EXECUTIVE COMMITTEE

February 14, 2018

***10:00 AM***

1. Call to Order (Council Member Johnson)

2. Approval of Agenda (C.M. Johnson)

3. Approval of December 13, 2017 Minutes (C.M. Johnson)

4. Issues and Action Requests
   A. Radio TOC Action Items (Tretter)
      1. Approval of Appointment of New Alternate to SECB Interoperability Committee
   B. Acceptance of FY2017 SHSP Grant (Tretter)
   C. Approval of Amendment to CenturyLink 9-1-1 Contract (Eggimann)
   D. Amendments to MESB Bylaws (Rohret)
   E. Approval of Executive Director Travel Requests (Rohret)

5. Old Business
   A. Sherburne County Request to Join MESB (Rohret)

6. New Business
   A. University of Minnesota MCC7100 Console Request for Super Bowl (Rohret/Tretter)
   B. Recommendations for Attendees to the SECB Strategic Planning Workshop – March 8-9, 2018 (Rohret)

7. Adjourn
1. Call to Order
Meeting was called to order at 10:00 a.m. by Commissioner McMahon. Pledge of Allegiance was said. Commissioner Sivarajah was recognized as AMC’s Commissioner of the Year, receiving the President’s Award.

2. Approval of December 13, 2017 Agenda.
Jill Rohret asked that 4.B. 9-1-1 TOC Action Items be moved to the 4A. position and requested an item be added under New Business: Legislative Discussion.

Motion made by Commissioner Miron seconded by Commissioner Huffman to approve the December 13, 2017 agenda as amended. Motion carried.

3. Approval of October 11, 2017 Minutes.
Motion made by Commissioner Sivarajah, seconded by Commissioner Johnson to approve the October 11, 2017 Executive Committee minutes. Motion carried.

4. Issues and Action Requests
A. 9-1-1 TOC Action Items
1. Approval of 2018 9-1-1 TOC Chair/Vice-Chair
Pete Eggimann said that the 9-1-1 TOC elected a new Chair and Vice-Chair pending MESB approval. Heather Hunt of Minneapolis is recommended for 2018 Chair and Val Spryncznatyk of Anoka County as the 2018 Vice-Chair.

Motion made by Commissioner Miron seconded by Commissioner Anderson to approve Hunt and Spryncznatyk as the 2018 9-1-1 TOC Chair and Vice-Chair. Motion carried.

2. Approval of Metro 9-1-1 Standard 3.6.0 – SMS Text-to-9-1-1 Call Processing
Eggimann stated the 9-1-1 TOC recommended the Executive Committee recommend approval of Metro 9-1-1 Standard 3.6.0 – SMS Text to-9-1-1 Call Processing.

The standard lays out the process metro PSAPs should use when handling a text-to-9-1-1 call, including how to transfer calls to other metro area PSAPs. The standard is in sync with the state standard.

Motion made by Commissioner Sivarajah, seconded by Commissioner Miron to approve Metro 9-1-1 Standard 3.6.0 – SMS Text to-9-1-1 Call Processing. Motion carried.
B. Radio TOC Action Items

1. Approval of 2018 Radio TOC Chair/Vice-Chair
Troy Tretter said the Radio Technical Operations Committee recommended the Executive Committee approve maintaining Captain Scott Haas as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2018.

\textit{Motion made by Commissioner Egan, seconded by Commissioner Johnson to approve Captain Scott Haas as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2018. Motion carried.}

Tretter said the Radio Technical Operations Committee recommended the Executive Committee recommend approval of the amendments to metro standard 3.35.0 – National Weather Service (NWS) ARMER Radio Operations.

The amendments reflect changes to the state NWS standard, while maintaining metro weather operations and procedures.

\textit{Motion made by Commissioner Johnson, seconded by Commissioner Miron to approve the amendments to metro standard 3.35.0 – National Weather Service ARMER Radio Operations. Motion carried.}

3. Approval of City of Edina Request for Secondary PSAP Connection to ARMER
Tretter stated the Radio Technical Operations Committee recommended the Executive Committee recommend approval of the City of Edina’s request to add a fiber optic secondary connection to ARMER from the Edina PSAP.

The City of Edina is requesting a second DS-1 connection for a redundant ARMER connection to the PSAP. They will repurpose LOGIS fiber previously used by the City of Minnetonka for the same purpose; Minnetonka closed its PSAP on December 12, 2017.

\textit{Motion made by Commissioner Johnson, seconded by Commissioner Anderson to approve the City of Edina’s request to add a fiber optic secondary connection to ARMER from the Edina PSAP. Motion carried.}

C. Amendments to MESB Bylaws
Rohret said she recommended the Executive Committee recommend approval of amendments the MESB Bylaws.

The proposed amendments are on page three and are made to reflect actual practice. The first change is to remove duties from the Secretary position. Because MESB staff maintains Board minutes, there is no need to list it under the Secretary duties. Similarly, not all Treasurer’s meet with MESB staff to go over financial reports, so language is changed to “may meet” rather than “shall meet.”

\textit{Motion made by Commissioner Egan, seconded by Commissioner Miron to approve the amendments to the MESB Bylaws. Motion carried.}

D. Amendments to MESB Policy 008 – Mileage Reimbursement
Rohret stated she recommended the Executive Committee recommend approval of amendments to MESB Policies 008 – Mileage Reimbursement.

The primary amendment is adding a sentence requiring reimbursement checks to be cashed within 90 days of issuance, to prevent the need for check re-issuance.
Motion made by Commissioner Wolf, seconded by Commissioner Miron to approve the amendments to MESB Policies 008 – Mileage Reimbursement. Motion carried.

5. Old Business - None

6. New Business
A. Sherburne County Intent to Join MESB

Rohret said that she received an email in October from Kyle Breffle, Emergency Manager Director/Radio Administrator for Sherburne County. The email indicated Sherburne County’s interest in joining the MESB. Rohret had a general discussion with Sherburne County and in November the Sherburne County Board passed a resolution showing its intent to leave the Central Minnesota Emergency Services Board (CMESB) and join the MESB.

