BOARD AGENDA
January 10, 2018
**10:00 – 11:30 a.m.**

1. Call to Order (Commissioner McMahon)

2. Approval of Agenda (Comm. McMahon)

3. Election of 2018 Officers of the Board and 2018 Executive Committee Designation (Rohret)


5. Thank you to 2017 Chair (Council Member Johnson)

6. Letter of Representation/Policy 17 (Rohret)

7. Consent Agenda (CM. Johnson)
   A. Approval: November 8, 2017 Meeting Minutes
   B. Approval: October 2017 Treasurer’s Report
   C. Approval: November 2017 Treasurer’s Report
   D. Approval: 2018 9-1-1 TOC Chair/Vice-Chair
   E. Approval: 2018 EMS TOC Chair/Vice-Chair
   F. Approval: 2018 Radio TOC Chair/Vice-Chair
   G. Approval: 2018 MESB Meeting Schedule

8. Issues and Action Requests
   A. Radio TOC (Tretter)
      1. Approval of Amendments to Metro Standard 3.35.0 – National Weather Service Radio Operations
      2. Approval of City of Edina Request for Secondary PSAP Connection to ARMER
   B. 9-1-1 TOC (Eggimann)
      1. Approval of Metro 9-1-1 Standard 3.6.0 – SMS Text-to-9-1-1 Call Processing
   C. Approval of Amendments to MESB Bylaws (Rohret)
   D. Approval of Amendments to MESB Policy 008 – Mileage Reimbursement (Rohret)
   E. Approval of Contract with Pamela Oslin (Rohret)
   F. 2018 Appointments to the SECB/Committees (Rohret)

9. Reports
   A. Legislative Report (Vesel/Bergeron)
   B. Statewide Emergency Communications Board (SECB)
      Reports:
      1. Finance (Comm. Huffman/Rohret)
      2. Legislative (Comm. Egan/Rohret) – Jan. cancelled
      4. OTC & Other SECB Committees (Tretter/Eggimann)
      5. Board (Comm. Gamache/Tretter)
10. Old Business – None

11. New Business
   A. Sherburne County Intent to Join MESB (Rohret)

12. Adjourn
RECOMMENDATION
It is recommended that the following officers be elected in accordance with the Joint Powers Agreement, the Bylaws of the Metropolitan Emergency Services Board, and the Board’s governance policies:

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<thead>
<tr>
<th>Role</th>
<th>County</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>City of Minneapolis</td>
<td>Andrew Johnson</td>
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<tr>
<td>Vice-Chair</td>
<td>Washington County</td>
<td>Fran Miron</td>
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<tr>
<td>Secretary</td>
<td>Ramsey County</td>
<td>Blake Huffman</td>
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<tr>
<td>Treasurer</td>
<td>Dakota County</td>
<td>Tom Egan</td>
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BACKGROUND
The Metropolitan Emergency Services Board governance policies regarding election of officers is as follows: All officers are elected for one year and each member can service only one term in office to which elected with the understanding that each member elected as an office will move to the next elected position at the end of the term. Normal succession will be Treasurer, Secretary, Vice-Chair, Chair.

Officers at the end of 2017 were:

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<th>Role</th>
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<tr>
<td>Chair</td>
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Article II, Section 5 of the Joint Powers Agreement prescribes the following representation by Board officers: “Section 5: Membership in Executive Offices. Ramsey County shall have one representative in any of the four executive offices provided for in Sections 3 and 4 of this Article. Hennepin County and the City of Minneapolis shall alternate every four years having a representative in any of the four executive offices provided in Sections 3 and 4 of this Article. Officers will serve successively in the offices of Treasurer, Secretary, Vice-Chair and Chair. Representatives from all other members will serve as officers on a rotating basis.

ISSUES & CONCERNS
The following members of the Metropolitan Emergency Services Board were (or are expected to be) appointed to the Executive Committee of the Board by their respective County Boards or Council for 2018:

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MOTION:

MOTION BY: 
SECONDED BY: 
MOTION APPROVED: ___ YES ___ NO
### Metropolitan Emergency Services Board

**MEETING DATE:** January 10, 2018  
**PRESENTED BY:** Rohret  
**AGENDA NUMBER:** 3. Election of 2018 MESB Officers and Executive Committee Designation

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<tr>
<td>Anoka</td>
<td>Rhonda Sivarajah</td>
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<tr>
<td>Carver</td>
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### FINANCIAL IMPACT

None to the MESB.

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PURPOSE: To establish procedures and guidelines for documenting conflict of interest of Metropolitan Emergency Services Board members.

Conflict of Interest
In accordance with Minnesota Statutes, §§10A.07 and 471.87 each member of the Metropolitan Emergency Services Board shall provide to the Board a copy of the statement of economic interest and any supplementary statement filed by the Board member pursuant to §10A.09, and shall disclose any personal financial interest in a contract which the Board is asked to approve, or any other conflict of interest at the time the Board is asked to take an action. Except as otherwise provided in §10A.07, subd. 2, any Board member with a conflict of interest shall abstain from any action on the contract or matter in question and such abstention shall be appropriately recorded into the minutes of the Metropolitan Emergency Services Board. This policy is not intended to increase or modify any obligations Board members may have pursuant to any state statute.
A. **Minutes** – The minutes of the November 8, 2017 meeting of the Board are attached for review and approval.

