharing applications that will permit 9-1-1 calls to overflow to neighboring ECCs which have agreed to work together cooperatively, permitting calls to be answered, triaged, classified (type or nature code assignment), and sent electronically into the original destination ECC's CAD dispatch queue, permitting the original destination ECC to coordinate the emergency response to incidents within its jurisdiction.	PSAPs/Cities/Counties/MESB	(combined with #1)
3	Identify and implement workload sharing applications that will establish a regional CAD incident display map showing the location of emergency responders (both personnel and units) and incidents in progress, permitting the appropriate personnel to have a big picture understanding of what is happening at the regional level in real time.	PSAPs/Cities/Counties/MESB	(combined with #1)

4	Identify telecommunicator resources to support any ECC personnel that have been involved in prolonged or horrific emergency events and may not recognize the extent they have been impacted mentally and emotionally, and those that recognize they need help.	9-1-1 TOC/MESB	08/24/21 The Motivations training was completed in June. At the August 911 TOC meeting the committee decided to request additional grant funding to continue to develop telecommunicator resiliency programs at each of the regional PSAPs in 2022. 10/20/2021 - Additional grant money will be available for additional resiliency training. Requirements need to be formed for solicitation of a vendor to produce and present training material for this new round of grant funding.
5	Establish procedures to support the use and staffing of community tip lines that do not terminate in or interfere with ECC operations or negatively impact the 9-1-1 system whenever law enforcement or fire establish a joint command facility (e.g. MACC).	PSAPs/Cities/Counties/Other agencies	06/24 - The recommendation to not terminate community tip lines at ECCs was included in the Operation Safety Net (OSN) planning in February and March. An after action report is now being prepared regarding the OSN planning and implementation. The information from that report may become the basis for the development of a regional standard that addresses the use of tip lines that do not interfere in ongoing ECC operations.
6	Establish or update an existing metro region 9-1-1 standard to block "anonymous" calls to admin lines that terminate in the ECC to reduce harassing, abusive, or denial of service attack calls that can negatively impact ECC operations.	9-1-1 TOC/PSAPs/MESB	10/20/21 - Discussion began at the September 2021 9-1-1 TOC Meeting
7	Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff. a. Response agency command staff need to be trained on the existence and need/use of the Metro Region Communications Response Task Force (CRTF). i. Command staff turnover is a problem; special training directed specifically for command staff be should be developed.	CRTF/Duty Officer/Statewide Training	INTD/INCM training was provided in March 2021 specifically directed towards those who may be called in for response to Civil Unrest. Many Metro telecommunicators were also in attendance at a FEMA INTD course held in mid-June 2021. A metro-specific telecommunicator class is being developed currently. Several Metro CRTF members are attending a statewide drill held in August 2021 to get experience with emergent activities. Additionally, 3 metro members have been invited to participate in a COML course in Fall 2021. Additional space in an early 2022 COML course is also available. Two new Metro COML trainers were trained in November 2021.

8	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>a. Response agency command staff need to be trained on the existence and need/use of the Metro Region Communications Response Task Force (CRTF).</p> <p>ii. Include State Duty Officer training to assist in understanding the communications resources and processes to be utilized as part of the ICS structure.</p>	CRTF/Duty Officer	As of March 2021, the Duty Officer position at BCA has been identified to only be for use in statewide emergencies in which a state agency is impacted; it will no longer be directing activities for regional activities. DPS-ECN has come up with a process to contact the SWIC for such emergencies. As such, this line item may be deleted, or changed to reflect the new process.
9	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>b. Build relationships between the CRTF and agency command staff.</p>	CRTF/Metro EM Agencies	CRTF Steering Team has begun having internal meetings in their own entities, doing more outreach to partner entities.
10	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>c. Ensure that ECC management personnel are included in all EOC/MACC operations at the same level, and at the same time, as law enforcement, fire, and EMS management personnel are included.</p>	MESB, HSEM	Pre-planning for the spring 2021 trial seemed to go more smoothly. There is still some room for opportunity with the other upcoming trials.
11	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>d. Include COMU representatives at the MACC at the beginning of MACC operations.</p>	CRTF/Duty Officer/MACC	Pre-planning for the spring 2021 trial (Operation Safety Net) seemed to go more smoothly. There is still some room for opportunity with the other upcoming trials.

12	Create or update an existing standard to require ARMER talkgroups to be labeled using the same talkgroup names system wide. Currently, different agencies label the same talkgroup by different names.	Radio TOC Standards Workgroup/Statewide Standards Workgroup	MESB standards workgroup and state standards workgroup discussed in November 2020. System limitations make this difficult to do. Have also brought forward to State standards planning; still in discussion.
13	Conduct on-going ARMER training for law enforcement, fire, and EMS responders, both for new-hires and as part of regular in-service training, as required in SECB Standards LMR-29, LMR-30, and LMR-31.		Videos posted to MESB site in October 2020. On-going training statewide being discussed.
14	Create better advertisement of available resources, such as equipment caches, CRTF, etc. at a state level.	Duty Officer/MACC/CRTF	As of March 2021, current SWIC is aware of resources and how to deploy. See also #8.
15	Identify regional, or statewide, EOC or MACC locations that can be properly equipped in advance.	HSEM	Not started
16	Establish regional communications plans that can be practiced and implemented by the appropriate COMLs as soon as an incident escalates into a multi-agency, multi-jurisdictional event. This should be incorporated into the ICS implementation plans but could be activated before the ICS structure is established beyond the initial response. This response should also include the distribution of a consolidated ICS 205 form and can include additional forms in the future, such as an ICS 205a or ICS 217 form.	CRTF	Metro has these common forms on the ARMER standards page and the CRTF page. Current method for distribution of region-wide ICS205s is to send through the Radio Services Coordinator.
17	Create or update an existing metro region ARMER standard that recommends requesting the deployment of CRTF resources when an incident escalates to include multi-jurisdiction coordination or multi-agency responses from more than one ECC service area. This should not be dependent on whether law enforcement or fire establish a joint command facility (e.g. MACC). a. Define how CRTF is activated. b. Notify the State Duty Officer as soon as a request to deploy the CRTF is received. c. Ensure the State Duty Officer documentation related to CRTF deployment is current. d. Define how the regional ECCs will be notified.	Radio TOC Standards Workgroup/CRTF	Updated Large Event Communications Standard 3.21.0; approved by MESB Board September 2020. Approved new event standard July 2021.

