

M E T R O P O L I T A N E M E R G E N C Y S E R V I C E S B O A R D

EXECUTIVE COMMITTEE

Tentative Agenda

April 11, 2018

10:00 AM

OFFICERS	Page
Chair Council Member Andrew Johnson* City of Minneapolis	1. <u>Call to Order</u> (Council Member Johnson)
Vice Chair Commissioner Fran Miron* Washington County	2. <u>Approval of Agenda</u> (C.M. Johnson)
Secretary Commissioner Blake Huffman* Ramsey County	3. <u>Approval of February 14, 2018 Minutes</u> (C.M. Johnson) 1
Treasurer Commissioner Tom Egan* Dakota County	4. <u>Issues and Action Requests</u>
	A. Radio TOC Action Items (Tretter)
	1. Approval of Amendments to Radio TOC Bylaws 5
	2. Approval of Washington County Request for Use of Excess ARMER Capacity 9
	3. Discussion – Use of SECB Grant Training Funds 11
	B. 9-1-1 TOC Action Items (Eggimann)
	1. Approval of Amendments to 9-1-1 TOC Bylaws 14
	C. Approval of Resolution Approving Membership of Sherburne County on MESB (Rohret) 19
	5. <u>Old Business</u> – None
	6. <u>New Business</u> – None
	7. <u>Adjourn</u>
Commissioner Julie Braastad Anoka County	
Commissioner Rhonda Sivarajah* Anoka County	
Commissioner Gayle Degler Carver County	
Commissioner James Ische* Carver County	
Commissioner George McMahon* Chisago County	
Commissioner Mary Liz Holberg Dakota County	
Commissioner Debbie Goettel* Hennepin County	
Commissioner Jeff Johnson Hennepin County	
Commissioner Greg Anderson* Isanti County	
Commissioner Janice Rettman Ramsey County	
Commissioner Barb Weckman Brekke Scott County	
Commissioner Tom Wolf* Scott County	

* Executive Committee

**METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
FEBRUARY 14, 2018**

Commissioners Present:

ANOKA	Rhonda Sivarajah - Absent	ISANTI	Greg Anderson
CARVER	Jim Ische	RAMSEY	Blake Huffman - Absent
CHISAGO	George McMahon	SCOTT	Tom Wolf
DAKOTA	Tom Egan	WASHINGTON	Fran Miron
HENNEPIN	Debbie Goettel	MINNEAPOLIS	Andrew Johnson

Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, MESB Board Counsel; and Zane Gelin.

1. Call to Order

Meeting was called to order at 10:00 a.m. by Council Member Andrew Johnson.

2. Approval of February 14, 2018 Agenda.

Council Member Johnson asked that the Oath of Office for Commissioners Goettel and Miron be added to the February 14, 2018 agenda.

Motion made by Commissioner Egan, seconded by Commissioner Wolf to approve the February 14, 2018 agenda as amended. Motion carried.

3. Oath of Office administered to Commissioners Goettel and Miron.

4. Approval of December 13, 2017 Minutes.

Motion made by Commissioner Anderson, seconded by Commissioner Wolf to approve the December 13, 2017 Executive Committee minutes. Motion carried.

5. Issues and Action Requests

A. Radio TOC Action Items

1. Approval of New Alternate to SECB Interoperability Committee

Troy Tretter said the Radio Technical Operations Committee recommended the Executive Committee recommend approval of Nate Timm of Washington County Sheriff's Office as the MESB alternate to the SECB Interoperability Committee.

Motion made by Commissioner Miron, seconded by Commissioner Ische to approve Nate Timm as the MESB's alternate to the SECB Interoperability Committee. Motion carried.

B. Acceptance of FY2017 SHSP Grant

Tretter said the SECB allocated grant funds to the MESB under the 2017 State Homeland Security Program (SHSP) grant. Staff recommends the Executive Committee recommend the acceptance of the 2017 SHSP grant to the MESB in the amount of \$26,000.00. \$25,000.00 will be used for Motorola training for metro region radio technicians and \$1,000.00 will be designated for Metro Communications Response Task Force (CRTF) training.

Motion made by Commissioner Ische, seconded by Commissioner Wolf to accept the FY2017 SHSP grant. Motion carried.

C. Approval of Amendment to CenturyLink 9-1-1 Contract

Pete Eggimann said CenturyLink failed to charge the State for a monthly recurring charge; the error was discovered, and CenturyLink has agreed to not seek reimbursement for past service that went unbilled. This amendment states that the State will pay the monthly recurring charge beginning in February 2018. He said staff recommends the Executive Committee recommend approval of a contract amendment to the current 9-1-1 Service Provider contract (T-730) which will provide diversity to the Cook County PSAP and implement monthly connectivity charges for Legacy Selective Router Gateways (LSRG).

Motion made by Commissioner McMahon, seconded by Commissioner Miron to approve the amendment to the CenturyLink 9-1-1 contract. Motion carried.

D. Amendments to MESB Bylaws

Jill Rohret said the amendments were discussed at the December Executive and January Board meetings; a change was suggested at the January meeting but did not meet the required notice for bylaws amendments. 15-days' notice is required to change the bylaws. The amendment before the Executive Committee include the change made at the January Board meeting.

Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve the amendments to the MESB Bylaws. Motion carried.

E. Approval of Executive Director Travel Requests

Rohret said per MESB Policy 007, the Board must approve Executive Director travel. She is seeking permission to attend the 2018 NENA annual conference and the 2018 APCO/MTUG national conferences. Commissioner McMahon asked if Rohret felt there would be value in a board member attending the NENA and or APCO conferences in addition to Rohret. Rohret said it would be entirely appropriate and that some of the sessions would be of value. Rohret said the former Radio Board often did take a board member to the APCO conference. Much of the conference is very technical but there would be value attending if there was an interest.