B. **October 2017 Treasurer’s Report** – The Treasurer has reviewed the October 2017 financial statements and has given his approval of the report.

C. **November 2017 Treasurer’s Report** – The Treasurer has reviewed the November 2017 financial statements and has given his approval of the report.

D. **2018 9-1-1 TOC Chair/Vice-Chair** – The 9-1-1 TOC and the Executive Committee recommend approval of Heather Hunt of Minneapolis Emergency Communications Center as 2018 Chair, and Val Sprynczynatyk of Anoka Central Communications as 2018 Vice-Chair of the 9-1-1 TOC.

E. **2018 EMS TOC Chair/Vice-Chair** – The EMS TOC recommends approval of Kevin Novotny of North Memorial Ambulance as 2018 Chair, and Brian Edwards of Northfield Hospital-EMS as 2018 Vice-Chair of the EMS TOC.

F. **2018 Radio TOC Chair/Vice-Chair** – The Radio TOC and the Executive Committee recommend approval of Scott Haas of Scott County Sheriff’s Office as 2018 Chair, and Ron Jansen of Dakota County as 2018 Vice-Chair of the Radio TOC.

G. **2018 MESB Meeting Schedule** – The Executive Committee recommends the Board approve the 2018 MESB meeting schedule.

H. **Informational Only** – Draft minutes of the December 13, 2017 MESB Executive Committee meeting.
1. Call to Order
Meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner McMahon. Members were asked to sign the annual Letter of Representation for the MESB audit.

2. Approval of Agenda
Motion made by Commissioner Degler, seconded by Commissioner Huffman to accept the November 8, 2017 Agenda. Motion carried.

3. Approval of Consent Agenda
Motion made by Commissioner Egan seconded by Commissioner Wolf to approve the Consent Agenda. Motion carried.

4. Issues and Action Requests

A.1. Approval of Hennepin County Use of ARMER sites & Excess Capacity
Troy Tretter said that this action request was recommended for approval by the Radio TOC and Executive Committee. Hennepin County requests approval to install a VHF paging system on five ARMER sites: Braemar Park, Golden Valley, Medina, Minnetrista, and Rogers. The Minnetrista lease with Pioneer Public Television states that any additional equipment added to the site would require a modification to the lease. MNDOT has an unutilized and existing VHF antenna and feedline at this site; MnDOT will transfer ownership of this equipment to Hennepin County. This transfer will result in a change in the percentages of shared rent and utilities between MNDOT and Hennepin County.

There is a change in the infrastructure of the shelter. Hennepin County is requesting the use of excess capacity on three ARMER microwave loops. These are the North, South and Central loops. MNDOT has reviewed the request; there is excess capacity and MnDOT has no objections.

Motion made by Commissioner Degler, seconded by Commissioner Ische to approve the Hennepin County use of ARMER sites & excess capacity. Motion carried.
4.A.2. Approval of Dakota County Participation Plan Change
Tretter said Dakota County requests approval for a change to their microwave links. Dakota County is going through an RFP process to modify microwave equipment in 2018. This change would affect how the links are connected. The Sperry tower site would be added into an existing microwave loop with the Empire prime site, Empire tower site and the three remote sites of Palomino, Marie and Arbor Point.

A technical vendor is being selected and then it will go before the SECB OTC next month.

Motion made by Commissioner Egan seconded by Commissioner Ische to approve the Dakota County participation plan change. Motion carried.

4.A.3. Approval of FY2018 Regional Funding Priorities
Tretter presented recommendations for the FY2018 regional funding priorities. Once again, 9-1-1 projects are eligible for grant funding, therefore both the 9-1-1 projects and the radio projects are included in the funding priorities. The Board must approve the priorities in order for the region to apply for grants.

Pete Eggimann said that the two 9-1-1 TOC funding priorities were the PSAP cybersecurity/firewall project between the 9-1-1 network and the equipment at the PSAP, and Phase Two of the CAD-to-CAD interoperability project. The MESB currently has a grant to determine the feasibility of a CAD-to-CAD interoperability system.

Tretter said the Radio TOC recommendations in order of priority are:

- Motorola radio programming training
- Exercise for the Metro Communications Response Taskforce (CRTF)
- Attendance at the State Interoperability Conference
- To expand regional exercise involving the CRTF and partner agencies
- Replacement of portable cache and patrol radios
- Bi-directional amplifier for Dakota County

Tretter said Motorola training and PSAP cybersecurity are the two most important priorities. There is a desire to expand CRTF exercise participation beyond the communications unit with partner agencies.

Commissioner Goettel asked who were the partner agencies that would be added. Tretter said there is a desire to exercise the communications unit along with SWAT teams, fire or strike teams or other agencies with command vehicles. Commissioner Goettel said perhaps in light of all the current disasters, a study could be done to learn from them.

Commissioner Egan asked for clarification that the list was reviewed and prioritized by the committee. Tretter confirmed that was correct.

Motion made to Commissioner Egan, seconded by Commissioner Goettel to approve the FY2018 regional funding priorities. Motion carried.

4.B. Approval of Amendment 1 to MESB-MnDOT Cooperative Agreement
Tretter said that changes are required to the MESB-MnDOT cooperative agreement in preparation for the upcoming move of the MnDOT-owned Master Switching Office (MSO) to Parkers Lake. Agreement language needs to be changed to reflect the new MSO location. A future board action will be required to amend the master lease agreement between the MESB and Hennepin County to accommodate this equipment change. MESB Counsel has reviewed the amendment.
METROPOLITAN EMERGENCY SERVICES BOARD

Motion made by Commissioner Johnson, seconded by Commissioner Ische to approve Amendment 1 to MESB-MnDOT Cooperative Agreement. Motion carried.