18	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>a. Response agency command staff need to be educated on the existence and need/use of the CRTF.</p> <p>i. Command staff turnover is a problem; special training directed specifically for command staff should be developed.</p> <p>ii. Include State Duty Officer training to assist in understanding the communications resources and processes to be utilized as part of the ICS structure.</p>	CRTF/Duty Officer/Metro EM Agencies	See #8.
19	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>b. Build relationships between the CRTF and agency command staff.</p>	CRTF/Agency Command Staff	See #9
20	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>c. During the event, some agency heads expressed concern that their responders would not be able to find the talkgroups specified in the ICS 205s on their radio.</p>	CRTF/Metro COML	This concern is also part of the on-going training mentioned in other areas of recommendation. Videos and documents have been added to the MESB website as of October 2020, and on-going training at a state level is being discussed in several workgroups.

21	<p>Provide training to agency heads and elected officials regarding the role of the emergency communications centers and COMLs in the emergency response continuum. Work together with other emergency responder agencies to include an emergency communications and response coordination training module to be incorporated into new hire training, as well as in-service training, provided by the law enforcement, fire, and EMS agencies to their staff.</p> <p>d. Add the MESB's ARMER training video on changing zones on subscriber units uploaded to the MESB website. (As of the final draft of this document, this video is available on the MESB's website and the link has been distributed to metro region ARMER system administrators.)</p>	MESB	Complete, October 2020
22	<p>For jurisdictions where there are separate management structures for 911 and ARMER, regular coordination meetings need to be established so that the two teams identify issues proactively and work together to address the issues. This coordination should include contingency planning for system failures and multi-agency events.</p>	Regional Emergency Communications Boards	Not started
23	<p>Establish a timeline for requiring encryption-capable radios for response agencies within the metro area.</p>	Cities/Counties/Radio TOC/MESB/Regional Emergency Communications Boards	Change Management group has begun meeting; May 2021 - Encryption Best Practices guide has been approved and posted.





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 8A. Approval of Amendment to  
Minneapolis' ARMER Participation Plan  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Executive Committee recommends approval of the amendment to the City of Minneapolis ARMER participation plan.

### **BACKGROUND**

Minneapolis has been an ARMER participant since 1999. It currently utilizes a full ARMER participation plan with DPS-ECN.

### **ISSUES & CONCERNS**

Minneapolis is requesting an amendment to its ARMER participation plan to add a new backup dispatch site at the Minneapolis Convention Center. The radio additions include seven Motorola MCC7500e consoles, two new Conventional Channel Gateway (CCGW) devices with 16 ports available, and an extension of the dark fiber connection from the Government Center. Work is anticipated to be done by end of calendar year 2021 but may extend into early 2022.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



November 05, 2021

RE: Additional ARMER Console site and connection request

MESB Staff

Tracey Fredrick, Radio TOC

Mike Mihelich, 911 TOC

Tracey and Mike please add this request to the next Radio and 911 TOC meetings.

The City of Minneapolis would like to change our participation plan and request additional connections for a backup 911 center and we seek the approval of the MESB for this new backup PSAP. The City of Minneapolis was one of the first ARMER sub system and console owners on the system starting in 2001.

**Radio TOC:** At this time we would like to add a backup 911 dispatch site with 7 radio dispatch positions that will be IP based Motorola MCC 7500e consoles with “Cryptor” encryption modules. We hope to have this work completed this year. The City will continue to use local analog equipment for logging of radio talk groups and phones while looking for a long term logging solution in the future. This will use our backup radio consolettes for recording and will require two CCGW units with a total of 16 ports, 8 ports will be used at initial set up. The radio ID’s to be used are within our current assignment so no new ID’s are being requested. We have been in contact and discussion with MN DOT on this new site and until recently we thought this site would be one of the first console sites connected through ethernet. We have determined that the site will initially be set up as T1 connections. We are requesting to extend our current ARMER network connection point to new “Dark Fiber” connection through dedicated Single Mode Fiber to our new 911BU site at the Convention Center.

**911 TOC:** This new backup dispatch center includes twelve (12) VESTA 9-1-1 workstations which are part of Call Handling System 1 (CHS1). These 9-1-1 workstations are being relocated from the Third Precinct location to this new location. The 9-1-1 workstations will be integrated with the PSAP’s CAD, Logging Recorder, and Radio systems. The new 9-1-1 workstations will be connected on customer-provided WAN facilities to each of the CHS1 Data Centers: Primary at the Sheriff’s Office at Parkers Lake and Secondary at the Hennepin County Government Center Data Equipment Room.

Rod Olson  
Manager of Radio Communications Electronics  
ARMER Public Safety Radio System Administrator for  
The City of Minneapolis, MN  
661 5<sup>th</sup> Ave North  
Minneapolis, MN 55405



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 8B. Approval of Eagan Fire Department  
Waiver to SECB Standard IOP-11  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Executive Committee recommends approval of a waiver to SECB Standard IOP-11 (formerly known as ARMER Standard 3.19.0) "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups" for one additional radio for the Eagan Fire Department to use for SWAT operations.

### **BACKGROUND**

SECB Standard IOP-11 restricts the Law Enforcement Talk-around Channel (LTAC) ARMER talkgroups to Law Enforcement use only. Any requests for use other than Law Enforcement must be done by obtaining a waiver.

LTACs have encrypted channels that are used widely by SWAT teams to prevent anyone with a scanner from listening to these radio communications.

Encrypted talkgroups are not allowed to be patched to non-encrypted talkgroups.

### **ISSUES & CONCERNS**

Eagan Fire Department has a firefighter who serves on the Eagan SWAT team. Because fire radios are not allowed to have LTACs programmed in the radios, a waiver must be approved. The LTAC talkgroups would only be used by this firefighter during SWAT team activations.