Per the CMESB JPA, Sherburne County needs to provide one-year notice to withdraw from the CMESB. Sherburne County would like to formally join the MESB effective January 1, 2019 pending board approval. They would therefore need to submit their intent to withdraw from the CMESB in December 2017, with a termination date of December 31, 2018.

Rohret noted that in the past there were discussions with Sherburne County about joining the MESB. She also noted that there are not consistent regions in the state. Some regions include Sherburne County as a metro county, which is the case for the emergency management region.

The addition of Sherburne County should not cause an increase in the MESB’s operational budget, though more money may pass-through with other ARMER payments. Assessments for current MESB members would decrease due to the addition of Sherburne County. The only impact to the board would be connecting Sherburne County to the St. Paul selective router for 9-1-1. The MESB did bear the cost of connecting Chisago and Isanti Counties.

One of the biggest issues with the transition would be how the City of St. Cloud is handled as it resides in three counties. Two of these counties will remain with the CMESB. Sherburne also shares an ARMER sub-system with Wright County which will remain in the central region. Sherburne County will need to work with the CMESB, the MESB, MnDOT and the SECB for a solution.

Commissioner McMahon asked if there might be political issues with the central region. Rohret said that there did not seem to be an issue. Sherburne is within their rights to withdraw from the central region. It will be up to Sherburne County to work with the City of St. Cloud to resolve any radio issues.

Commissioner Egan said he thought Sherburne County would be a good fit for the MESB. The loss would be substantial to the central region to lose a county as big as Sherburne. He asked what would be left of that region? Rohret said there is eighteen counties in the central region. It would be a loss for their funding, but that is why there is a one-year notice period so that they have time to adjust their budget. Rohret will speak with central region committee chairs after Sherburne gives their notice; she noted that the MESB is simply responding to Sherburne County’s request to join the metro region. Rohret said that all counties were able choose what region to join, except for the metro region, which was listed in statute.

Commissioner Sivarajah asked what was Sherburne County’s rationale for wanting to join the MESB. Kyle Breffle said that it would help align their services better. The county is growing and some of their needs are not being met. He noted that Sherburne County is in HSEM Region 6 for emergency management, which is the metro region.
Commissioner McMahon said that he too felt Sherburne County would be a good addition to the MESB. McMahon said the MESB should be kept updated. The MESB should not be involved in any negotiations with the CMESB.

Commissioner Egan asked what problems might there be with the other two counties, Benton and Stearns, regarding the City of St. Cloud.

Breffle said there have been many discussions with St. Cloud and Wright County. Sherburne County currently has issues with having to go to different places for 9-1-1, radio and emergency management issues. This decision is about providing and aligning better services to our residents.

Commissioner Sivarajah noted Sherburne County is already part of the Tri-County crime lab. St. Cloud is already divided up in that regard, so it does make sense especially with the emergency management piece.

Ron Robinson said that the reasoning for Sherburne County to join the metro EMS region is the radio system. EMS and emergency management would be streamlined by being in the same region. A lot of Metro Transit communications are already dragged to Sherburne County due to the NorthStar line.

McMahon asked for clarification to notify the CMESB regarding Sherburne County’s intent to withdraw from that region. Breffle said that the Sherburne County board passed a resolution supporting the intent to join the metro region. Yesterday, it passed a resolution to approve intent to withdraw from the Central Region. The county’s intent today is to ask if this board would support Sherburne’s intent to join the MESB before moving forward.

Commissioner Miron said he would like this board to see the resolution with the findings of fact in it to determine rationale to join the MESB.

*Motion made by Commissioner Miron, seconded by Commissioner Ische to direct staff to establish findings of fact and rationale for Sherburne County to join the MESB. Motion carried.*

Rohret said the number of votes Sherburne County would have on the MESB will need to be established before their resolution is passed. Commissioner Miron asked if there should be an amendment to our bylaws on the issue of votes. Jay Arneson said that the number of votes designated to each county is in the MESB JPA, not the Bylaws. Chisago and Isanti Counties were awarded one vote based on their population. It takes a unanimous vote by this body to determine number of votes. It does not require county approval. Rohret said the JPA agreement does not require revision when a new county joins the MESB.

*Motion made by Commissioner Sivarajah, seconded by Commissioner Ische to recommend to the full board that should they join the MESB, Sherburne County would get two votes.*

*Amendment by Commissioner Egan to recommend to the full board approval for Sherburne County to join the MESB once findings of fact are received. Seconded by Commissioner Wolf. Amendment motion carried.*

The amended motion carried.

Rohret said the JPA agreement does not require revision when a new county joins the MESB.

**B. Text to 9-1-1 Deployment**
Rohret stated on December 5, 2017, the State of Minnesota went live statewide with text-to-9-1-1. Three additional metro counties will be ready to begin testing text-to-9-1-1 in February 2018. Currently
any calls that should go to State Patrol is answered by the Airport Police Department or Rochester Police Department.

Commissioner Egan asked if there could be a liability if a dispatcher did not encourage caller to switch over from text to voice if possible. Especially since location discovery is not as good with texts. Rohret said that counsel for DPS has reviewed and determined that text calls are treated the same as voice.

Commissioner Anderson asked if there is any long-range plan to care whether people text or call? Will the systems be able to handle a lot of texting? There is some clientele that the preferred method is texting instead of calling.

Rohret said that has NG9-1-1 evolves, there will be better location information. PSAPs will most likely always prefer a voice call. Staffing could possibly ramp up if there becomes a huge volume of texting.

**C. Legislative update**
Rohret said MESB and DPS-Emergency Communication Network staff continue to work on language amending MS 403 to updated regulatory language to accommodate NG9-1-1. Currently, counties are not required to join the state 9-1-1 system. In discussions with the carrier community, two issues have come up for which Rohret would like Board member input.