4.C. Acceptance of State of Minnesota HSEM Grant
Ron Robinson said that staff recommends the Board accept the FY2017 State Homeland Security Grant Program (SHSP) grant for the continuation of 3ECHO regional training in the amount of $75,000.00. The grant period is January 1 through December 31, 2018. This grant provides funding for a minimum of ten 4-hour 3ECHO multi-method trainings, two (2) full 12-hour classes, and two (2) 10-hour Train-the-Trainer classes. The MESB will pay costs associated with the classes and be reimbursed by the grant. Costs include paying instructor wages, lodging and mileage, class supplies, and staff time to administer the grant.

Motion made by Commissioner Wolf, seconded by Commissioner Ische to accept the State of Minnesota HSEM Grant. Motion carried.

4.D. Approval of the 2018 Legislative Agenda
Jill Rohret said the Executive Committee recommends approval of the 2018 MESB legislative agenda. The 2018 agenda is very similar to the 2017 agenda. The agenda is divided into three sections: general items, 9-1-1/ARMER items, and EMS items.

The items in the general items section include keeping the SECB under DPS, rather than MN.IT and maintaining the 9-1-1 special revenue fund for emergency communications use only.

The 9-1-1/ARMER item is amending Minnesota Statutes Chapter 403 to prepare for NG9-1-1 and SECB changes. This will be a MESB bill.

EMS items include the long-term funding for EMS regions. This includes requesting an additional $2.8 million in General Revenue Funds divided between eight EMS regions, which passed both houses and was included in the Governor’s budget, but did not pass in the conference bill. Additional items include: increasing fines for distracted driving, with a portion going to EMS regions; maintaining the regional EMS programs under the EMSRB, rather than Minnesota Department of Health; amending Minnesota Rules 4690.1900; and if opiate tax revenues are passed, preserving the primary mission of EMS.

Commissioner Sivarajah asked if an increase in fines for distracted driving was worth pursuing? Rohret said that it was not the intent to actively pursue an increase. Margaret Vesel said that it was encouraging that a ranking member was in favor of an increase as an option.

Commissioner Holberg said that she would not support wasting our resources to lobby for increased fines. She would be in favor of amending this action. Commissioner Rettman said that she read the checklist of agenda items as spending time on the ARMER/9-1-1 item and this increase was an adjunct item. She would suggest this increase is an asterisk. Rohret confirmed that the highest priorities were amending Minnesota Statute 403 and increasing funding for EMS regions.

Motion made by Commissioner Rettman, seconded by Commissioner Holberg to remove the check mark in the lobby column for an increase in fines for distracted driving should be removed. Motion carried.

Motion made by Commissioner Egan, seconded by Commissioner Weckman-Brekke to approve the 2018 legislative agenda as amended. Motion carried.

4.E. Approval of Executive Director Travel Requests
Rohret said she has two travel requests. The first is for the NENA Standards and Best Practices conference, which is included in the 2018 budget. The second request is for the MTUG Chapter
Presidents meeting. This is her last year as a member of the MTUG Executive Committee as a past president. The travel request is for $700.00. Executive committee members are eligible for travel reimbursement from the MTUG organization. The estimate for reimbursement is in the amount of $550.00.

Commissioner Holberg asked why was the amount of $550.00 shown as may be reimbursed. Rohret clarified that the reimbursement will be based on actual expenditure and the travel request is only an estimate.

Motion made by Commissioner Ische, seconded by Commissioner Wolf to approve the Executive Director’s travel requests for the NENA and MTUG conferences. Motion carried.

5. Reports
A. Legislative Update
Vesel said that the Legislature won’t resume until February 20 2018. Funding the operations of the legislature continues to make news.

B. Statewide Emergency Communication Board (SECB)
   1. Finance – cancelled
   2. Legislative – cancelled
   3. Steering – cancelled
   4. OTC – Tretter said that there was nothing substantial in the last meeting.
   5. Board – cancelled

6. Old Business – None

7. New Business
   A. NG9-1-1 Presentation
   Eggimann gave an overview of the NG 9-1-1 project.

Meeting adjourned at 11:09 a.m.
TO: Metropolitan Emergency Services Board

FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer

RE: Treasurer’s Report – October 2017

DATE: November 17, 2017

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

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on November 17, 2017.

Sincerely,

Blake Huffman, Commissioner
Ramsey County
Treasurer, Metropolitan Emergency Services Board
TO: Metropolitan Emergency Services Board

FROM: Ramsey County Commissioner Blake Huffman, MESB Treasurer

RE: Treasurer’s Report – November 2017

DATE: December 28, 2017

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

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on December 27, 2017.

Sincerely,

Blake Huffman, Commissioner
Ramsey County
Treasurer, Metropolitan Emergency Services Board
RECOMMENDATION
The Executive Committee recommends the Board approve Heather Hunt of the City of Minneapolis as 9-1-1 TOC Chair and Val Spryncznatyk of Anoka County as the 9-1-1 TOC Vice-Chair for 2018.

BACKGROUND
According to MESB by-laws, the 9-1-1 TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS
The 9-1-1 TOC voted to appoint Heather Hunt of Minneapolis as the 2018 Chair and Val Spryncznatyk of Anoka County as the Vice Chair for 2018.