This request will go before the State Emergency Communications Board (SECB) at its December 2021 meeting, pending approval by the MESB.

### **FINANCIAL IMPACT**

None to MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



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MEMO

To: Metro TOC, Chair Jake G. Thompson

CC: Tracey Fredrick

From: Ron Jansen \ Dakota County

Date: 10 November 2021

RE: LTACE's for an additional Eagan SWAT Team Member

Dakota County is seeking a waiver to State Standard 3.19.0 "Use of 800 MHz Statewide LTAC and SIU Interoperability Talkgroups". The Eagan Fire department has added another medical support member to their Eagan SWAT team. This radio is assigned specifically to this person for both their job functions. Dakota County is seeking permission to program this unit with the LTACE's. All three of the SWAT Teams in Dakota County utilize the same zone for communications. Allowing this waiver would significantly reduce the risk of members not being on the same resource and reduce a safety risk for lost or missed communications. A previous request was made and approved in early 2021. This would make a total of two units on the Eagan Fire Department with this waiver \ permission.

Thank you for your consideration on this item.

Best Regards,

Ron



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 8C. Acceptance of FY2022 SECB Grant  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Executive Committee recommends acceptance of the 2022 Statewide Emergency Communication Board (SECB) Grant to the MESB in the amount of \$250,000.00.

### **BACKGROUND**

Minnesota Department of Public Safety, Division of Emergency Communication Networks (DPS-ECN) has issued a grant agreement to the MESB in the amount of \$250,000.00 for training; equipment and exercises were also eligible expenses.

The MESB has been allocated \$150,00.00 for Mental Health Statutory Compliance Training, \$75,000.00 for Telecommunicator Resiliency Training, \$13,800.00 for assistance to attend the Public Safety Communications Conference in 2022 and 2023, \$5,000.00 for creation of a new ARMER Training video, and \$6,200.00 for PSAP Security Audits. DPS-ECN has also requested recipients of the Mental Health Statutory Compliance Training and Telecommunicator Resiliency Training report on efficacy of training for future statewide opportunities.

These items were included in the MESB's approved 2022 regional funding priorities.

### **ISSUES & CONCERNS**

The amount allocated to the MESB does not fully fund all projects recommended by both the Radio and 9-1-1 TOCs, in particular, the ARMER technical training classes were not included for funding by ECN, due to a policy change and fears of 9-1-1 fee diversion.

Grant funds must be spent and financial statement reports (FSR) submitted to ECN no later than June 1, 2023.

### **FINANCIAL IMPACT**

None to MESB, except staff time to manage the grant, including filing reimbursement requests and drafting progress reports.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 9A. Ratification of CHS1 Hardware Refresh  
/Purchase Agreement for Five Agency  
Consortium Vesta System  
**Presenter:** Mihelich

### **RECOMMENDATION**

The Executive Committee recommends the Board ratify the hardware refresh/purchase agreement for the five-agency consortium (Call Handling System 1, or CHS1) Vesta System.

### **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 in operation for five years. It requires updates to be in compliance with Next Generation 9-1-1 requirements.

MESB staff recommend the Executive Committee approve this agreement, with Board ratification at the January 12, 2022 board meeting. The reason for this is because the cost quote to which the system owners would agree expires on December 31, 2021.

Board counsel drafted the agreement and as such has no issues with it. Please note the main agreement is included in the meeting materials; exhibit to the agreement were not included due to size limitations.

### **FINANCIAL IMPACT**

None to the MESB. The five participating PSAPs are responsible for paying all costs involved with this agreement. MESB staff will need to bill system owners for shared costs related to the data centers.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**PURCHASE AGREEMENT for a HARDWARE REFRESH / UPGRADE FOR THE FIVE-AGENCY CONSORTIUM SHARED / HOSTED VESTA 9-1-1 CALL HANDLING SYSTEM**

THIS PURCHASE AGREEMENT (“**Agreement**”), made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between INDEPENDENT EMERGENCY SERVICES, LLC, a limited liability corporation (the “**Contractor**”), and 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.

**WHEREAS**, on May 12, 2014 the Contractor and the Buyers entered into a Purchase Agreement for a Five-Agency Consortium Shared / Hosted Next Generation 9-1-1 Call Handling System Solution (the “**System**”); and

**WHEREAS**, the Buyers wish to purchase upgrades to the System;

**NOW, THEREFORE**, in consideration of the mutual agreements and promises contained herein, the parties agree as follows:

1. The Contractor will provide a systemwide Hardware Refresh / Upgrade to the existing VESTA 9-1-1 telephone system including all planning, liaison, design, project management services, hardware, software, licenses, integration, conversion assistance, installation labor, training, travel, and one-year warranty (maintenance) as per the Equipment and Services List herein included as Exhibit 1.

2. **Definitions.** For the purposes of this Agreement, the following terms shall be defined as follows:

(a) **System Final Acceptance.** At completion of implementation at all Data Centers and PSAPs, the system shall be tested using Contractor’s Acceptance Test Plan with results documented. After successful testing, the system will be accepted and final payment shall be requested.

(b) **Call Handling System 1.** The current VESTA 9-1-1 telephone system which is owned and shared by the Buyers and is being upgraded per this Agreement.

(c) **Acceptance Test Plan.** The Contractor shall provide a written Acceptance Test Plan for use and documentation as each entity is implemented and tested. The testing shall take place, and upon successful completion at each entity, respectively, each will attain Beneficial Use Acceptance.

(d) **Furnished System.** Furnished System means the entire suite of equipment, software, and services required by this Agreement and offered both collectively and individually to the Buyers.

(e) **Public Safety Answering Point (PSAP).** A physical location where a Public Safety Agency answers 9-1-1 calls. A PSAP may be Primary or Secondary. A Primary PSAP receives 9-1-1 calls direct from the public and is usually a Law Enforcement Agency. A Secondary PSAP (e.g., Fire, Emergency Medical Services, etc.) receives 9-1-1 calls on a conference or transfer basis from other PSAPs. PSAPs are operated by government jurisdictions, agencies or authority agents responsible for handling 9-1-1 emergencies.