Commissioner McMahon said he thought someone from the board should attend. County officials are going to be asked why Motorola is telling users that a five-year old radio needs to be replaced when they are working just fine. It would be helpful if we would know how NG 9-1-1, FirstNet and end-of-life radios affect our counties. Chisago bought radios for the new system and after the fact found out they were two years closer to being obsolete.

Rohret said that radio system managers do life cycle planning; each manager plans for regular replacement of radios, generally between 7-10 years. Motorola announces product cancellations to give a year or so for final orders, plus an additional five years of support. Chisago County's situation was a timing issue where the radios it purchased were scheduled for cancellation. Radio system managers should be aware of the timelines for radio replacement and product cancellation. For mobile data, all departments which use mobile data will have a choice whether to use FirstNet or another wireless carrier. The State will have a contract from which agencies may purchase or agencies have the option to negotiate a better deal individually.

Commissioner Goettel asked if there was any competition, is Motorola the only vendor? Rohret said that Motorola is the only vendor for the radio system infrastructure, but not the only end-user equipment. There is a list of approved vendors on our website and the SECB's website. There is a choice and a range of costs, though Motorola equipment is generally preferred.

Chair Johnson said to contact him if any members were interested in attending these conferences. He said what is coming from this discussion is a need to explore if there are any other opportunities to avoid planned obsolescence of equipment.

Commissioner Anderson said he would like to know why the life cycle is five years. Perhaps Motorola could be invited to a board meeting to explain. Commissioner Goettel said it would be helpful to learn what the competitor's life cycles were.

Chair Johnson said if there was enough interest on this subject it should remain as an agenda item. Members agreed it should be an agenda item.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the Executive Director travel requests. Motion carried.

6. Old Business

A. Sherburne County Intent to Join MESB

Rohret said that Sherburne County would be passing a resolution that includes all the information the MESB requires later this month or early March. The Board would have to vote unanimously to approve Sherburne County joining the MESB. This request for approval will be on the April Executive and May Board meeting agendas, so that it may be taken into consideration for the planning of the 2019 budget.

The quote from CenturyLink to connect Sherburne County to the St. Paul selective router was in line with what the MESB paid for Chisago and Isanti County's connections. It is being discussed with the State if it is necessary.

Pete Eggimann and Marcia Broman will start meeting with Sherburne County later this month to begin the 9-1-1 transition process, particularly for data.

7. New Business

A. Discussion: University of Minnesota MCC7100 Console Request for Super Bowl

Rohret said that in late January a request came from the University of Minnesota to add a mobile console to be used during the Super Bowl and beyond. These types of requests require Board approval. Due to the timing, Board action could not be taken prior to the Super Bowl. After discussions with the Chair and Board Counsel, staff followed the process which is outlined in Metro Standard 1.5.3, which allows the Executive Director to grant temporary approval for emergency requests. The University must return to the Radio TOC in February for review of its permanent connection, and then receive Board approval in March.

Chair Johnson said he appreciated that the matter was handled professionally by the Executive Director and MESB Counsel. Jay Arneson said that stated in the standard specific variance the process was followed.

B. Recommendations for Attendees to the SECB Strategic Planning Workshop

Rohret said that a representative is needed to attend the March 8-9, 2018 workshop to start the Statewide Emergency Communications Board's strategic planning for the next three years, 2019-2021. Rohret, Eggimann and Broman will be attending because the MESB is a party to the 9-1-1 contract. Each region was asked to send up to five people, which represent various aspects of government and public safety. The recommendations are Dave Deal, Washington County; Scott Haas, Scott County; Commissioner George McMahon; and Nancie Pass, Ramsey County. One other representative may be invited. There are two interested people to fill the final spot; one of which is concerned he wouldn't be able to adequately represent the region, and the other which has represented the region on SECB committees in the past.

Commissioner Goettel said she thought the Executive Director should choose, but it made sense to appoint the person who can best represent the region.

Motion made by Commissioner Goettel, seconded by Commissioner Wolf to recommend approval of the above recommended representatives. Motion carried.

Meeting adjourned at 10:45 a.m.

DRAFT

Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Tretter	AGENDA NUMBER: 4A1. Approval of Amendments to Radio TOC Bylaws
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RECOMMENDATION

The Radio Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of amendments to the Radio TOC bylaws.

BACKGROUND

The Radio TOC was established by the MESB to advise the Board on matters relating to the ARMER system. The membership established under the former Metropolitan Radio Board was altered in 2005 when the MESB was formed. After the 2005 bylaws amendments, the committee's membership included a member from each party to the JPA, plus members from Metro Region EMS, Minnesota State Fire Chiefs Association, Minnesota Chiefs of Police Association, Metropolitan Council, Metropolitan Airports Commission, MnDOT, and an at-large user representative.

ISSUES & CONCERNS

In February 2018, the Radio TOC reviewed the committee's bylaws for needed updates and recommended some amendments. The committee recommended two changes to its membership; the first change was to remove the seat for MnDOT, which has never opted to appoint a representative, and the second change was to remove the seat for the Minnesota Chiefs of Police Association (MCPA), as it has not made an appointment since 2013. Staff has made multiple inquiries to MCPA in the past, which have not been answered.

In addition to the membership changes in Section 1, language was added to make the appointment process more flexible as not all agencies require governing body appointment of representatives.