9-1-1 TOC Chair: Heather Hunt is the Director of the Minneapolis Emergency Communications Center, and has been an active member of the 9-1-1 TOC since 2009.

9-1-1 TOC Vice-Chair: Val Spryncznatyk is the Manager of Anoka County Communications, a position she has held since 2015, and has been an active member of the 9-1-1 TOC since that time.

FINANCIAL IMPACT
None.

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MOTION:
RECOMMENDATION
The EMS Technical Operations Committee recommends the Board approve Kevin Novotny as EMS TOC Chair and Brian Edwards as EMS TOC Vice-Chair.

BACKGROUND
According to the MESB by-laws, the EMS TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS
The EMS TOC and EMS Executive Committee support the appointment of Kevin Novotny as the 2018-2019 Chair and Brian Edwards as Vice-Chair for 2018-2019.

EMS TOC Chair: Kevin Novotny has been a paramedic for North Memorial Ambulance for 31 years. He was an EMS regional manager overseeing the Princeton, Zimmerman, Milaca, Forest Lake and Wright County operations and currently is a Metro Operations Deputy Chief, a position he has held since 2007. He has also been a member of the EMS TOC since 2010.

EMS TOC Vice-Chair: Brian Edwards has been a paramedic with Northfield Hospital-EMS since 1996. He currently is the EMS Chief. Prior to his current position, he was the EMS operations and financial manager. He has been a member of the EMS TOC since 2005.

FINANCIAL IMPACT
None to the MESB.
RECOMMENDATION
The Executive Committee recommends the Board approve Captain Scott Haas as Radio TOC Chair and Ron Jansen as Radio TOC Vice-Chair for 2018.

BACKGROUND
According to the MESB by-laws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

ISSUES & CONCERNS
The Radio TOC voted to appoint Captain Scott Haas as the 2017 Chair and reappoint Ron Jansen as Vice-Chair for 2018.

Radio TOC Chair: Captain Scott Hass is a Captain with the Scott County Sheriff’s Department. Scott is also the ARMER System Administrator for Scott County. He comes with a strong Law Enforcement and Emergency Management background. He has been a member of the Radio TOC from 2008-2012 and since 2016.

Radio TOC Vice-Chair: Ron Jansen is the Radio System Coordinator for Dakota County. He has served on the Radio TOC since 2007 and served as Vice-Chair of the Radio TOC in 2010-2011 and 2014-2017. He has served many positions within SECB Committees representing the MESB. He also serves as the Regional System Administrator for the ARMER system.

FINANCIAL IMPACT
None to the MESB.
RECOMMENDATION
The Executive Committee recommends the Board approve the 2018 MESB meeting schedule (see attached).

BACKGROUND
In the 2000’s, the Metropolitan 9-1-1 Board and later the Metropolitan Emergency Services Board had meetings twice a month; the Executive Committee met on the first Wednesday of each month, followed by the full Board on the second Wednesday. That changed in the late 2000’s, to having the Board meet in odd numbered months and the Executive Committee in even numbered months.

ISSUES & CONCERNS
The Executive Director recommends following the schedule from recent history, with the Board meeting in odd numbered months and the Executive Committee meeting in even numbered months.

FINANCIAL IMPACT
None to the MESB. Board and Executive Committee meetings are included in the 2018 budget.
2018 MESB Meetings

Full Board

January 10
March 14
May 9
July 11
September 12
November 14

Executive Committee

February 14
April 11
June 13
August 8
October 10
December 12

All meetings are 10:00 A.M. – 11:30 A.M.
2nd Wednesdays of the month
Commissioners Present:

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<th>Rhonda Sivarajah</th>
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<th>Greg Anderson</th>
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<td>WASHINGTON</td>
<td>Fran Miron</td>
</tr>
<tr>
<td>HENNEPIN</td>
<td>Jeff Johnson</td>
<td>MINNEAPOLIS</td>
<td>Andrew Johnson</td>
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Staff Present: Jill Rohret; Pete Eggimann; Kelli Jackson; Ron Robinson; Troy Tretter; and Martha Ziese.

Others Present: Jay Arneson, MESB Board Counsel; Kyle Breffle, Sherburne County; and Derek Baas, Sherburne County.

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. She received 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 beginning of the agenda 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 said 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.

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 (RTOC) 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.

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
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.

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
The Executive Director 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.”

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
The Executive Director 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 are 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 with the exception of 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, 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.
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 Executive Committee recommends the Board approve the amendments to Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations.

BACKGROUND
The standard developed in 2010, defines the ARMER talkgroups to be used and to establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net (Minnesota State Patrol - Metro Communications Center) during severe weather events.

In July of 2017, the SECB National Weather Service standard was changed per the request of the National Weather Service and greater Minnesota radio regions. The new standard is scheduled to take effect January 31, 2018 or as agreed to by the region and the NWS.

As with other ARMER standards, regions can implement standards that can be more restrictive but not less restrictive.

ISSUES & CONCERNS
The metro region did not feel the new state standard would meet the region’s needs. The metro region uses the Minnesota State Patrol Metro Communications Center as the metro warning point for severe weather warnings.

A workgroup comprised of operational, technical, dispatch, emergency management, State Patrol and the National Weather Service worked together to modify the existing standard.