(f) **Maintenance.** The definition of maintenance and its related elements are listed in Exhibit 2.

(g) **Beneficial Use Acceptance.** Beneficial Use Acceptance shall be deemed to occur upon completion of the individual entity implementation (i.e., Data Centers and PSAPs) and successful completion of each respective Acceptance Test Plan. Because the implementation will occur on a Phased Approach, the individual entities will have separate Beneficial Use Acceptance dates. Beneficial Use Acceptance is a milestone which allows Contractor invoicing as per Invoicing and Payment Terms below.

3. **Obligations of the Contractor.** The Contractor shall:

(a) **System updates to be provided.** Deliver to Buyer the System updates as described on Exhibit 1.

(b) **Equipment and Software.** Deliver to Buyer the equipment and software specified on Exhibit 1, in good working order and free of physical defects.

(c) **Installation.** Install the equipment and software on a date to be determined and at the location(s) set forth in Exhibit 1.

(d) **Hotline Support.** Have adequate personnel available in an advisory capacity who will be accessible by telephone within one hour after being called.

(e) **Invoicing.** Contractor agrees that it shall invoice each Buyer directly for its share of the Common Equipment, and for each Buyer's individual PSAP Equipment. Contractor shall send copies of all invoices to the Contract Manager. Contractor shall invoice each Buyer for its share of the Common Equipment in accordance with the information provided by the Contract Manager as to each Buyer's ownership share. Contractor shall submit its invoices and Buyers shall remit payment within forty-five (45) calendar days of receipt.

4. **Obligations of Buyer.** Buyer shall:

(a) **Purchase Price.** Pay for the goods and services which the Contractor has undertaken to provide as detailed in Exhibit 1.

(b) **Payment Terms.** Pay the Purchase Price as follows:

(i) 20% upon delivery of Official Project Timeline, Project Management Plan and written Assignment of Resources subsequent to contract execution.

(ii) 60% upon completed installation of equipment, including testing, on a per Data Center and PSAP site attaining Beneficial Use Acceptance.

(iii) 20% upon System Final Acceptance by the Buyers, of the complete Furnished System, but in no event less than 45 calendar days following conversion of the last PSAP to the Furnished System acquired under this Agreement.

(c) **Late Payments.** If payments set forth above are late, interest shall accrue at the rate of 1.5% (one and one-half percent) per month on any unpaid balance of a payment not received by the Contractor within thirty (30) days of the date that said payment is due.

(d) **Taxes and Fees.** In the event any federal, state, or local sales or use taxes become due as a result of this Agreement, or are imposed as a consequence of the Contractor doing business with the Buyer, the Equipment Purchase Price shall be increased by a like amount.

(e) **Risk of Loss.** Upon delivery to Buyer, the risk of loss passes to Buyer and Buyer shall own the equipment and software. Prior thereto, the risk of loss shall be upon the Contractor. Prior to delivery to the Buyer, the Contractor shall carry sufficient insurance insuring the equipment and software against fire, theft and other casualty. After delivery to the Buyer, the Buyer shall carry such similar insurance.

(f) **Delivery.** Buyer shall ensure that personnel are available to receive delivery of equipment at the location for installation, at a date and time determined, upon thirty (30) days notice to Buyer by the Contractor that the equipment is ready to be delivered.

(g) **Access.** Buyer agrees to grant or cause other agencies of Buyer to grant reasonable right of entry to the Contractor, to enable it to deliver and install the products or equipment, and/or perform all services and training contemplated by this Agreement, and will direct agencies of Buyer to make available a reasonable amount of secure storage space for said products or equipment until installation, training and the live testing period have all been accomplished or completed. Contractor and its subcontractors shall comply with any health or safety rules applicable to each Buyer's facilities.

(h) **Site Conditions.** Buyer shall be responsible for meeting and maintaining proper environmental conditions, including an asbestos free working environment, temperature (60° to 75° F), humidity (20 to 95% non-condensing), and shelter from the elements, appropriate for the installation, and testing of the equipment and software described in Exhibit 1. Following installation and testing, Buyer shall meet and maintain temperature (40° to 75° F), humidity (20 to 80% non-condensing), and electrical (115 to 125 VAC on an uninterrupted power supply to be

supplied by Buyer unless specified otherwise in Exhibit 1.) conditions as necessary for the proper operation of equipment and software described in Exhibit 1. Buyer shall provide necessary roof or wall penetrations for installation of NetClock GPS Antenna Cable as described on Exhibit 1. Buyer shall provide sufficient space for mounting of NetClock GPS Outdoor Antenna at a location to be determined at site walk through to be performed jointly by the Buyer and Contractor.

**5. Software License.** The equipment provided by the Contractor pursuant to this Agreement may contain software, including that which the manufacturer may have embedded into the hardware as an integral part of the equipment. All such software shall remain the property of the creator, developer, manufacturer, or copywriter, as the case may be. The Contractor shall provide to all of the Buyers a fully paid-up, royalty-free, nontransferable, non-exclusive license in the software, in object code form only, one copy per single CPU, required for use of the Common Equipment. The Contractor shall provide to each individual Buyer a non-transferable license in the software, in object code form only, one copy per single CPU, required for use of each Buyer's individual PSAP Equipment.

**6. Contractor's Right to Rely.** The Contractor generally shall be entitled to rely upon as accurate the information provided by Buyer and any agency thereof, and the various telephone companies providing service within the area being provided 9-1-1 service pursuant to this Agreement, or any agent, employee, or affiliate thereof; provided, however, the Contractor shall not be excused from reasonably verifying such information and in no event shall Contractor be entitled to rely upon information which the Contractor reasonable knows or should know is erroneous or subject to question.

**7. Time of Performance.** The time for performance for the Contractor may be extended by Buyer without cost or detriment to the Contractor if such extension is requested on account of fires, embargoes, earthquakes, floods, wars, water, the elements, labor disputes, government requirements, actions of civil or military authorities, or acts of God or public enemy. The Contractor may extend the time for its performance without cost or detriment if such extension is requested on account of circumstances beyond its control, including, but not limited to, inability to secure transportation facilities, acts or omissions of suppliers, tardy completion of the Database Management System, or tardy completion of the networks of the various telephone companies. Should the time for performance be so delayed, Buyer or the Contractor, as the case may be, shall give the other party reasonable notice of such extension and the balance of the terms of this Agreement, to the extent necessary, shall automatically be modified to accomplish the intent of the parties.