Other suggested amendments include deleting the last sentence of the paragraph under Section 2, to reflect current practice, and adding other minor wording changes on page 2.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		

BY- LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee composed of one representative from each party to the Agreement. Additional seats will be awarded to:

~~The Minnesota Department of Transportation.~~
The Metropolitan Council.
The Metropolitan Airports Commission.
~~The Minnesota Chiefs of Police Association.~~
The Minnesota State Fire Chiefs Association.
Metro Region EMS.

Further, there will be an additional member designated by the board to represent other system users, but are not represented by the one of the entities listed above.

The governing body of each member to this Agreement, by resolution, and the organizations/association listed above shall, by resolution, appoint its representatives and alternates to the Radio Technical Operations Committee or the governing body of each party to the agreement shall, by resolution designate an appointing authority to make representative appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

SECTION 2. CHAIR

The Radio Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of Radio Technical Operations Committee. The Chair of the Board shall appoint the Chair of Radio Technical Operations Committee subject to the approval of the Board. The Chair shall preside at all meetings of the Radio Technical Operations Committee and perform the usual duties of a Chair. ~~The Chair shall attend all the meetings of the Board and upon resolution of the Board may be reimbursed, if not otherwise compensated, for expenses, if any, per diem, for such attendance.~~

SECTION 3. VICE CHAIR

The Radio Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the Radio Technical Operations Committee, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

SECTION 4. POWER AND DUTIES

The Radio Technical Operations Committee shall have the following powers and duties:

a. Present to the Board plans, standards, studies, and reports, prepared for the Board purposes and action and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of metropolitan region of the ARMER system as required by the Board.

c. Prepare and submit to the ~~Administrative Officer~~Executive Director by ~~June~~May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.

d. Perform other such duties as may be prescribed by the Board.

SECTION 5. VOTING

Each member of the Radio Technical Operations Committee may cast one vote on any motion before the Radio Technical Operations Committee. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the Radio Technical Operations Committee. Absentee or Proxy-proxy voting is not permitted.

SECTION 6. MEETINGS

The Radio Technical Operations Committee may provide, by resolution, the time and place for holding regular meetings of the Radio Technical Operations Committee. Notice of regular meetings of the Radio Technical Operations Committee shall be given to each member of the Radio Technical Operations Committee at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of the open meeting law. Special meetings of the Radio Technical Operations Committee may be called by the Chair provided that at least three (3) days notice be given to each member of the Radio Technical Operations Committee and otherwise comply with the provisions of open meeting law.

SECTION 7. QUORUM

The majority of the members designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

Radio Technical Operations Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year. Any agency whose member does not abide by the minimum meeting requirements will be asked to appoint another representative to the Radio Technical Operations Committee.

Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Tretter	AGENDA NUMBER: 4A2. Approval of Washington County Request for Use of Excess T1 Capacity
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RECOMMENDATION

The Radio Technical Operations Committee recommends the Executive Committee recommend approval of Washington County’s request for use of excess T1 capacity on ARMER. at the sites St. Paul Park and Scandia.

BACKGROUND

ARMER Standard 1.12.0 – Excess Capacity Allocation states that MnDOT administers the allocation of excess capacity upon the ARMER backbone, though requests must be approved by the Statewide Emergency Communications Board and endorsed by the region of origin.

ARMER towers that are grouped together into one system are referred to as simulcast sites. Simulcast sites have network connectivity to the prime site, generally T1’s then connect to the other ARMER towers in the simulcast via microwave links, generally called a loop or a spur.

ISSUES & CONCERNS

Washington County requests the use of excess ARMER microwave capacity to the St. Paul Park and Scandia sites for its VHF paging system.

Washington County is in the process of converting its sub-system to IP-based simulcast which results in changes to microwave links which reduce the complexity of the sub-system. The changes result in the reduction of county microwave links to the MnDOT-owned sites of St. Paul Park and Scandia.

Washington County uses ARMER sites to support its VHF paging system. The aforementioned reduction in microwave links to St. Paul Park and Scandia result in no county connectivity to its VHF paging equipment at the sites.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		



Office of the Sheriff

Commitment to Excellence



Dan Starry
Sheriff

Brian R. Mueller
Chief Deputy

3/13/2018

Metro Technical and Operations Committee
Chair Scott Haas
301 Fuller Street South
Shakopee, MN 55379

Dear Mr. Haas,

Washington County and MnDot will be converting the Washington County simulcast from circuit to IP transport this spring. Washington County maintains a simulcast VHF paging network for fire paging and weather sirens. These transmitters are collocated on the majority of the system subsites. Due to the older age of these stations, circuit based connections will need to be maintained to them.

Current connections on these stations are packed into site links. To reduce the complexity of the IP transport to these sites, we plan to move all paging to dedicated T1 links. Washington County internal microwave will be able to handle all the connections with the exception of two sites:

- MnDot site in St. Paul Park. No county link to this site. MnDot has capacity on their network. The route will be Newport (Washington County site) to Water's Edge to St. Paul Park (South Loop)
- MnDot site at Citation (Scandia). No county link to this site. MnDot has capacity on their network. The route will be King Stack (Washington County network presence) to Citation (North Loop)

Our plan is to begin converting to the new paging network as soon as possible. Having paging cut over before IP simulcast conversion will greatly reduce the complexity of the IP transition and will allow for reduced down times of both subsites and paging.

MnDot fully supports this excess capacity request. **This request was approved (contingent on TOC approval) by the OTC meeting on 3/13/2018.**

Sincerely,

Nathan Timm
Radio Systems Manager
Washington County Sheriff's Office
651-430-7863

Nate.timm@co.washington.mn.us

Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Tretter	AGENDA NUMBER: 4A3. DISCUSSION: Use of Grant Funds for Genesis Training
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RECOMMENDATION

This is marked as a *discussion only* item. The Executive Committee may choose to take action.