The current draft of amendments to MS 403 keeps that option for counties, but would have certain requirements counties must adhere to for interoperability if they chose to leave the state 9-1-1 system. In meeting with the carrier community, one of the associations would like counties to be required to be part of the 9-1-1 system. Rohret said she did not think that counties would want that choice taken away but wanted input from MESB members. Commissioner Johnson said he agreed with Jill.

The other issue affects the MESB. Language in current statute keeps a provision from the original 9-1-1 statute giving the MESB the ability to create standards. There is a proposal by at least one of the associations to remove that from statute. Rohret is opposed wanted the opinions of Board members. MESB members agreed.

Rohret said that MESB lobbyists from Larkin Hoffman have been active in the meetings with the carriers, taking their comments and making revisions.

MESB and ECN staff have been meeting with other associations regarding the bill. There is a meeting with the Association of Minnesota Counties next week. There have also been meetings with the Minnesota Sheriff’s Association and the Minnesota State Fire Chiefs Association.

**D. 2018 MESB Meeting Schedule**
*Motion made by Commissioner Ische, seconded by Commissioner Johnson to recommend approval of the proposed 2018 MESB meeting schedule. Motion carried.*

*Meeting adjourned at 11:04 a.m.*
RECOMMENDATION
The Radio Technical Operations Committee recommends the Executive Committee recommend approval of Nate Timm of Washington County Sheriff's Office as the alternate representative to the SECB Interoperability Committee.

BACKGROUND
The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the Statewide Emergency Communications Board, 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.

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

ISSUES & CONCERNS
After the January 2018 MESB meeting, staff learned that the former alternate to the SECB Interoperability Committee had taken a new position and would no longer be available to serve as the alternate to the SECB Interoperability Committee.

After a discussion at the Radio TOC, the committee recommends Nate Timm for the position. Mr. Timm is the ARMER System Manager for Washington County and previously was the ARMER System Manager for Goodhue County. He has been actively involved with the SECB for many years and currently also serves as the MESB alternate to the SECB’s Operations and Technical Committee.

FINANCIAL IMPACT
None to the MESB.
RECOMMENDATION
Staff recommends the Executive Committee recommend to the Board acceptance of the 2017 State Homeland Security Program (SHSP) Grant to the MESB in the amount of $26,000, which will be allocated among the following areas:

- Exercises $1,000.00
- Training $25,000.00
- $26,000.00

BACKGROUND
On January 4, 2018, the Statewide Emergency Communications Board approved grant allocations to the regions for the FY2017 SHSP grant. The SECB determined that each region will receive $25,000 for training, which includes funds for assistance to attend the Minnesota Public Safety Communications Conference. The remaining funds were allocated on a competitive basis.

ISSUES & CONCERNS
The MESB submitted its application for this grant based on the regional funding priorities approved by the MESB on November 8, 2017.

The MESB would use $25,000 towards Motorola training. The MESB would provide a Motorola training class for metro region radio technicians.

The remaining $1,000 will fund Metro Communications Response Task Force (CRTF) training. The Metro CRTF conducts an annual functional exercise for its role as the regional communications unit (COMU).

Funds must be expended, and financial statement reports submitted to ECN by December 1, 2018.

FINANCIAL IMPACT
None to the MESB other than staff time to manage the grant.
RECOMMENDATION
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).

BACKGROUND
The Metropolitan Emergency Services Board is a signatory with the State, on the 9-1-1 Service Provider contract with CenturyLink. Whenever there is an amendment to the contract, all three signatories (MESB, State, CenturyLink) must sign the amendment.

ISSUES & CONCERNS
CenturyLink and the State have been negotiating a monthly recurring charge for which the State is responsible per the original contract. CenturyLink has been providing the service under the contract but had neglected to bill the State for this recurring charge. Section 1, LSRG Connectivity, of the amendment deals with the error and the agreement on how to resolve it. The State agrees to pay a monthly connectivity charge of $12,980 beginning February 1, 2018 and CenturyLink agrees not seek reimbursement for past service that went unbilled.

Section 2, Cook County Diversity Project, details a project to add network diversity between Duluth and Grand Marais along the north shore of Lake Superior. CenturyLink has negotiated a fiber cable swap with the Northeast Service Cooperative (NESC) that will provide physical diversity and redundant network facilities for both companies. The State has agreed to pay $248,000 in installation charges to install physically diverse and redundant 9-1-1 network connectivity to the Cook Co. PSAP.

Board counsel reviewed the changes and had no concerns.

FINANCIAL IMPACT
There is no financial impact to the MESB with this amendment to the three-way contract. The State pays recurring charges for the 9-1-1 system.

MOTION BY:  
SECONDED BY:  
MOTION APPROVED:  _YES   _NO

MOTION:
CenturyLink Business

CenturyLink
Statement of Work
for
State of Minnesota
Department of Public Safety
Division of Emergency Communication Networks (DECN)
Metropolitan Emergency Services Board (MESB)
Next Generation 911 Routing and Incremental ALI Management Services
Cook County Diversification Project

State of Minnesota 441914, T-730(3)
CenturyLink Content ID No. 300177

Offer Date: 1/25/2018
Expiration Date of Offer: 3/15/2018
## CONTACT INFORMATION

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**CenturyLink Account Exec:**  
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**CenturyLink Project Manager:**  
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**CenturyLink Pro Services Billing:**  
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**Customer Billing/Accounts Payable:**  
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E-mail Address - david.denton@state.mn.us
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Section 1. LSRG Connectivity

CenturyLink will begin billing for Legacy Selective Router Gateway (LSRG) connectivity charges on February 1st, 2018. LSRG connectivity will be billed at a fixed price of $12,960.00 per month for the duration of the T-730 contract and subsequent extensions.