**8. Default and Remedy.** Failure of the Contractor (including the failure of any employee or agent of the Contractor) to abide by any of the terms, conditions, or requirements expressed in the Agreement shall constitute a default if not properly corrected by the Contractor in a reasonable time upon receipt of a notice of deficiency and a request for compliance from the County. In the event of a default by the Contractor, the Buyer may cancel this Agreement by sending a written notice of cancellation to the Contractor at the address stated herein, and may recover from the Contractor, as limited by this Agreement, damages sustained by the Buyer which may arise out of the breach of this Agreement by the Contractor.

## 9. Warranties.

(a) **Manufacturers' Warranties.** The Contractor shall use its best, good faith efforts to cause the manufacturer's warranties covering all equipment to be supplied pursuant to this Agreement to extend to the benefit of Buyer. Should there be a need created therefor, the Contractor shall be entitled to an assignment of any manufacturer's warranty coverage from Buyer and Buyer shall execute appropriate documents to obtain the benefit of any manufacturer's warranty of equipment provided herein during the period any applicable manufacturer's warranty of the equipment provided herein is in existence. The parties understand that the Manufacturer warrants the software and equipment described on Exhibit 1 to be free of defects in design, manufacture, and materials for eighteen (18) months following the shipping date from the Manufacturer.

(b) **Exclusions to Warranties.** There are no warranties which extend beyond the description of the face hereof. The express warranty granted above is effective only if Contractor installs the Software on Buyer's computer; it shall be void if it is installed on any computer by anyone other than a person duly authorized by the Contractor to install same. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE.

(c) **Voiding of Warranties.** The warranties provided herein shall be void and of no effect if anyone on behalf of or under the control of Buyer, without consultation with Contractor and Contractor's specific assent, disassembles or physically moves the Emergency Answering System, makes any modification to the equipment or software which comprise the Emergency Answering System, makes any modification of the configuration of the Software installed on the Hardware, installs additional software not sold hereunder on the Hardware or in any other way changes the Emergency Answering System as installed by Contractor.

10. **Maintenance.** The Contractor shall provide one (1) year of 24 X 7 X 365 Maintenance on the equipment and services installed as listed herein as well as Maintenance on equipment and services which were purchased originally (circa May of 2104), but not upgraded. Maintenance shall commence upon Beneficial Use Acceptance of the implementation of equipment and services at the Data Centers, and at each PSAP, respectively. Maintenance consists of five (5) support services; Monitor and Response (full time ongoing), Help Desk (immediate response), On-Site (two-hour response), Software Refresh, Patch Management and Virus Protection (as required), and Hardware repair and support. Details of Maintenance are listed in Exhibit 2 attached herein.

Pricing of Maintenance is incorporated into the Pricing Pages of Exhibit 1.

11. **Subcontractors.** It is expressly agreed that Contractor has subcontracted portions of the contracted work and services with subcontractors, and Contractor is to supervise all work performed by the subcontractor.

12. **Waiver.** In the particular event that either party shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Agreement by the either party, whether of the same or any other covenant, condition or obligation.

13. **Governing Law.** The validity of this Agreement, the construction and enforcement of their terms and the interpretation of the rights and duties of the parties shall be governed by the laws of the State of Minnesota.

14. **Compliance with Applicable Law.** The parties shall comply with all federal, state and local law applicable to all aspects of the goods and services sold hereunder. A party who violates such law shall indemnify and hold harmless the other party from any and all damages and claims for damages, including attorneys' fees, arising out of any such violation.

15. **Severability.** If any provision, term, or condition of this Agreement is found to be or become unenforceable or invalid, it shall not effect the remaining provisions, terms and conditions of this Agreement, unless such invalid or unenforceable provision, term or condition renders this Agreement impossible to perform. Such remaining terms and conditions of the Agreement shall continue in full force and effect and shall continue to operate as the parties' entire Agreement.

16. **Entire Agreement.** This Agreement, its Exhibits, and references, represents the entire Agreement of the parties and is a final, complete and all inclusive statement of the terms thereof, and supersedes and terminates any prior Agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

17. **Force Majeure.** Neither party shall be liable to the other for any delay or failure to perform under this Agreement if the delay or failure to perform is without the fault or negligence of the party claiming excusable delay and is due to causes beyond the control of said party, including, but not limited to acts of God, war, acts of the government, fires, flood, epidemics, quarantine restrictions, strikes, labor disputes (including collective bargaining issues), work stoppages, and freight embargoes.

18. **Insurance, Indemnification, Limitation of Liability**  
Contractor agrees to provide and maintain at all times during the term of this Agreement such insurance coverages as are indicated herein. Such policy (ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Agreement indemnity provisions. The provisions of this section shall also apply to all subcontractors, sub-subcontractors, and independent contractors engaged by Contractor with respect to this Agreement, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

**(a) Insurance**

**General Requirements:**

- Contractor’s insurance shall be primary, and not excess, to any other coverage carried by the Buyers and the MESB.
- Insurance companies must be acceptable to the Buyers and the MESB.
- Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the respective Buyers and the MESB at least ten (10) days prior to the expiration of this insurance. This new insurance must still meet the terms of the original contract.
- Contractor is responsible for any deductible or self-insured retention contained within the insurance program.
- Contractor shall immediately notify, by email or fax, the Buyers and the MESB if Contractor receives notice of cancellation or reduction of any of the required insurance coverages.

**Certificate of Insurance:**

- Contractor shall furnish an original Certificate of Insurance as evidence of required coverage to the Buyers and the MESB before work commences.
- A person authorized by the insurer to bind coverage shall sign the Certificate.
- The Certificate shall include a minimum 60-day written notice of intent to cancel, suspend, or reduce coverage.
- The Certificate shall identify the Buyers and the MESB as an Additional Insured for relevant coverages, except workers’ compensation.
- Insurance shall be placed with insurers with a current A.M. Best rating of no less than A:VII.