BACKGROUND

In November 2017, the Board approved the FY2018 regional funding priorities for the Radio TOC:

- Motorola technical training courses
- Exercise for the Metro Communications Response Taskforce (CRTF)
- Financial assistance for attendance at the State Interoperability Conference
- Expanded regional exercise involving the CRTF and partner agencies
- Portable radio replacements: cache radios and patrol radios
- Dakota County bi-directional amplifier (BDA)

ISSUES & CONCERNS

At the March Radio TOC meeting, the committee discussed a request to use grant funds for training on the Genesis reporting system.

Genesis is a reporting system used to develop more detailed reports regarding the ARMER system than the system itself provides, allowing system managers to monitor, manage, display, archive and report on the system. Genesis is a Motorola affiliated company. MnDOT hosts the hardware for the Genesis and users who wish to use the system pay for a software license.

Current license holders for Genesis are: MnDOT; Anoka County; Dakota County; Hennepin County; Metropolitan Airports Commission; and Washington County. Though not all metro owners own a Genesis license, all ARMER users are able to use Genesis to run reports from a license holder or at the MnDOT radio operations center in Roseville.

There are two active grants which have funds dedicated for training. Because the request to use training grant funds for Genesis is not Motorola training, staff and the Radio TOC desired the Executive Committee to discuss whether it could be considered eligible for use of regional grant funds. Traditionally, grant funds for training have been used to provide training for the wide spectrum of regional users as possible.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		

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LIVE VIEWS

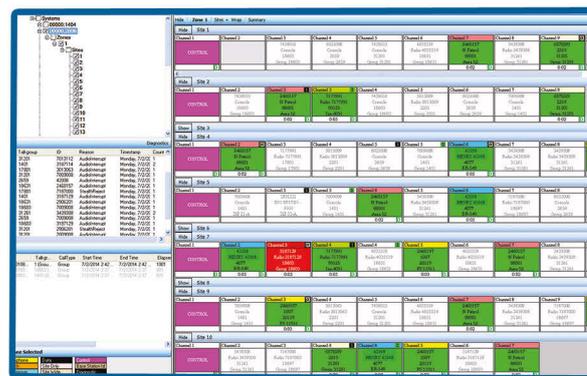
GenWatch3 captures data from the ATIA, UEM (as well as other SNMP devices), GGSN, and UNS/MUPS data streams. It displays the data in a way that provides a complete picture of real-time activity, such as affiliations, PTTs, diagnostics, busies, radio rejects and much more.

STATISTICAL VIEWS

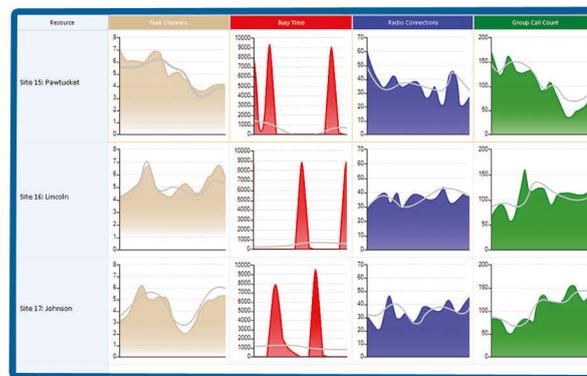
The GenWatch3 Key Performance Indicators (KPI) interface displays up-to-the-minute, interactive and statistical information on WACN, System, Zone and Sites over time.

MAP VIEWS

GenWatch3 mapping solutions display live unit and site activity over an entire network as a dynamic layer in Google Earth[™] (EGLView) and Microsoft Virtual Earth (SkyView).



Channel Screen - System-wide monitoring down to the subscriber level



KPI Interface - real-time, interactive, and statistical information

Additional information on reverse side >

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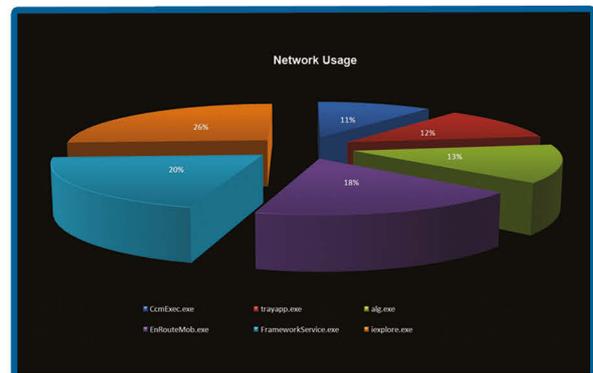
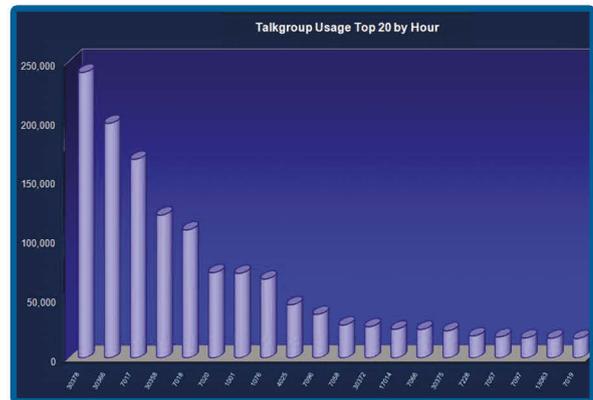


MANAGE

- ▶ GenWatch3[®] manages communication between Motorola interfaces, such as CADI, UNS/MUPS, and the multiple agencies that share a single system.
- ▶ When there are critical system events, alerts are sent in level of priority to the people who need the information the most.
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 - ▶ Audio-visual alerts
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- ▶ Subscriber Access Manager (SAM) – formerly CloneWatch – identifies and helps eliminate the threat of cloned radios. SAM monitors resources (groups and radios) for suspicious activity.