Section 2. Cook County Diversity Project

1. Overview

This Statement of Work ("SOW") is subject to the agreement between CenturyLink Communications, LLC t/a Qwest Communications Company, LLC ("CenturyLink"), the State of Minnesota, Department of Public Safety, Division of Emergency Communications Networks (DECN) and Metropolitan Emergency Services Board (MESB). The term "Customer" will reference the combined entities of DECN and MESB. Capitalized terms not defined herein are defined in the Agreement.

Under this SOW CenturyLink will provide a solution for Cook County Diversification Project ("Project"). For the support required under this SOW, CenturyLink will be working with CHC Consulting ("Subcontractor") for transport engineering consulting. Accordingly, references to "CenturyLink" in this SOW may or may not include Subcontractor as the context may require; provided, however, that Subcontractor is not a party to the Agreement or this SOW and as such any formal dispute or claim regarding this Project will be between Customer and CenturyLink. CenturyLink will be fully responsible for the performance of all work to be performed hereunder, which is dependent upon the accuracy of information provided by Customer, in accordance with the Agreement and this SOW.

The material contained in this SOW may include proprietary information pertaining to CenturyLink products and methods, and is considered Confidential or Trade Secret Information as defined in the Agreement.
2. Description of Work

CenturyLink will perform the services and activities described below. These services, activities, and responsibilities characterize the full set of deliverables for this Project.

JOB DESCRIPTION:

Customer has requested CenturyLink (CTL) to leverage newly developed network in the North Shore area to address 911 diversity vulnerability for Cook County residents.

This vulnerability involves Cook County Central Offices (CO’s) reaching the CTL Duluth Legacy Selective Router (via ES Trunks) for processing 911 calls, which has only one path following the North Shore — a protected but collapsed ring. For years this single path was the only option for ultimately entering the State’s diverse ESINet. MN DPS has asked CTL to leverage the newly developed diversity in the ESINet to address this vulnerability on the “legacy side” (Connection of Cook County Central Offices to the Duluth Legacy Selective Router) by developing a protected and open ring.

A CenturyLink engineering team was formed to develop such a solution by reviewing MN IT’s ESINet design and engaging in negotiations with its contractor NESC. After conducting these designs and associated budgetary reviews, a solution emerged in which a “fiber swap” would be arranged between CTL and NESC. This swap would benefit diversity needs of NESC while providing the Customer the opportunity of enhancing 911 diversity at the cheapest price point possible. Customer requested CTL to develop a Statement of Work (SOW) that, if approved, will be added as an amendment to the existing MN NG911 contract.

This Statement of Work (SOW) sets forth the responsibilities of CenturyLink to carry out the Cook County ES Trunk diversity.

The diversity enhancement will apply to the following Cook County Central Offices:

- Grand Marais
- Silver Bay
- Tofte
- Howland if outage occurs south of Grand Marais
- Gunflint if outage occurs south of Grand Marais.
APPRAOCH

CTL will employ a series of work packages developed by breaking down the design shared with Customer into its constituent components:

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<th>Project</th>
<th>Description</th>
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$248K

Upon completion of these above items and with approval of Customer, CTL will proceed in providing the application level of 911 traffic with this diverse solution.

3. Project Pricing

The above work will be charged as a Non-Recurring Charge of $248,000.

There will be no Recurring Charges.

To begin this SOW, Customer will pay an initial payment of $50,000. Customer will pay the balance 30 days after Project Completion. Project Completion and enabling of production traffic is estimated to complete by June 30, 2018.

CenturyLink will document Project Completion. Once the State has signed the Project Completion Form (Appendix A), CenturyLink will issue an invoice for the final payment, estimated to be $198,000.

CenturyLink will obtain written permission through a formal change order before exceeding the stated estimate.
CenturyLink prices are quoted exclusive of applicable taxes and fees. The CenturyLink invoices will reflect the amount of any applicable taxes and other fees due. Customer shall not be required to remit to CenturyLink those taxes that are subject to exemption; provided Customer provides CenturyLink a copy of the exemption certificate.

4. Project Communication and Management

Project Communication

Ongoing project status will be provided in the existing weekly MN NG911 Program Management Meetings.

Project Management

The NG911 Program Manager will serve as point of contact for Customer. Project Management methodologies will follow CTL’s standard practices and procedures followed for similar construction efforts.

5. Diagram of the Work

Figure 1 the work site locations involved from the Grand Marais CO to the Legacy Selective Router in Duluth.
6. Authorization

By signing this SOW, Customer authorizes CenturyLink to begin scheduling of work to deliver the professional services per this SOW, and agrees that the terms of the Agreement referenced in Section 1 apply. The effective date of this SOW is the latest signature date shown below. Electronic signatures on this SOW will be accepted only in the form and manner prescribed by CenturyLink.

Acknowledged & Agreed

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<tr>
<th>&lt;CUSTOMER&gt;</th>
<th>CenturyLink Communications, LLC</th>
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Revised agreement will include Second <Customer> signature block.
7. Appendix A

Project Completion Form

Please sign below to confirm your acceptance that CenturyLink has completed the Project in accordance with the SOW for State of Minnesota, Department of Public Safety, Division of Emergency Communication Networks.

Cook County Diversification Project

COMPLETION DATE _______________________

Acknowledged & Agreed

State of Minnesota, Department of Public Safety, Division of Emergency Communication Networks

Signature

Print Name

Title

Date
Metropolitan Emergency Services Board

MEETING DATE: February 14, 2018
PRESENTED BY: Rohret
AGENDA NUMBER: 4D. Amendments to MESB Bylaws

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of amendments to the MESB Bylaws.

BACKGROUND
The Metropolitan Emergency Services Board has bylaws for the Board. The bylaws were last updated in January 2016. Upon staff review, it was deemed that updates to the bylaws needed to be made.

ISSUES & CONCERNS
The changes are found on page three, in the sections detailing the roles and duties of the Secretary and Treasurer. The changes in each of those paragraphs are meant to reflect actual, current roles and duties.