**Commercial General Liability Coverage:**

\$3,000,000 Annual Aggregate  
 \$3,000,000 Products and Completed Operations Aggregate  
 \$1,500,000 Personal Injury and Advertising Injury  
 \$1,500,000 Each Occurrence  
 \$ 100,000 Fire Damage Limit  
 \$ 5,000 Medical Expenses

The policy should be written on an occurrence basis, not a claims-made basis.  
 Excess umbrella/liability coverage may be used to reach the total required limits.

**Auto Liability Coverage:**

A Combined Single Limit: \$1,500,000 per occurrence

Auto coverage should include: Any Auto, including Hired and Non-Owned.  
 Excess umbrella/liability coverage may be used to reach the total required limits.

**Professional Liability Coverage:**

\$2,000,000 per claim  
\$4,000,000 Annual Aggregate

**Umbrella Liability Coverage:**

An umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirement for each coverage.

The Buyers and the MESB shall be listed as an Additional Insured.

**Workers' Compensation and Employer's Liability Coverage:**

Workers' Compensation limits are to be statutory per applicable state and federal laws.

Employer's Liability Coverage:

Minimum Limits of:

Bodily Injury by Accident: \$500,000 each accident

Bodily Injury by Disease: \$500,000 each employee

Bodily Injury by Disease: \$500,000 policy limit

**(b) Indemnification**

The Contractor agrees to defend, indemnify, and hold harmless the Buyers and the MESB, their officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Contractor, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of Contractor to perform any obligation under this Agreement.

**(c) Limitation of Liability**

Under no circumstances shall the Buyers or the MESB be liable for consequential, incidental, indirect, or special damages, including but not limited to lost revenue or loss of profits, even if they have been advised of the likelihood of the occurrence of such damages and notwithstanding any failure of essential purpose of any limited remedy.

The Contractor understands and agrees that to the full extent permitted by law, actions by the Buyers and the MESB, which are "governmental units" under Minnesota Statutes, Section 471.59, are to be construed to be engaged in a "cooperative activity" and are to be deemed as a "single governmental unit" for purposes of liability, all as provided in said statute.

19. **Counterparts.** This Agreement 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.

20. **Independent Contractors.** The parties are performing pursuant to this Agreement only as independent contractors. Each party has the sole obligation to supervise, manage, contract, direct, procure, perform, or a cause to be performed its obligations set forth in this

Agreement. Nothing in this Agreement shall be constructed to create the relationship of partnership, agency, or joint venture between the parties. Each party shall be solely responsible for the withholding or payment of all applicable federal, state, local, income taxes, social security taxes, unemployment and other payroll taxes with respect to its own employees.

21. **Contract Manager.** Contractor agrees to communicate and fully cooperate with the Contract Manager to resolve disputes involving the Common Equipment. Contractor agrees to communicate and fully cooperate with the Contract Manager and the respective Buyer to resolve disputes involving individual PSAP Equipment. The Contract Manager and the Buyers, individually or jointly, shall have the right to initiate or participate in mediation, arbitration, or litigation to enforce the Buyers' rights under this Agreement. Contractor acknowledges that the Contract Manager will have no financial or ownership interest under this Agreement, and Contractor agrees to not hold the Contract Manager responsible for any payments due Contractor under this Agreement.

22. **Notices.** All notices or other communications shall be deemed effectively delivered on the date of delivery if mailed certified or registered mail, return receipt requested, upon delivery using overnight courier, or personally delivered. All notices or other communications required or permitted to be given under this Agreement shall be in writing and delivered or addressed as follows:

If to IES:  
Independent Emergency Service, LLC  
Attention: Communications Consultant 235 Franklin Street SW  
Hutchinson, MN 55350

If to Buyer:  
Metropolitan Emergency Services Board  
Attn: 9-1-1 Manager  
2099 University Ave. W.  
St. Paul, MN 55104

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

IN WITNESS WHEREOF, the parties, and each of them, hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**SIGNATURE PAGE TO PURCHASE AGREEMENT**

**INDEPENDENT EMERGENCY SERVICES**  
**a limited liability corporation**

By: \_\_\_\_\_  
Richard David Taylor II  
Manager

**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: \_\_\_\_\_  
Chair of its County Board

Attest: \_\_\_\_\_  
Deputy/Clerk of its County Board

Reviewed by County Attorney's Office:

\_\_\_\_\_  
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: \_\_\_\_\_

Its Director of Department of Emergency Communications

\_\_\_\_\_

Finance Officer or Designee

Approved as to form:

\_\_\_\_\_

Assistant 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: \_\_\_\_\_

Joe Atkins, Board Chair

Approved as to form:

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

Jay Arneson, Board Counsel

**EXHIBIT 1**

PSAP (PUBLIC SAFETY ANSWERING POINT) EQUIPMENT AND SERVICES

To be installed at xxx xxxxxx xxxxxxxx xxxxxxxxxx

Paste image of equipment and services list here (without maintenance, which will be in the maintenance agreement)

**EXHIBIT 2**

**MAINTENANCE**





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 9B. Approval of Amendment 1 to Agreement with Winbourne Consulting, LLC.  
**Presenter:** Mihelich

### **RECOMMENDATION**

The Executive Committee recommends approval of Amendment 1 to the agreement with Winbourne Consulting.

### **BACKGROUND**

As a result of a recommendation in the civil unrest after action review and report, the 9-1-1 TOC formed a workgroup to prepare implementation options for a regional workload sharing and situational awareness solution. The group has identified potential governance, funding, cost-sharing, and participation management options.

At the July 14, 2021 MESB meeting, the Board took action to approve and fund the issuance of an RFP for a consultant to assist the workgroup to develop governance and funding plans, as well as the technical specifications for the RFP to procure a CAD-to-CAD interoperability/workload sharing solution. The Board authorized \$75,000.00 for this project.

At the November 10, 2021 meeting, the Board approved an agreement with Winbourne Consulting, LLC. for the project in the amount of \$44,290.00.