REPORT

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- ▶ GenWatch3 reports are flexible and may be modified and saved to create custom variations.



Report screens

Date and Time	From	To	System	Zone	Radio	Count	AP	Count	Call Type	
01/03/2007 08:30:05 PM	413122 Astoria413122	30366 MA,30366		1	2	29 29 Via	12.5	12.5	12.5	Group
01/03/2007 08:30:24 PM	26687 CHARLE_OXC26687	7079 SC7079		1	3	205 205 23	7.1	7.1	7.1	Group
01/03/2007 08:30:31 PM	26687 CHARLE_OXC26687	7079 SC7079		1	3	205 205 23	8.2	8.2	8.2	Group
01/03/2007 08:31:12 PM	416017 CHARLE_Astoria416017	4025 04025		1	2	29 29 Via	16.1	16.1	16.1	Group
01/03/2007 08:31:13 PM	413146 Astoria413146	30366 MA,30366		1	2	29 29 Via	5.1	5.1	5.1	Group
01/03/2007 08:31:20 PM	414816 CHARLE_Astoria414816	30366 MA,30366		1	2	205 205 22	16.1	16.1	16.1	Group
01/03/2007 08:31:34 PM	413146 CHARLE_Astoria413146	30372 MA,30372		1	2	29 29 Via	16.0	16.0	16.0	Group
01/03/2007 08:31:08 PM	26687 CHARLE_OXC26687	7079 SC7079		1	3	205 205 23	9.2	9.2	9.2	Group
01/03/2007 08:32:08 PM	26687 CHARLE_OXC26687	7079 SC7079		1	3	205 205 23	1.1	1.1	1.1	Group
01/03/2007 08:32:19 PM	413178 Astoria413178	30368 MA,30368		1	2	29 29 Via	4.9	4.9	29.4	Group
01/03/2007 08:32:27 PM	26687 CHARLE_OXC26687	7079 SC7079		1	2	205 205 22	6.3	6.3	6.3	Group
01/03/2007 08:32:28 PM	414816 CHARLE_Astoria414816	30368 MA,30368		1	2	205 205 22	26.6	26.6	103.6	Group
01/03/2007 08:32:29 PM	26687 CHARLE_OXC26687	7079 SC7079		1	3	205 205 23	6.3	6.3	6.3	Group
01/03/2007 08:32:29 PM	25311 CHARLE_OXC25311	7079 SC7079		1	3	205 205 23	11.7	11.7	11.7	Group
01/03/2007 08:32:29 PM	25311 CHARLE_OXC25311	7079 SC7079		1	3	205 205 23	11.0	11.0	11.0	Group
01/03/2007 08:32:29 PM	25311 CHARLE_OXC25311	7079 SC7079		1	3	205 205 23	40.4	40.4	40.4	Group
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 www.genesishworld.com/GW3



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Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Eggimann	AGENDA NUMBER: 4B. Approval of Amendments to 9-1-1 TOC Bylaws
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RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends the Executive Committee recommend approval of amendments to the 9-1-1 TOC bylaws.

BACKGROUND

The 9-1-1 TOC was originally established by the Metropolitan 9-1-1 Board as a way for county PSAP Managers to provide input to the board regarding the metro area 9-1-1 system. The bylaws permitted up to two representatives from each of the original seven metro counties, appointed by the county board, to serve on the 9-1-1 TOC. When the 9-1-1 Board became the Metropolitan Emergency Services Board, the bylaws were amended to include language regarding membership which allowed “up to two representatives from each party to the Agreement [JPA].” This allowed representatives from the City of Minneapolis, Chisago County, and Isanti County. The option of appointing alternate representatives was also added.

ISSUES & CONCERNS.

In January 2018, the MESB received a request from the Metropolitan Airports Commission to consider amending the 9-1-1 TOC bylaws to include all PSAPs. The request noted that such a change would bring the 9-1-1 TOC membership in line with the EMS and Radio TOC memberships, both of which included a wider range of agencies than those who are parties to the JPA. After discussion, the 9-1-1 TOC decided to propose amendments to its bylaws to make the committee more inclusive. The committee noted that NG9-1-1 will bring operational changes to PSAPs and it is imperative that all PSAPs have a voice in the process. Additionally, the PSAPs of Bloomington, Eden Prairie, Edina, Metropolitan Airports Commission, St. Louis Park, and the University of Minnesota, as well as the secondary PSAPs of Allina Health EMS, Hennepin EMS, North Memorial Ambulance, and Ridgeview EMS all participate in workgroup activities of the committee.

The amendments allow for one representative and one alternate from each PSAP in the metro region; this change allows for representation from municipal and secondary PSAPs, as well as the Metropolitan Airports Commission and the University of Minnesota. The amendments also include representation for each of the secondary PSAPs.

Amendments were also made to make the appointment process more flexible, as not all agencies require approval of governing bodies to make appointments.

Board counsel reviewed the changes and did not find issue with them.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		

BY- LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES
BOARD

ARTICLE I.