In the Secretary section, language stating “with approval of the Board” was deleted from the last sentence. The change is intended to reflect current practice.

In the Treasurer paragraph, shall is changed to may in the first sentence, as many past Treasurer’s do not meet regularly with MESB staff to review bank statements and reports. This language change makes these meetings voluntary and reflects current practice.

The change to the Treasurer section was discussed at both the December 2017 Executive Committee and the January 2018 Board meeting. The change to the Secretary section was suggested at the January 2018 meeting; this change was not included in the noticed packet. Because of that, it is being sent back through the Executive Committee/Board process so that proper notice of the change can be provided.

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

Note the changes to the bylaws will be sent out to the Board ahead of the January board packet, per bylaw requirements, which require 15 days’ notice.

FINANCIAL IMPACT
None.

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

MOTION:
BYLAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD

ARTICLE I.
DEFINITIONS

For the purpose of these Bylaws, the terms shall have the meaning as provided within these Sections.

SECTION 1.

"Agreement" means the Joint Powers Agreement for Metropolitan Emergency Services Board entered into by the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington, and the City of Minneapolis.

SECTION 2.

"Board" means collectively the individual representatives on the Metropolitan Emergency Services Board as created by the Agreement and as appointed by their respective Counties and City.

ARTICLE II.
BOARD

SECTION 1.  APPOINTMENT AND TERMS OF OFFICE.

At the organizational meeting of the Board each January all representatives present shall be administered the oath of office. Representatives not present at the organizational meeting and alternates shall be administered the oath when they first appear at a Board meeting.

SECTION 2.  VOTING.

The act of a majority of the representatives present at a meeting at which a quorum is present shall be the act of the Board, unless a greater number is required by law, the Agreement, or by these Bylaws. The Voting Rules attached hereto are incorporated herein.
SECTION 3. PER DIEM AND MILEAGE.

Representatives shall not receive any salary for their services, but, by resolution of the Board, expense reimbursement or per diem may be allowed to the extent permitted by law for attendance at each regular or special meeting of the Board, or executive committee meetings thereof. Mileage may be paid to representatives for attending any meetings of the Board or its committees.

SECTION 4. MEETINGS.

The Board may provide the time and place, by resolution, for holding regular meetings of the Board. Such resolution shall provide for adequate and timely notice in compliance with open meeting law requirements. Special meetings of the Board may be called by or at the request of the Chair, or in the Chair’s absence, the Vice Chair, or any two representatives from different members to the Agreement, and shall likewise comply with the Minnesota open meeting law. Board meetings may be cancelled at the discretion of the Chair.

SECTION 5. ADJOURNMENT.

A majority of the representatives present, even if less than a quorum, may adjourn the meeting.

ARTICLE III.

OFFICERS

SECTION 1. EXECUTIVE COMMITTEE.

The Chair, Vice Chair, Secretary, Treasurer and one representative from each of the members not represented by an executive officer shall constitute an Executive Committee. Any member of the Executive Committee who is unable to attend a scheduled meeting of the Executive Committee may designate an alternate for said meeting. The Executive Committee shall have the authority to act in those circumstances and on those matters as directed by the Board. The Executive Committee shall have the authority to authorize the Chair to sign any contracts which require approval prior to the holding of a Board meeting; provided that said approval is subject to ratification by the Board, and provided that the full membership of the Board is notified prior to any meeting at which the Executive Committee authorizes the Chair to sign a contract.

SECTION 2. CHAIR.

The Chair shall preside at all meetings of the Board and perform the usual duties of a chair. The Chair, alone or together with such other officer or officers as the Board may designate by resolution, may sign any deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, including checks; and, in general, the Chair shall perform all duties incident to the office of Chair and such other duties as may be described by the Board from time to time.
SECTION 3. VICE CHAIR.

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice Chair shall perform the duties of Chair.

SECTION 4. SECRETARY.

The Secretary shall be responsible for preserving the minutes of the meeting of the Board and all other books and records in connection with the business of the Board, and shall attend all meetings of the Board. The Secretary shall give all notices required by statute, agreement, these Bylaws or any resolution of the Board. The Secretary shall perform all duties incident to the office and such other duties as may be delegated by the Board. The Secretary, with approval of the Board, may assign duties in connection with the office to the Executive Director or other appropriate person.

SECTION 5. TREASURER.

The Treasurer shall may meet with the Executive Director monthly to review invoices, bills, bank statements and financial reports, and shall submit a monthly report to the Board at its regular meeting. The Treasurer shall sign, in the name of the Board, all checks which exceed the delegated authority of the Executive Director, and all checks payable to the Executive Director. The Treasurer shall review and sign a monthly memo prepared by the Executive Director summarizing all payments made on behalf of the Board. The Treasurer shall perform all duties incident to the office and such other duties as may be delegated by the Board, and may assign, with approval by the Board, duties in connection with the office to the Executive Director or other appropriate person.

The Treasurer, or his or her designee as approved by the Board, shall chair the Finance Committee.

ARTICLE IV.

EXECUTIVE DIRECTOR

The Executive Director shall prepare and submit to the Board the annual budget and such other financial information as the Board may request at its regular meetings. The Executive Director shall have the authority to hire staff to fill vacancies in positions authorized by the Board. The Executive Director shall supervise staff and is authorized to discipline staff and terminate employment when appropriate.

ARTICLE V.

COMMITTEES

The committees of the Board shall include the Executive Committee,
911 Technical Operations Committee, Radio Technical Operations Committee, EMS Technical Operations Committee, and any other committees appointed by the Board. The Board shall review and approve bylaws for each committee that adopts bylaws. Committees shall report to the Executive Committee.

ARTICLE VI.

CHECKS, DEPOSITS AND FUNDS

SECTION 1. CHECKS.

All checks, drafts or orders for payment of money, notes or any other evidence of indebtedness issued in the name of the Board shall be authorized by the Treasurer alone, or the Chair alone, or by such other person or persons as the Board may, by resolution, designate and in such manner as shall be prescribed and determined by resolution of the Board.