This standard is also to take effect on January 31, 2018, to allow for training before the spring storm season.

FINANCIAL IMPACT
None to the MESB.
1. Purpose and Objective:
To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net (Minnesota State Patrol - Metro Communications Center) during severe weather events.

2. Technical Background:
- **Capabilities** –
  To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine-county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service’s aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles or monitor on a separate ARMER Radio. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC 1-10 as directed by the Warning Point Net. The regional talkgroup METEM is also programmed in the radios for communications with regional and local Emergency Managers as stated in Metro Standard 3.28.0 ‘Use of Metro Emergency Management talkgroup METEM’. The regional talkgroup METEM is also programmed in the radios for communications with Local Emergency Managers as directed by HSEM.

- **Constraints** –
  Chanhassen Weather has been issued three hand-held portable and two one control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.
3. Operational Context:
For activations within the nine-county metropolitan region, Chanhassen Weather will normally contact the Metro Warning Point and the affected counties in the event of a severe weather warning. The Metro Warning Point will hail the affected PSAPs over the METCOM talkgroup and direct them to listen to the US-NWS CHN talkgroup for information on the weather. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and direct them to the appropriate talkgroup resources for the incident.

4. Recommended Procedure:

• Normal Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather warnings, via US-NWS CHN to the Metro Warning Point. The warning will also transfer from the NWS computers to National Law Enforcement Telecommunication System (NLETS), from there the BCA computers copies the notification over to Minnesota Justice Information Services (MNJIS) and is sent out to notify the affected area(s). The Metro Warning Point will hail all the Metro areas affected by the warnings over the METCOM talkgroup and direct them to the US-NWS CHN talkgroup for further detailed information. PSAP’s that do not respond to the hail will be contacted via land line by the Metro Warning Point and directed to listen to US-NWS CHN talkgroup. US-NWS CHN talkgroup will be used for any information exchange between the affected centers and the National Weather Service; such as severe weather reports, including sightings of tornados. This communication should be limited to updates to/from Warning Points only. This is not for individual field spotters. As the threat expires for each Warning Point’s area, the center can choose to turn down the volume on the US-NWS CHN talkgroup on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above.

• Optional Procedure for Emergency Activation During Sudden Severe and/or Near-Severe Weather Incidents With or Without a National Weather Service Issued Warning

5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups for Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to.
RECOMMENDATION
The Executive Committee recommends the Board approve the City of Edina’s request to add a fiber optic secondary connection to ARMER from the Edina PSAP.

BACKGROUND
The City of Edina joined the ARMER system in 2004 and currently operates with four dispatch consoles.

Edina requested use of a Digital Signal 1 (DS-1) circuit in a participation plan change in 2015 for console connection at the Edina PSAP location. This was for the existing, city provisioned, microwave link now connecting the Edina PSAP to the Zone 2 master site in Golden Valley. This request was approved.

ISSUES & CONCERNS
Edina is requesting a second DS-1 connection for a redundant route to connect the PSAP to the ARMER network. Edina PSAP and the St. Louis Park PSAP have agreed to become each other’s backup PSAP; Edina will connect onto the already existing ARMER connection that St. Louis Park’s PSAP has. This connection is through a leased fiber connection through Local Government Information Systems (LOGIS).

MnDOT owns the Zone 2 Master Switching Office located in Golden Valley. Both MnDOT and Hennepin County Sheriff’s Communications have reviewed the plan and see no issues.

FINANCIAL IMPACT
None to the MESB.
October 3rd, 2017

Metropolitan Emergency Services Board
Troy Tretter
Radio Services Coordinator
2099 University Ave
St. Paul, MN 55104

To whom it may concern,

In 2015 the Edina PSAP updated its ARMER System Participation Plan with the MESB and the SECB-OTC. At that time, we were requesting an upgrade to the Motorola MCC7500 radio consoles and we had indicated that we required two DSI circuits to connect our PSAP to the ARMER system.

At the time of the plan, our PSAP was only using one circuit which is connected to Zone 2 of the ARMER system by utilizing city owed 11 gHz microwave link that connects to the Hennepin County Sheriff’s Office Naper Street facility in Golden Valley, MN. Edina PSAP is in the process of completing the second circuit to act as a redundant connection to Zone 2 of the ARMER system. The second connection would be using fiber owned by LOGIS, with a dedicated strand to connect the Edina PSAP to St. Louis Park PSAP’s connection that is already in place to Zone 2 of the ARMER system.

This letter is to notify you of the update. I have included an updated participation plan should one be needed. Please contact me if you have any questions or comments.

Sincerely,

Tony Martin
PSAP Manager
Edina Police Department
TMartin@EdinaMN.gov – 952-833-9523
City of Edina
Updated Participation Plan for the
ARMER 800 MHz Trunked Radio System

City of Edina
Police/Fire Communications

Submitted to:
Metropolitan Emergency Services Board

October 3rd, 2017

This document was created by Tony Martin, Dispatcher Manager/Supervisor
Edina Emergency Communications Center – Questions/Comments can be directed to:
Tony Martin- 4801 50th St W, Edina MN 55424-Email: TMartin@EdinaMN.gov-Office Phn: 952-833-9523

Version 20171002.1
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Edina Communications Center Participation Plan Overview

The following is an overview of the City of Edina’s involvement within the State of Minnesota’s ARMER system and request to add a fiber connection as a redundant and secondary path.