### **ISSUES & CONCERNS**

At the kick-off meeting with Winbourne Consulting, it was realized that Winbourne had included an optional cost of \$1,320.00 for a document detailing best practices when implementing a CAD-to-CAD interoperability solution. The Workload Sharing/Situational Awareness Workgroup thought the document would be beneficial to have and recommends amending the agreement with Winbourne to obtain the document.

### **FINANCIAL IMPACT**

This amendment would add \$1,320.00 to the contract with Winbourne, for a revised total of \$45,610.00. This keeps the project well within the \$75,000.00 budget for the project.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

FIRST AMENDMENT TO  
AGREEMENT FOR CONSULTING SERVICES

THIS AMENDMENT is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD (herein after referred to as "MESB"), 2099 University Ave. W., St. Paul, MN 55104 and WINBOURNE CONSULTING, LLC (herein after referred to as "WINBOURNE"), 1621 Kent St., Suite 704, Arlington, VA 22209.

WITNESSETH:

WHEREAS, the MESB entered into an agreement with WINBOURNE on November 18, 2021 ("the Agreement") to provide consulting services to perform a CAD-to-CAD Interoperability, Governance, Funding, and Technical Specifications Study; and

WHEREAS, the parties wish to amend the Agreement to provide a Lessons Learned document.

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

I. Article II A. is amended to read:

"The services to be provided pursuant to this Agreement shall consist of the five (5) deliverables described in WINBOURNE's Technical and Pricing Proposals dated October 15, 2021 ("Attachment A"), attached hereto and incorporated herein."

II. Article III B. ii. is amended to read:

"Total payments by the MESB, including up to three thousand dollars (\$3,000.00) for travel expenses, shall not exceed forty-five thousand six hundred and ten dollars (\$45,610.00)."

This Amendment shall be effective upon execution by both parties.

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

WINBOURNE CONSULTING, LLC.

By: \_\_\_\_\_  
Joe Atkins, Chair

By: \_\_\_\_\_  
Andrew G. Reese, President

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

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

Approved as to form:

\_\_\_\_\_  
Board Counsel



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 9C. Approval of Amendment 1 to  
911 Authority Contract  
**Presenter:** Mihelich/Rohret

### **RECOMMENDATION**

Staff recommend approval of Amendment 1 to the 911 Authority contract.

### **BACKGROUND**

At the May 12, 2021 board meeting, the board authorized staff to issue an RFP for a consultant to create a transition plan to migrate the remaining legacy E9-1-1 system elements to next generation 9-1-1 (NG9-1-1) and to represent MESB and metro region interests in the creation of the state's RFP for next generation core services, system integration/monitoring, and egress network.

### **ISSUES & CONCERNS**

It is anticipated the state will release its RFP for Next Generation 9-1-1 core services and egress network in January 2022. Staff realized that the original RFP which was awarded to 911 Authority in July 2021 did not include support related to the evaluation of responses to the state's RFP.

Given the complexity of NG9-1-1, staff think that additional consultant support would be beneficial to the MESB, as well as to metro region PSAPs.

911 Authority prepared an estimate assuming four responses and 350 hours needed to assist in response evaluation. Their estimate includes an additional cost of \$52,500.00.

Counsel reviewed the draft amendment and made changes; the attached amendment is the version recommended by Counsel.

### **FINANCIAL IMPACT**

Cost would be an additional \$52,500.00, which is not included in the 2022 operational budget. The current contract is funded from the Hennepin County Investment Fund; the additional expense can be funded from the same fund or from retained earnings at Washington County.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

**THIS AMENDMENT** is made and entered into by and between the METROPOLITAN EMERGENCY SERVICES BOARD (herein after referred to as “MESB” or “CLIENT”), 2099 University Ave. W., St. Paul, MN 55104 and 911 AUTHORITY, LLC (herein after referred to as “911 AUTHORITY” or “CONSULTANT”), 1621 Kent St., Suite 704, Arlington, VA 22209.

**WITNESSETH:**

**WHEREAS**, the MESB entered into a contract with 911 AUTHORITY on August 3, 2021 (“the Contract”) to provide professional and consulting services to create an NG9-1-1 transition strategy and plan; and

**WHEREAS**, the parties wish to amend the Contract to allow 911 AUTHORITY to provide additional consulting services to assist in the evaluation of responses to the RFP for NG9-1-1 core services and egress services.

**NOW, THEREFORE** in consideration of the terms, conditions and covenants set forth herein, the MESB and 911 AUTHORITY agree as follows:

- I. Exhibit A, page 13, 911 AUTHORITY Project Plan is amended to add the following:  
“Task 4: Evaluate Responses to State’s NGCS/Egress Services RFP”
- II. Exhibit A, page 15, is amended to add the following:  
**“Task 4 Evaluation of responses to State’s NGCS/Egress Services RFP**
  - Technical review and evaluation of each qualified proposal submitted to ECN in response to the RFP. Up to four different proposals are anticipated
  - Summary comments and questions provided for each proposal reviewed and evaluated
  - Support MESB staff with technical questions, walk throughs and explanations during the evaluation and scoring process of the qualified proposals with ECN
  - Support MESB staff with preparation for any oral presentations and technology demonstrations required as part of the evaluation process with ECN
  - Support MESB staff with any proposal clarification, amendments or best and final offer submissions required for successful evaluation of the proposals
  - Support MESB staff in final scoring and award determinations
  - Provide written documentation supporting the MESB involvement in the process and support any defense of the MESB evaluation decisions due to award protest or delay.”
- III. Exhibit A, page 15, Proposed Pricing Table is amended to read:

<b>Metropolitan Emergency Services Board NG9-1-1 Transition Plan Project</b>			
		<b>Hours</b>	<b>Budget</b>
<b>Task 1</b>	<b>Develop Transition Strategy</b>	<b>156</b>	<b>\$ 19,500.00</b>
<b>Task 2</b>	<b>Conduct 9-1-1 Technology Assessment</b>	<b>264</b>	<b>\$ 29,400.00</b>
<b>Task 3</b>	<b>Develop Transition Plan</b>	<b>320</b>	<b>\$ 38,400.00</b>
<b>Task 4</b>	<b>Evaluate Responses to State's NGCS/Egress RFP</b>	<b>350</b>	<b>\$ 52,500.00</b>
<b>Total</b>	<b>Summary</b>	<b>1,090</b>	<b>\$ 139,800.00</b>
		<b>TOTAL HOURS</b>	<b>1090</b>
		<b>TOTAL FEE</b>	<b>\$ 139,800.00</b>

This Amendment shall be effective upon execution by both parties.