SECTION 2. DEPOSITS.

All funds of the Board shall be deposited from time to time to the credit of the Board in such banks, trust companies or other depositories as the Board may select.

SECTION 3. FUNDS.

Any funds which may come to the Board or be subject to its control, for its use in furthering and promoting the aims and purposes of the Agreement or the policies of the Board; shall be received, disbursed, controlled and accounted for by the Treasurer.

SECTION 4. AUDITS.

The Board shall, at least once in each year, cause its books and accounts to be audited by an independent C.P.A. firm to the extent that is required by its audit plan and shall comply with the requirements of State and Federal law with respect to audits and shall make the results of such audit available to each of the members which are signatory to the Agreement.

SECTION 5. BONDS.

The Board by resolution may require that any or all officers provide a bond conditioned on the faithful performance of their duties. The Board shall reimburse the officer for the cost of such bond. In addition to, or in lieu of a bond, the Board may obtain fidelity insurance or other insurance to protect the Board in the event of embezzlement or other wrongful acts committed by an officer or an employee of the Board.

SECTION 6. FISCAL YEAR.

The Board’s fiscal year is the calendar year commencing on January 1.
ARTICLE VII.

AMENDMENTS

SECTION 1.

Amendments to these Bylaws may be proposed by any representative on the Board.

SECTION 2.

All proposed amendments shall be submitted in writing to each representative on the Board at least fifteen (15) days prior to a meeting of the Board, at which time the amendment is to be considered. A statement explaining the purpose and effect of the proposed amendment shall be attached to the proposed amendment.

SECTION 3.

Amendments shall be considered at a regular meeting of the Board. A two-thirds affirmative vote of the full membership of the Board is required for approval of an amendment.

ARTICLE VIII.

PROCEDURE

The rules of parliamentary procedure and practice contained in Robert's Rules of Orders, Newly Revised, to the extent they are not inconsistent with these Bylaws or the Agreement, shall be the rules of procedure governing the Board.

ARTICLE IX.

CONSTRUCTION

In the event there is any conflict between these Bylaws and the terms of the Agreement, the Agreement shall govern.
VOTING RULES

BOARD MEETINGS

Anoka, Carver, Dakota, Scott and Washington Counties and City of Minneapolis:

- Each member organization is entitled to two votes.
- Each member organization may appoint one or two representatives to MESB Board.
- If only one representative is appointed he/she has two votes.
- If two representatives are appointed each has one vote.
- If two representatives are appointed and only one is present at a meeting he/she can only cast one vote.
- If a member organization has by resolution appointed an alternate, the alternate is entitled to cast the same number of votes as the representative he/she is replacing.

Chisago and Isanti County:

- Entitled to one representative who has one vote.
- May appoint an alternate.

Hennepin and Ramsey County:

- Each member organization is entitled to four votes.
- Each member organization may appoint two, three or four representatives.
- The appointing resolutions shall state the number of votes allocated to each representative.
- Representatives are not entitled to cast votes for absent representatives.
- If a member organization has by resolution appointed an alternate, the alternate is entitled to cast the same number of votes as the representative he/she is replacing.

EXECUTIVE COMMITTEE MEETINGS

- The four executive officers and a representative designated by each of the member organizations not represented by an executive officer constitute the Executive Committee.
- Weighted voting does not apply to Executive Committee meetings.
- Representatives may designate alternates.
RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of travel requests for the Executive Director to attend the annual NENA and APCO/MTUG conferences.

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

ISSUES & CONCERNS
The Executive Director is seeking approval for two travel requests.

The first is a request to attend the 2018 National Emergency Number Association (NENA) conference in Nashville, TN, June 17-21, 2018. This is an annual conference for 9-1-1 professionals and will foster increased knowledge of advances in 9-1-1 technology, including NextGeneration 9-1-1 (NG9-1-1).

The travel request is for $2,269.50, which includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates; at the time of this writing, event hotel rates have not yet been published. This travel request is included in the 2018 budget.

The second travel request is to attend the 2018 Association of Public-Safety Communications Officials (APCO) annual conference and the 2018 Motorola Trunked Users Group (MTUG) National Meeting in Las Vegas, NV, August 5-11, 2018. This is an annual conference for public safety communications professionals, covering topics ranging from NG9-1-1 to FirstNet to interoperability. The MTUG National Meeting is held the two days immediately following the APCO conference and focuses specifically on issues and technology associated with Motorola trunked radio systems.

The travel request is for $2,466.00, which includes all travel and registration costs. All efforts will be made to purchases flights at a reasonable cost. Costs included in the request are estimates; at the time of this writing, event hotel rates have not been published and the exact location of the MTUG meeting is unknown. This travel request is included in the 2018 budget.

FINANCIAL IMPACT
The NENA and APCO/MTUG conference travel costs are included in the 2018 budget.

MOTION BY:       SECONDED BY:       MOTION APPROVED: __ YES  ____ NO

MOTION:
**REQUEST FOR TRAVEL AUTHORIZATION**

Employee Name: Jill Rohret  
Travel Purpose: National Emergency Number Association 2018 Annual Conference  
Location: Nashville, TN (GSA Per Diem Rate: $59; $44.25 travel day)  
Travel Dates: June 17 – 21, 2018

<table>
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<tr>
<th>Travel Cost Estimate</th>
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<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Air Fare</td>
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<tr>
<td>Lodging</td>
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<td><strong>Total Estimated Cost</strong></td>
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</tr>
</tbody>
</table>

*Estimate made using GSA per diem rate.