9-1-1 TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be a 9-1-1 Technical Operations Committee composed of no more than ~~two one~~ representatives and ~~two one~~ designated alternate representatives from each primary and secondary county and one representative and one alternate from any city that is party to the Agreement Public Safety Answering Point (PSAP) in the metropolitan region. The governing body of each ~~party to the Agreement~~ PSAP, by resolution, shall appoint its representatives to the 9-1-1 Technical Operations Committee or the governing body of each PSAP shall, by resolution, designate an appointing authority to make representative appointments. The governing body or appointing authority may also choose to appoint an alternate representatives. If alternate representatives are appointed, they shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

SECTION 2. CHAIR

The 9-1-1 Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of the 9-1-1 Technical Operations Committee. The Chair of the Board shall appoint the Chair of the 9-1-1 Technical Operations Committee subject to the approval of the Board. The Chair shall preside at all meetings of the 911 Technical Operations Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The 9-1-1 Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the 9-1-1 Technical Operations Committee, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

SECTION 4. POWER AND DUTIES

The 9-1-1 Technical Operations Committee shall have the following powers and duties:

a. Present to the Board plans, operating standards, studies, and reports, prepared for the Board purposes and action and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of the ~~Regional-regional~~ 9-1-1 ~~System-system~~ as required by the Board.

c. Prepare and submit to the Executive Director by ~~June-May~~ 1st of each year its recommendations for items to be included in the budget request to the Board ~~for~~ the following year.

d. Perform other such duties as may be prescribed by the Board.

SECTION 5. VOTING

Each member of the 9-1-1 Technical Operations Committee may cast one vote on any motion before the 9-1-1 Technical Operations Committee. A simple majority vote of the members present shall be required to pass any motion, provided there is a quorum. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the 9-1-1 Technical Operations Committee. Absentee or ~~Proxy-proxy~~ voting is not permitted.

SECTION 6. MEETINGS

The 9-1-1 Technical Operations Committee may provide, by resolution, the time and place for holding regular meetings of the 9-1-1 Technical Operations Committee. Notice of regular meetings of the 9-1-1 Technical Operations Committee shall be given to each member of the 9-1-1 Technical Operations Committee at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of the open meeting law. Special meetings of the 9-1-1 Technical Operations Committee may be called by the Chair provided that at least three (3) days notice be given to each member of the 9-1-1 Technical Operations Committee and otherwise comply with the provisions of open meeting law.

SECTION 7. QUORUM

The majority of the members designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

9-1-1 Technical Operations Committee members or their alternates are expected to regularly attend the meetings. In the event that either a regular member, or their designated alternate representative, fails to attend at least 75% of the regular committee meetings held in any calendar year, that member's appointing authority will be notified and given an opportunity to appoint a new member and/or designated alternate.

METROPOLITAN AIRPORTS COMMISSION

Minneapolis-Saint Paul International Airport

6920 34th Avenue South • Minneapolis, MN 55450

Phone (612) 726-5577 • Fax (612) 726-5576

Emergency Communications Center



January 17, 2018

Pete Eggimann, Director of 9-1-1 Services
Metropolitan Emergency Services Board
2099 University Avenue West
Saint Paul, Minnesota 55104

Dear Pete,

On behalf of the Metropolitan Airports Commission, I am requesting a change to the bylaws of the Metropolitan Emergency Services Board (MESB) 9-1-1 Technical Operations Committee (TOC) bylaws to include all Metropolitan Region Public Safety Answering Points (PSAPs), including those that are not currently represented by one of the nine counties, or the City of Minneapolis, as full voting members of the 9-1-1 TOC.

This includes the following PSAPs:

- Airport (Metropolitan Airports Commission)
- Bloomington
- Eden Prairie
- Edina
- Saint Louis Park
- University of Minnesota
- Fort Snelling (133rd & 934th)

These local, state and federal government PSAPs play a large role in the delivery of 9-1-1 services in the region, and are not governed or represented by the counties in which they reside. In fact, these PSAPs serve a combined population of nearly 500,000 (transient, student, traveler and permanent), which equates to approximately 20% of the nine county Metro Region.

This change would better align the 9-1-1 TOC with the make-up of other MESB TOC's, such as the Radio TOC and the EMS TOC, which both include membership to a wider range of agencies, providing more comprehensive representation and participation.

In addition, the personnel from these PSAPs play leadership roles in the region. For many years. Representatives from these PSAPs have created and organized resources, such as COMU personnel, the PSAP Operations and Training Roundtable, standards and training, as well as participating in the 9-1-1 TOC itself, without the ability to make a motion or vote.

The Metropolitan Airports Commission is an affirmative action employer.

www.msairport.com

Finally, it may also be prudent to consider inclusion of representation from secondary PSAPs as part of a 9-1-1 TOC bylaws revision, as they are also participating partners in 9-1-1 service delivery.

I ask that this request be considered at the earliest convenience of the 9-1-1 TOC.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Kummer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Kummer
Manager, Emergency Communications
Metropolitan Airports Commission
6920 34th Avenue South
Minneapolis, Minnesota, 55450

Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Rohret	AGENDA NUMBER: 4C. Approval of Resolution Approving Membership of Sherburne County on MESB
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RECOMMENDATION

Staff recommends the Executive Committee recommend approval of the resolution approving Sherburne County membership on the Metropolitan Emergency Services Board with two representatives to the Board, effective January 1, 2019.

BACKGROUND

Article IX, Section 3 of the Joint Powers Agreement of the Metropolitan Emergency Services Board allows for new members to be added to the Board. The language specifically states, “Additional members may become parties to this Agreement by resolution of the governing bodies and unanimous agreement of the representatives of the existing members.”

In 2006, Chisago County joined the MESB via this clause; Isanti County joined in 2010.