Except 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**

**911 AUTHORITY, LLC**

By: \_\_\_\_\_  
Irene Fernando, Chair

By: \_\_\_\_\_  
Margaret C. McCamley, CEO/CFO

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

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

Approved as to form:

\_\_\_\_\_  
Board Counsel



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022  
**Agenda Item:** 10A. Ratification of Contract for  
Certified Ambulance Documentation  
Specialist Class  
**Presenter:** Robinson

### **RECOMMENDATION**

The Executive Committee recommends the Board ratify the contract with the National Academy of Ambulance Coding to provide two Certified Ambulance Documentation Specialist (CADS) classes for EMS providers.

### **BACKGROUND**

The EMS Technical Operations Committee (TOC) identified a need for this class in 2018.

Metro Region EMS held three classes in 2019 and 2020, each of which had 50 or more students. Significant demand for this class remains in the metro region, thus the class was included in the FY2022-2023 EMSRB grants workplans.

### **ISSUES & CONCERNS**

The Metro Region EMS EMSRB grants for FY2022-2023 workplans include the provision of at least four CADS classes by July 30, 2023.

The CADS class focuses on complete and accurate EMS patient record documentation that fosters quality and continuity of care.

Improved EMS documentation and narrative skills enhance the use of good clinical data for process improvement (improved outcomes), research, and risk management initiatives. Excellence in EMS documentation nurtures a means of communication between providers and between providers and patients about health status, treatment, planning, and delivery of care.

This is being recommended for approval by the Executive Committee, with ratification at the January 12, 2022 Board meeting, because a deposit must be made in order to secure the two course dates, one of which is January 13, 2022. Without approval at the Executive Committee meeting, Metro Region EMS will not be able to hold the two dates of January 13, and February 17, 2022.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** January 12, 2022

**Agenda Item:** 10A. Ratification of Contract for  
Certified Ambulance Documentation  
Specialist Class

**Robinson**

**Presenter:**

**FINANCIAL IMPACT**

None to the MESB. The cost for the two classes, \$13,500.00, was included in the FY2022-23 EMSRB grants budgets.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** January 12, 2022  
**Agenda Item:** 11A. Approval of 2022 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 2022:

#### *SECB*

Primary: Commissioner Trista Matascastillo  
Alternate: Jill Rohret

#### *SECB Interoperability*

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

#### *SECB Finance*

Primary: Commissioner Tom Wolf  
Alternate: Tracey Fredrick

#### *SECB Wireless Broadband & Applications*

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

#### *SECB Legislative*

Primary: Jill Rohret  
Alternate: Commissioner Joe Atkins

#### *SECB IPAWS*

Primary: Scott Haas (Scott Co.)  
Alternate: Kari Morrissey (Anoka 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: Chad Loeffler (Metro Transit)  
Alternate: Janelle Harris (Edina)

#### *SECB STR Workgroup*

Primary: Curt Meyer (Hennepin Co.)  
Alternate: Nick Schatz (Scott Co.)

#### *SECB Land Mobile Radio*

Primary: Nate Timm (Washington Co.)  
Alternate: Curt Meyer (Hennepin 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 12, 2022  
**Agenda Item:** 11A. Approval of 2022 SECB Appointments  
**Presenter:** Rohret

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

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

### **ISSUES & CONCERNS**

Staff discussed the appointments listed in the recommendation with those that served in 2021 and who remain on the board in 2022. The appointees who served in 2021 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 2021 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 12, 2022  
**Agenda Item:** 11B. Approval of 2022 MESB Legislative Agenda  
**Presenter:** Rohret

### **RECOMMENDATION**

The Executive Committee recommends approval of the 2022 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 2022 Minnesota Legislative session began on January 31, 2022. Many of the items included on the 2022 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.

### **FINANCIAL IMPACT**

No direct impact except for staff time at the Capitol.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**Metropolitan Emergency Services Board  
2022 Legislative Agenda  
Draft November 15, 2021**

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		√	√	√	Was introduced in 2021 as part of AMC bill to keep 9-1-1 fee at 95 cents. Unknown if AMC will pursue in the 2022 legislative session.	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 technical components of 9-1-1 statute (first 15 chapters).		√	√	√	MESB board member, staff and one metro PSAP manager participated in a workgroup to develop these amendments. Amendments have been reviewed by MESB or the MESB Executive Committee in the latter half of 2021. <i>Does not address SECB governance issues.</i> Amendments include changes to the MLTS language previously on the Board's legislative agenda.	2018; first time with these amendments	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.	DPS, AMC, Regions, MSA	AMC, Regions, MSA
Amendments to MS 403 which related to any federal legislative changes relative to 9-1-1 fee diversion		√	√?	√	At this time it is unclear if anything will be introduced in 2022. Rule making process should also be observed to see if the state limits how 9-1-1 fees should be/can be used.		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.	AMC, MSA, Regions	AMC, Regions, MSA
Change in employment classification of public safety telecommunications from clerical to protective service occupations		√	√	√	Workgroup report on matter due to legislature in 2022. There could be needed legislative action taken as a result of the report.	2020	Change in PERA - could telecommunications qualify for Police & Fire PERA?	MSA, MCPA, DPS	AMC, Corrections Union
<b>EMS Items</b>									
Long-term sustainable funding for 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		
Clarification of grant funding requirements under MS 144E.02 and MS144E.50.		√	√	√	New item due to changes in FY2022-2023 EMSRB grants.	Never pursued			
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. Monitor the Office of Legislative Auditor's report related to its 2021 investigation of the EMSRB.	2016			MAA
Amend EMS rules to repeal 4690.1900		√	√	√			Rule Change - never pursued		