**Estimate made using non-conference hotel room rates.

Is travel cost included in current budget? Yes

Notes:

Submitted by: Jill Rohret  
Date: February 1, 2018

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Board approval  
Motion by:  
Seconded by:  
Motion carried/Motion denied  
Date:
Metrosalitan Emergency Services Board

Request for Travel Authorization

Employee Name: Jill Rohret
Travel Purpose: APCO 2017 Annual Conference and MTUG National Meeting
Location: Las Vegas, NV (GSA Per Diem: $64; $48 travel day)
Travel Dates: August 4 - 11, 2018

Travel Cost Estimate

<table>
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<tr>
<th>Item</th>
<th>Cost</th>
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<td>Registration</td>
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<td>Air Fare</td>
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<tr>
<td>Cab Fare/Ground Transportation</td>
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<tr>
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<td>Meals</td>
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<td>Other</td>
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</tr>
<tr>
<td>Total Estimated Cost</td>
<td>$2,466.00</td>
</tr>
</tbody>
</table>

Is travel cost included in current budget? Yes

Notes: There is no cost to attend the MTUG National Meeting other than hotel charges, which were included in the budgeted cost.
Meal costs are derived by using the GSA meal per diem rate. I expect actual costs to be less as some meals are provided by the MTUG National Meeting.

*Estimate made using non-conference hotel room rates. Actual costs could be less.

Submitted by: Jill Rohret Date: February 1, 2018

Board approval
Motion by: Seconded by: 
Motion carried/Motion denied Date: 

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RECOMMENDATION

There is no recommendation for Executive Committee action at this time. The University of Minnesota will return to the Radio Technical Operations Committee's February 28, 2018 meeting for further review of its permanent design solution. Once that review is complete, the request will come to the Board for approval.

BACKGROUND

The Metropolitan Emergency Services Board has adopted many standards governing the ARMER system and processes related to approving requests for additions to the system. Many standards were initially developed by the former Metropolitan Radio Board and adopted by the MESB after the two boards merged in 2005. Metro Standard 1.8.0 – Moves, Additions, Changes details the approval process for moves, additions and changes to the ARMER system. Metro Standard 1.5.3 – Variances and Waivers discusses the process to request and achieve waivers and variances to established metro standards.

ISSUES & CONCERNS

During the week of January 15, MESB staff received a request from the University of Minnesota to add a MCC 7100 (mobile) console for use in its police command van during the Super Bowl and beyond. Though the request was received in time for review and discussion at the January 24 Radio TOC meeting, it was not received in time for final approval by the Board for use during the Super Bowl operational period which began on January 26, 2018.

Neither staff nor the Radio TOC certain of the process for granting an emergency approval, as such a request has never been received by the MESB; Metro Standard 1.5.3 was not referenced until the writing of this document. Upon review of Metro Standard 1.5.3, staff and the Radio TOC largely followed the process for temporary approval outlined in that standard. Typically, requests must also be approved by the Statewide Emergency Communications Board; the SECB has a similar variance and waiver standard allowing for temporary approval of requests (State Standard 1.5.3).

The Radio TOC discussed the University’s request for a mobile console. Everyone acknowledged the operational need for the equipment. The University did not include detailed drawings showing how the console would connect to the ARMER system, which is required. The connection was designed by Motorola and is the same as is in use in Otter Tail County. The ARMER System Administrator also indicated his support of the connection.
In an effort to provide the University the equipment it needed, the Radio TOC passed a motion recommending temporary approval of the MCC7100 console connection, pending ARMER System Administrator approval, for the University for use during the Super Bowl, but required the University to return to the February Radio TOC meeting with detailed design drawings to begin the approval process for the permanent connection.

MESB staff discussed the situation with the Board Chair and with Board Counsel; the conclusion was to send an email to the Board notifying of the temporary emergent approval, with final review and approval to be forthcoming. This does align with the process detailed in Metro Standard 1.5.3.

**FINANCIAL IMPACT**
None to the MESB.
January 17th, 2018

Troy Tretter
Metropolitan Emergency Services Board
2099 University Avenue W.
St. Paul, MN 55104

Troy,

The purpose of this letter is request approval to change the University of Minnesota’s participation plan for the ARMER radio system. The University’s current participation plan consists of five (5) MCC7500 consoles deployed in the Public Safety Emergency Communications Center, and one (1) MCC7100 console deployed to the Command Post within TCF Bank Stadium. The University is seeking to add an additional MCC7100 console to the plan.

The new console will be provided, installed, and programmed by Motorola Solutions. This will include the installation of a new proxy server and firewall, both of which have been specified by Motorola in accordance with all relevant MNDOT policies and procedures. The new equipment will reside in a secured University server room with all other University-owned ARMER backroom equipment.

The new console will be wireless, but will primarily be deployed to the University Police Department’s Mobile Command Van. This vehicle is equipped with its own private wireless network. The console will connect to ARMER via this network through a dedicated Virtual Private Network (VPN) connection. The VPN has been specifically developed to the specifications provided by Motorola to ensure security.

Thank you for your consideration.

Sincerely,

Jeff Lessard, Director
U of M Public Safety
Emergency Communications
2221 University Avenue SE
Minneapolis, MN 55414
1. Purpose or Objective
The purpose of this section is to set forth the process by which variances or waivers to these standards, protocols and procedures will be granted to a requesting agency.

- **Variance** is defined as an allowed divergence from full adherence to an adopted standard, protocol or procedure.
- **Waiver** is defined as a complete release from an adopted standard, protocol or procedure.

2. Technical Background:
- **Capabilities** N/A
- **Constraints** N/A

3. Operational Context:
The Metropolitan Emergency Services Board (MESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the shared region-wide 800 MHz digital trunked public safety radio system.

The users fall into two groups:
- Full participants in the shared infrastructure
- Conventional users who will have access to the regional system by utilizing interoperability equipment that has been designed into the system.

The ability to communicate between these two groups is possible due to the interoperational hardware and software installed on the region-wide system. The improper use of this equipment can have minor to grave consequences. These standards, policies and procedures have been set forth by teams consisting of radio users and managers from both groups so as to maximize service to the citizens of the metropolitan area and minimize potential negative consequences. Therefore, variances and waivers must not compromise the integrity of the Regional Public Safety system or any of its participants.