MESB staff (Rohret) met with Sherburne County Sheriff Joel Brott and staff at their request in October 2017. They were provided copies of the current MESB JPA and bylaws. Rohret discussed the three areas of the MESB and what services are provided for 911, Radio and EMS. Rohret also provided copies of the 2018 MESB budget, and included what assessments Sherburne would have to pay according to that budget.

In early November 2017, the Sherburne County Board passed a resolution showing its intent to join the MESB. The county passed a resolution in December 2017 formally withdrawing from the Central Minnesota Emergency Services Board (CMESB), effective December 31, 2018. Sherburne County was required to provide one years’ notice to withdraw from that JPA. The county was aware that another resolution would be required, containing language required by the MESB.

ISSUES & CONCERNS

Since December 2017, staff has provided verbal updates at Executive Committee and Board meetings. During a discussion at the December Executive Committee meeting, the Executive Committee passed a motion to allocate two seats on the Board to Sherburne County, because its population is similar to that of Carver County, which has two seats.

On March 13, 2018, Sherburne County passed its resolution approving its membership with the MESB, using the language required by the MESB (see attached). The MESB must pass, with unanimous vote of those present, a corresponding resolution (also attached).

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		

Metropolitan Emergency Services Board

MEETING DATE: April 11, 2018	PRESENTED BY: Rohret	AGENDA NUMBER: 4C. Approval of Resolution Approving Membership of Sherburne County on MESB
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The MESB must pass make its determination on this issue in May 2018, in order for Sherburne County to be included in the 2019 budget/assessment process.

FINANCIAL IMPACT

The addition of Sherburne County should not cause an increase in the MESB’s operational budget. Assessments for current MESB members will likely decrease due to the addition of Sherburne County. Sherburne County will be assessed in accordance with the JPA.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ___ YES ___ NO
MOTION:		

**RESOLUTION APPROVING MEMBERSHIP OF SHERBURNE COUNTY
ON THE METROPOLITAN EMERGENCY SERVICES BOARD**

WHEREAS, the County Board of Commissioners of Sherburne County on March 13, 2018, adopted a resolution authorizing Sherburne County to become a member of the Metropolitan Emergency Services Board (MESB); and

WHEREAS, the Joint Powers Agreement of the MESB allows for a county to join the MESB by resolution of the county and by unanimous vote of the representatives of the MESB; and

WHEREAS, Sherburne County and the MESB agree that certain terms should be provided in the authorizing resolutions of each of the parties; and

WHEREAS, the parties agree that:

1. The effective date of Sherburne County's membership on the MESB shall be January 1, 2019;
2. Sherburne County shall appoint two representatives to the MESB, and may appoint alternates;
3. Sherburne County's representatives shall each have one vote;
4. One of Sherburne County's representatives shall serve on the MESB's Executive Committee;
5. Sherburne County shall appoint one representative to the Radio Technical Operations Committee and may appoint one alternate;
6. Sherburne County shall appoint either one or two representatives to the 9-1-1 Technical Operations Committee and may appoint one or two alternates;
7. Sherburne County shall appoint one representative to the EMS Technical Operations Committee and may appoint one alternate;
8. Sherburne County shall pay an assessment for calendar year 2019 based on the formula specified in Article VI of the Joint Powers Agreement;
9. Sherburne County shall, by the end of March 2019, or as soon as mutually agreed upon thereafter, connect to the regional 9-1-1 system initially with one wireless 9-1-1 trunk and one wireline 9-1-1 trunk to the Minneapolis selective router, and one wireless 9-1-1 trunk and one wireline 9-1-1 trunk to the St. Paul selective router, utilizing diverse paths whenever possible;
10. Sherburne County shall adopt and fully comply with the MESB Network and Database Service Standards;
11. All wireless routing completed by the MESB in Sherburne County shall be subject to prior approval by Sherburne County;
12. Sherburne County reserves the right to make any changes to its own wireless routing plans within Sherburne County, as deemed necessary; these changes may be made without

approval of the MESB, however Sherburne County agrees to process routing changes through the MESB so that coordination and notification to wireless companies, the 9-1-1 service provider and their agents can be properly made, tracked and implemented;

13. Sherburne County shall receive full copies of all CLEC testing and CLEC 9-1-1 Plans with the right to reject and/or modify the plans or testing prior to MESB approval of the same. All comments submitted to the Minnesota Public Utilities Commission shall come from the MESB representing all members; and
14. Sherburne County shall be incorporated into the metro region’s Consolidated 9-1-1 Plan and all 9-1-1 connection changes within Sherburne County shall be subject to the MESB’s approval process.

WHEREAS, the parties agree that through the adoption of their respective resolutions Sherburne County shall become a member of the MESB and shall be subject to the terms and conditions of its Joint Powers Agreement, which became effective January 1, 2017, and which continues in force until December 31, 2021.

WHEREAS, all references in the Joint Powers Agreement to a nine-county metropolitan area will be regarded to reference a ten-county metropolitan area, which includes Sherburne County.

NOW, THEREFORE BE IT RESOLVED, that Sherburne County will become a member of the Metropolitan Emergency Services Board effective January 1, 2019, in accordance with the recitals set forth above.

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Anderson	_____	_____	_____
Braastad	_____	_____	_____
Degler	_____	_____	_____
Egan	_____	_____	_____
Goettel	_____	_____	_____
Holberg	_____	_____	_____
Huffman	_____	_____	_____
Ische	_____	_____	_____
Johnson, A.	_____	_____	_____
Johnson, J.	_____	_____	_____
McMahon	_____	_____	_____
Miron	_____	_____	_____
Rettman	_____	_____	_____
Sivarajah	_____	_____	_____
Weckman Brekke	_____	_____	_____
Wolf	_____	_____	_____

Resolution

Sherburne County Board of Commissioners

Resolution # D31318-AD-1826

Sherburne County resolution for approving conditions for membership on the Metropolitan Emergency Services Board (MESB).