The City of Edina joined the ARMER system in 2004 and currently operates with a total of four Motorola MCC 7500 consoles; three Motorola MCC 7500 consoles and one Motorola MCC 7500 patch position. This participation plan is an update to any approved plan relating to the Edina PSAP.

The Edina Police Department is the primary site for the Edina PSAP. The MCC 7500 Console for Edina is equipped with a Conventional Site Controller, one 8 port CCGW interface to existing auxiliary interfaces, fire paging equipment and backup control stations in the event of a complete network failure.

Two DS1 circuits were requested at the participation plan change in 2015 for console connection at the Edina PSAP location. One was for the existing, City Provisioned, microwave link now connecting the Edina PSAP to the Zone 2 master site. The second was planned for a redundant route to connect our PSAP to the ARMER network and has not been used. Edina PSAP and the St. Louis Park PSAP have agreed to become each other’s backup PSAP and Edina will connect onto the already existing ARMER connection that St. Louis Park PSAP has. This connection is through owed fiber through LOGIS and is maintained by them.

Background of Participation Plan

This document was created as the technical overview for the City of Edina’s requested secondary connection in conjunction with the State of Minnesota ARMER 800 MHz trunked radio system. Its intended audience is the Metropolitan Emergency Services Board (MESB), Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Funding

The City of Edina has allocated local funds in preparation of the connection. Local funds will also be used for the current infrastructure and possible redundant connection.
**Edina PSAP Location**  
Edina Police Department  
4801 50th St W  
Edina, MN 55424

The City of Edina’s Communication’s Center is physically located within the Edina Police Department/City Hall Facility located at 4801 50th St W, Edina MN 55424. The PSAP currently operates with a total of four Motorola MCC 7500 radio consoles. Two DS1 ports are requested to connect the center to the Zone 2 Controller.

**Microwave Location**  
City of Edina Water Tower  
5849 Ruth St.  
Edina, MN 55424

The City of Edina uses City owned fiber which connects the PSAP to our Ruth Street water tower located at 5849 Ruth St, Edina, MN 55424. At the water tower, we connect to a City owned 11 gHz microwave link that connects to the Hennepin County Sheriff’s Office Naper Street facility in Golden Valley, MN.

**Secondary Fiber Connection Location**  
St. Louis Park PSAP/Police Department  
3015 Raleigh Ave S  
St. Louis Park, MN 55416

The City of St. Louis Park’s Communication’s Center is physically located within the St. Louis Park Police Department located at 3015 Raleigh Ave S, St. Louis Park, MN 55416. Our Fiber connection would connect to St. Louis Park’s Fiber connection located inside their radio/equipment room.

In the event both of our connections to the ARMER system would fail, the PSAP would then operate off four local control stations connected to our MCC 7500 consoles located in the penthouse of our building.
City of Edina PSAP Connectivity Diagram to State of MN ARMER System

Hennepin Co. Sheriff’s Office
Naper St. Facility
9300 Naper St, Golden Valley MN 55427

ZONE 2
Master Site
2 Ports Allocated to Edina

Microwave

LOGIS Fiber

St. Louis Park Police Department
3015 Raleigh Ave S,
St. Louis Park, MN 55416

St. Louis Park PSAP

LOGIS Fiber

Edina Police Department
4801 50th St W Edina, MN 55424

Edina PSAP

City of Edina Fiber

Ruth Street Water Tower
5849 Ruth St, Edina MN 55424

Microwave
**PSAP Logging**
Audio logging at Edina currently is, and will continue to be, done by the use of mobile radios assigned to specific Talkgroups and is done over-the-air. These Talkgroups are then connected directly into our logging software. We currently have 15 mobile radios allocated for this.

**PSAP Backup**
The Edina PSAP has four local APX 7500 Control Stations currently installed at the Edina PSAP and will be connected to the new MCC 7500 CCGW. These control stations permit access to the ARMER system in the event connection is lost to the Zone 2 controller. Each MCC 7500 console has access to the four control stations and will have the ability to transmit and receive, along with the ability to change Talkgroups.

In the event a PSAP evacuation would need to occur, the Edina PSAP and St. Louis Park PSAP have agreed to be each other’s backup. CAD and Phone modifications have been made to accommodate each other at the backup site. Required talkgroups have been added to radio configurations.

**Radio ID’s**
Edina currently has four radio ID’s allocated for the use of the four MCC 7500 consoles.

**Interoperability**
The Edina PSAP intends to continue use on the ARMER 800 MHz system for primary interoperability functions to communicate with local and state agencies. Edina will continue to utilize the VHF paging for both Edina and Richfield fire departments.

**Radio Talkgroups/Resources and Operation**
Edina PSAP continues to maintain and follow required, recommended and optional statewide, regional and local Talkgroups on our radio consoles for the ARMER system. Edina PSAP received training on the ARMER system when our agency went live. Current staff is fluent in full operations of the MCC 7500 consoles.

**System Maintenance and Administration**
The City of Edina does not perform any network management of the ARMER system. Edina PSAP has agreements and contracts in place with Hennepin County for our infrastructure and with a qualified/authorized service provider.

**Acceptance Plan Closing**
The City of Edina appreciates the time and attention you have given to this plan. We look forward to your approval.
Metropolitan Emergency Services Board

MEETING DATE: January 10, 2018
PRESENTED BY: Eggimann
AGENDA NUMBER: 8B. Approval of Metro 9-1-1 Standard 3.6.0 – SMS Text-to-9-1-1 Call Processing Standard

RECOMMENDATION
The Executive Committee recommends the Board approve Metro 9-1-1 Standard 3.6.0 – SMS Text-to-9-1-1 Call Processing.