4. Recommended Protocol/Standard:
- Each request for variance or waiver from the adopted standards, policies and/or procedures must be made in writing to the MESB.
5. **Recommended Procedure:**
   1. A written request for the variance and/or waiver must be sent to the MESB and include:
      - A full description of the desired variance or waiver including section and subsection references,
      - The reason for the variance or waiver (including the potential consequences if the request is not approved),
      - A preliminary assessment on the other regional system users, and an estimate of any associated costs.
   2. At their discretion the MESB may act on the request, but will generally forward requests to the Radio Technical Operations Committee (TOC) for review, analysis and/or recommendation.
      - The Executive Director, or his designee, in consultation with the affected system manager, may approve a temporary variance or waiver until the official process is completed.
      - Emergency deviations from the standards must be communicated to all affected parties.
   3. An assessment will be conducted by the Radio TOC and will address:
      - Technical impact to current and future system performance including which system or subsystem will be or may be affected.
      - Operational including capacity impact to current and future system performance including which system or subsystem will be or may be affected.
      - The degree of conformance with MESB plan and standards.
      - Cost impact to the MESB and current participants
      - Potential alternative solutions
   4. The Radio TOC will forward the completed assessment to the MESB along with recommendations including ways to mitigate negative impact if appropriate.
   5. The MESB will advise all affected agencies of all requests along with potential impact and invite their comment.
   6. The MESB may approve, disapprove or modify the request. The Board will notify all affected parties of their decision.
   7. If approved or modified, the MESB will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

6. **Management**
   The Executive Director and staff of the Metropolitan Emergency Services Board, acting on behalf of the board, will manage this process.
**RECOMMENDATION**
The Executive Director recommends the Executive Committee appoint representatives to attend the SECB Strategic Planning Workshop, March 8-9, 2018.

**BACKGROUND**
In September 2014, the Statewide Emergency Communications Board (SECB) convened strategic planning workshop to determine the SECB’s strategic planning initiatives for the next three years. For that workshop, they requested regions make recommendations for who should attend the workshop from the following perspectives: policy, financial, operational. Emergency Communication Networks (ECN) then appointed people to attend the workshop.

**ISSUES & CONCERNS**
On January 25, 2018, ECN formally announced the dates of the next strategic planning workshop, which will be held March 8-9, 2018 at the Oak Ridge Hotel & Event Center in Chaska. The workshop will be all day on March 8 and half day on March 9. Costs will be borne by the SECB, and representatives can stay overnight at the hotel, costs for which would also be borne by the SECB.

For this workshop, regions are being asked to send people from the following disciplines: public safety end user; PSAP Manager/Emergency Manager; fiscal/policy; technical/IT; and elected official.

MESB staff and Radio TOC has discussed who should attend on behalf of the metro region and is making the recommendations below. Due to the MESB being a signatory to the 9-1-1 service provider contract with the State, MESB 9-1-1 staff will be allowed to attend without affecting the number of seats allowed for the region.

Additionally, SECB members, their alternates and committee chairs receive an automatic invitation. Council Member Johnson, the MESB’s SECB representative is unable to attend. Commissioner McMahon also received the invitation (as former MESB Chair, I presume); Commissioner McMahon can and is willing to attend.

<table>
<thead>
<tr>
<th>MOTION BY:</th>
<th>SECONDED BY:</th>
<th>MOTION APPROVED:</th>
<th>YES</th>
<th>NO</th>
</tr>
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**MOTION:**

The Executive Director recommends the Executive Committee appoint representatives to attend the SECB Strategic Planning Workshop, March 8-9, 2018.
The recommended recommendations are as follows:

- Dave Deal, Washington County (ARMER User/FirstNet)
- Scott Haas, Scott County (ARMER User/Radio-Technical/Emergency Manager/PSAP Manager/IPAWS)
- Commissioner George McMahon (Elected Official)
- Nancie Pass, Ramsey County (ARMER User/PSAP Manager)

One additional spot is available. This will need to be discussed by the Executive Committee.

Additionally, the following members of MESB staff will attend (Mr. Tretter will be at a different conference):

- Marcia Broman, MESB (9-1-1 Data/GIS)
- Pete Eggimann, MESB (9-1-1 Network)
- Jill Rohret, MESB (9-1-1, ARMER)

**FINANCIAL IMPACT**

None to the MESB, other than mileage reimbursements for staff members attending, which is included in the overall 2018 budget.
Strategic Planning Meeting

Please Join Us!

You are invited to the Statewide Emergency Communications Board’s strategic planning event March 8 and 9 at the Oak Ridge Hotel & Conference Center in Chaska. Participants will review and update the SECB’s strategic plan to prepare for 2019-2021. Together we'll assess accomplishments and challenges, consider where Minnesota's needs are today, and discuss how to best move forward into the future.

To prepare for this session, please review the goals, strategies and tactics in the 2016-2018 Strategic Plan. Think about which strategies and tactics have been accomplished, which are still in play, and what additional approaches should be considered.

Participants will include SECB members, regional representatives and ECN staff. The shared expertise of this group will no doubt lead to lively conversation and informed planning.

SECB Representative Flier
Regional Representative Flier

Who should attend?

Primary Statewide Emergency Communication Board members or their alternates are encouraged to be part of this important conversation.

Five representatives from each Emergency Communications/Services Board region from the following disciplines are encouraged to participate in this discussion:

- Public Safety End User
• PSAP Manager/Emergency Manager
• Fiscal/Policy
• Technical/IT
• Elected Official

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**Workshop Logistics**

The Strategic Planning Session will be held at the [Oak Ridge Hotel & Conference Center](#) in Chaska. Follow this [link](#) for a map to the facility.

Participants are encouraged to stay for evening networking. Hotel accommodations will be provided by the SECB.

SECB members and regional representatives may register at this [link](#).