WHEREAS, the Board of Commissioners of Sherburne County on December 19, 2017, adopted a resolution authorizing Sherburne County to become a member of the Metropolitan Emergency Services Board (MESB); and

WHEREAS, Sherburne County is currently a member of the Central Region however per Board Resolution dated on December 19, 2017 Sherburne County is exercising the right to withdraw from the Central Minnesota Joint Powers Agreement for the Emergency Services Board and Emergency Medical Service Board; proper notifications and processes have been followed to allow for official withdrawal from the Central Region Radio, 911, and EMS Committees on December 31, 2018.

WHEREAS, Sherburne County is included in Homeland Security Region 6, which is the metro region. Sherburne County finds itself more frequently coordinating with metro agencies for various emergency response incidents than with those agencies in the Central Minnesota region. Due to this, it follows reason to be included in the metro region for ARMER and to have all metro interoperable talkgroups in Sherburne County radios, as well to be included and participate in metro emergency response planning efforts; and

WHEREAS, Two of the EMS providers serving Sherburne County are headquartered in the metro region, which plans for and provides coordinated EMS response for mass casualty incidents and assistance with other man-made or natural disasters. The EMS providers most frequently transport patients from Sherburne County to metro-area hospitals. The Metro Region EMS System, through its programs, supports not only personal clinical growth, but also professional leadership development and support which will result in improvement local EMS organizations and interagency collaboration.; and

WHEREAS, The Metropolitan Emergency Services Board has staff which provides services in the 9-1-1 arena that the Central Minnesota ESB does not provide. These services will free up the Sherburne County Public Safety Answering Point (PSAP) staff to focus primarily on the business of operating the PSAP. The MESB manages the 9-1-1 system on a region wide basis, with the Department of Public Safety Emergency Communication Networks, which creates a seamless 9-1-1 system for the region.

WHEREAS, the Joint Powers Agreement of the MESB allows for a county to join the MESB by resolution of the county and by unanimous vote of the representatives of the MESB; and

WHEREAS, Sherburne County and the MESB agree that certain terms should be provided in the authorizing resolutions of each of the parties; and

WHEREAS, the parties agree that: 1. The effective date of Sherburne County's membership on the MESB shall be January 1, 2019; 2. Sherburne County shall appoint two representatives to the MESB, and may appoint alternates; 3. Sherburne County's representatives shall each have one vote; 4. One of Sherburne County's representatives shall serve on MESB's Executive Committee; 5. Sherburne County shall appoint one representative to the Radio Technical Operations Committee and may appoint one alternate; 6. Sherburne County shall appoint either one or two representatives to the 9-1-1 Technical Operations Committee and may appoint one or two alternates; 7. Sherburne County shall appoint one representative to the EMS Technical Operations Committee and may appoint one alternate; 8. Sherburne County shall pay an assessment for calendar year 2019 based on the formula specified in Article VI of the Joint Powers Agreement; 9. Sherburne County shall, by the end of March 2019 or as soon as mutually agreed upon thereafter, connect to the regional 9-1-1 system initially with one wireless 9-1-1 trunk and one wireline 9-1-1 trunk to the Minneapolis selective router, and one wireless 9-1-1 trunk and one wireline 9-1-1 trunk to the St. Paul selective router, utilizing diverse paths whenever possible; 10. Sherburne County shall adopt and fully comply with the MESB Network and Database Service Standards; 11. All wireless routing completed by the MESB in Sherburne County shall be subject to prior approval by Sherburne County; 12. Sherburne County reserves the right to make any changes to its own wireless routing plans within Sherburne County, as deemed necessary; these changes may be made without approval of the MESB, however Sherburne County agrees to process routing changes through the MESB so that coordination and notification to wireless companies, the 9-1-1 service provider and their agents can be properly made, tracked and implemented; 13. Sherburne County shall receive full copies of all CLEC testing and CLEC 9-1-1 Plans with the right to reject and/or modify the plans or testing prior to MESB approval of the same. All comments submitted to the Minnesota Public Utility Commission shall come from the MESB representing all members; and 14. Sherburne County shall be incorporated into the metro region's Consolidated 9-1-1 Plan and all 9-1-1 connection changes within Sherburne County shall be subject to the MESB's approval process.

WHEREAS, the parties agree that through the adoption of their respective resolutions Sherburne County shall become a member of the MESB and shall be subject to the terms and conditions of the Joint Powers Agreement of that organization which became effective on January 1, 2017, and which continues in force until December 31, 2021, except to the extent that any of the terms and conditions of the Joint Powers Agreement are modified in respect to Sherburne County as set forth above.

NOW THEREFORE, BE IT RESOLVED that Sherburne County will become a member of the Metropolitan Emergency Services Board effective January 1, 2019, upon adoption of a unanimous resolution by the MESB approving the membership of Sherburne County in accordance with the recitals set forth above.

The Resolution was adopted with the following votes:

	Aye	Nay
Commissioner Fobbe	<u>✓</u>	<u> </u>
Commissioner Petersen	<u>✓</u>	<u> </u>
Commissioner Dolan	<u>✓</u>	<u> </u>
Commissioner Schmiesing	<u>✓</u>	<u> </u>
Commissioner Burandt	<u>✓</u>	<u> </u>

Passed and adopted by the Sherburne County Board of Commissioners on this 13th day of March, 2018.

Lisa A. Fobbe

3/13/2018

Lisa A. Fobbe

Date

Board Chair

SEAL