BACKGROUND
The purpose of text-to-9-1-1 is to provide a means of communication between a caller and a public safety answering point (PSAP) when it is not feasible for them to make a traditional voice call. Callers who find themselves in a situation where they are only able to text, or individuals who are hard of hearing or unable to speak may opt to utilize text-to-9-1-1. Voice communications is still the preferred medium to reach 9-1-1 and will be promoted as such throughout the region.

A 9-1-1 TOC workgroup of PSAP training coordinators developed the standard content based on the experience of PSAP jurisdictions in other states who are already taking text messages and on the testing which occurred in Minnesota during the deployment of the SMS text-to-9-1-1 capability. In addition, the work group compared the existing technical guidelines and information available from the 9-1-1 answering application vendors, the 9-1-1 service provider, and the national 9-1-1 standard organizations including the National Emergency Number Association (NENA).

ISSUES & CONCERNS
At its November meeting, the 9-1-1 TOC approved the attached draft metro regional standard entitled: SMS Text-to-9-1-1 Call Processing Standard. The intent of the standard is to establish an operational standard for processing short message service (SMS) text-to-9-1-1 calls in the metro region. If adopted by the Board, the standard requires the metro PSAPs to include the identified procedures in their PSAP call processing procedures.

Adoption of this standard will require all the metro PSAPs to review their current call processing procedures to ensure they comply with it. The work group and the 9-1-1 TOC do not believe this will require any metro area PSAP to make extensive changes to their existing processes.

FINANCIAL IMPACT
There is no expected financial impact to the Board. There may be some limited effect on some PSAPs for scheduling in-service training time to bring existing staff into compliance on the text call processing standard procedures, if their current processes need to be adjusted.

MOTION:
1. **Purpose or Objective:**
   To establish an operational standard for processing short message service (SMS) text-to-9-1-1 calls in the metro region. The purpose of text-to-9-1-1 is to provide a means of communication between the caller and the public safety answering point (PSAP) when it is not feasible for callers to make a traditional voice call. Callers who find themselves in a situation where they are only able to text, or individuals who are hard of hearing or unable to speak may opt to utilize text-to-9-1-1. Voice communications is still the preferred medium to reach 9-1-1 and will be promoted as such throughout the region.

2. **Background:**
   **Capabilities:**
   PSAPs that have a 9-1-1 answering application capable of handling text-to-9-1-1 calls and are directly connected to the statewide Emergency Services IP Network (ESInet) will be allowed to take text-to-9-1-1 calls after submission of a 9-1-1 Plan Change letter through the Metropolitan Emergency Services Board (MESB) to the Minnesota Department of Public Safety’s Division of Emergency Communication Networks (ECN).

   **Constraints:**
   Text-to-9-1-1 does have limitations compared to traditional voice calls with caller location accuracy. Text-to-9-1-1 provides the geo coordinates of the center of the cell site centroid to the PSAP.

   Once a text session is ended by the call taker a text session cannot be restored or initiated unless the caller messages 9-1-1 again in a new session.

   Text messaging to 9-1-1 is a best effort service that utilizes the public SMS text network. As with any SMS texts, there is no guarantee on the speed of delivery, or if the SMS message will be delivered at all. SMS messages may also appear out of order. Accordingly, it may take longer for a call taker to process an SMS text to 9-1-1 request than a traditional 9-1-1 voice request, which in turn may lengthen the public safety response time.
Due to limitations with SMS messaging, messages are limited to approximately 160 characters.

When the caller's phone is in roaming mode, the text will not be delivered to the PSAP. The caller will receive a bounce back message advising them to dial 9-1-1.

If a text call is not answered in the PSAP within 30 seconds, the TCC will drop the call and send a message to the caller advising them to call 9-1-1. This may vary depending upon local PSAP equipment and settings.

3. **Definitions:**

   - **Cell site centroid** – Center point of a single cell sector. There are typically 3 sectors around a tower.
   - **Emergency medical dispatch (EMD)** - systematic program of handling medical calls in which call takers use established protocols to classify the nature of the call, dispatch responders and provide pre-arrival instructions.
   - **ESInet** – A managed Internet Protocol (IP) network that is used for emergency services communications, and which can be shared by all public safety agencies. Used for carrying voice plus large amounts of varying types of data using IP protocols and standards.
   - **PAI** – Pre-arrival instructions (PAI) are instructions the call taker provides to the caller before responders arrive on scene.
   - **SMS** – Short message service (SMS) is commonly referred to as “text message”. This type of messaging service is a component of most mobile telephone systems.
   - **TTY** – A text telephone (TTY) is a device that allows the deaf, hard of hearing and speech impaired to communicate via telephone.
   - **TCC** – The text control center (TCC) routes the wireless call to the correct PSAP for handling

4. **Recommended Protocol:**

   **A) General**

   1. Due to limitations with SMS messaging, the location information provided by a text message is unreliable and the call taker should not rely on the location information for dispatching text-to-9-1-1. The carriers use a different methodology for text calls than they do wireless calls. XY coordinates will be provided with the text that represent the centroid of the cell sector. The call taker can rebid the location information if necessary. Location information may or may not improve with a rebid. To rebid, the call taker must enter the command #L into the text box and send it.
      1.1. Local PSAP equipment settings may be configurable to automatically rebid.

   2. Text messages are expected to be processed using the same standards for processing emergency and non-emergency voice calls for service.

   3. Call takers should avoid the use of “texting” lingo, shortcuts, emoji characters and/or acronyms. All correspondence from the call taker should be in plain language.

   4. If the call taker is unable to explain to the caller that they need to call 9-1-1 due to language or communication barriers, the call taker will initiate a voice call to the originating number and attempt to make contact to provide Language Line
interpretation services. Language Line is not currently capable of translating text.

5. The use of preset messages is available and configurable according to agency protocol. The use of preset messages is recommended.

6. A caller should not be called back in cases where their safety, or the safety of another, is in question unless directed otherwise.

**B) Text-to-9-1-1 Call Processing**

1. The call taker will answer 9-1-1 text messages as they do with all other 9-1-1 calls, (i.e. 9-1-1 where is your emergency?). If the PSAP is accepting texts for other jurisdictions, a generic opening message should be used to avoid confusion versus one that identifies the agency.

2. The call taker will confirm that the caller can be reached at the same number the text is originating from and verify the address/location of the incident. The caller's location information provided to the PSAP by the carrier may not be accurate, and/or a mistyped or auto corrected street name by the caller may provide the call taker with a wrong address, so every address/location (including city and state) must be verified.

3. The call taker will ask the caller if they are able to call in by voice (if it is safe to do so), unless it is made clear at the onset of the call.

4. If the request is of a medical nature and the caller confirms they cannot make a voice call, every effort will be made to process the request in the same way that a voice or TTY call would be processed, recognizing that typing questions and instructions is much slower than providing pre-arrival instructions on a voice call.

5. Before ending the call, the call taker will inform the caller what action will be taken. The call taker should consider keeping the session open until responders have made contact with the caller/victim. This will allow for additional texting and the ability to obtain additional information if necessary.

6. Once a call is deemed ready for dispatch, the call is to be processed and dispatched according to the procedure for the specific incident. If pertinent the responders may be advised that the call is being received by text message.

7. Prior to ending the session, a message should be sent to the caller indicating that the session will be closed. Unless the PSAP's CPE has the capability of initiating a text, an SMS Messaging session cannot be restored/initiated by the PSAP unless the caller messages 9-1-1 again in a new session. For PSAPs that do not have CPE text initiation capability, they may choose to have an alternative option for initiating outbound text in situations where additional information may be needed, and the text session was terminated, such as a PSAP cellular telephone.
7.1. If the call taker initiates an outbound text from a PSAP cellular phone, a general “do not reply” disclaimer should be used. (I.e. CAUTION- DO NOT REPLY TO THIS NUMBER - Please call 9-1-1 if assistance is needed. This telephone is not monitored or used to reach 9-1-1.)

8. The caller will receive a “Dialog has been closed by 9-1-1” message when the call taker releases the call.

9. If the PSAP does not answer the call within 30 seconds, the TCC will terminate the call and send the caller a message advising them to place a voice call and that 9-1-1 text service is unavailable at this time.
9.1. Local PSAPs equipment may be configured differently and override/change this automatic disconnect message.

C) No response from caller

1. If there is no response from the caller, the call taker will attempt to contact the caller by sending a text message back. If there is still no response, the call taker will leave the text session open and allow it to expire.
   1.1. Indicated emergency: If the initial message indicated an emergency with an unknown location, the call taker will attempt to use other methods to locate the caller. This includes, but is not limited to, rebidding the location and contacting the carrier for pinging of the phone or subscriber information. It may also include placing a voice call to the caller to obtain critical information; however, if the initial message indicated an emergency where a callback could compromise the safety of the caller, the call taker will exhaust other methods in an attempt to locate the caller first.

2. If there is still no response, the call taker will follow specific agency policy for hang-up, abandoned or silent calls.

3. After 30 minutes of no activity in the session, the TCC will close the 9-1-1 text session and send the caller a message advising that the 9-1-1 dialog has been closed.
   3.1. Local settings in the PSAPs equipment may be configured differently.

D) Tracing anonymous text

1. It is not currently possible to receive an anonymous text. Any traceable information provided should be handled as it would for voice calls. If there is no information, no action can be taken.

E) Transfers and misdirected text

1. If the PSAP receives a text or request for service in another jurisdiction, the PSAP will transfer the text using the #T command directly through the TCC to the designated text capable PSAP for the jurisdiction.
   1.1. When transferring a text call, the transferring agency will advise the caller what
agency they are being transferred to and relay pertinent details to the receiving PSAP in order to ensure a successful transfer.

1.1.1. Text Control Center (TCC) transfers using the #T command deliver a preemptive message that identifies the transferring agency and the previous text dialog to the receiving PSAP. The receiving PSAP will also receive the caller's location and telephone number information.

1.1.2. The PSAP should use the private chat (#P) feature PSAP to PSAP to communicate sensitive information without the caller's knowledge. This feature is only available for transfers completed through the TCC.

2. If the PSAP is not able to transfer the text, the call taker will take pertinent information and relay to the appropriate PSAP. Once the initial response information has been exchanged, the agencies involved may choose to designate a talk group for continued incident communication or use telephone to relay incident updates.

3. If PSAP equipment is configured to send a call closure message to the caller after transferring to another agency, it is recommended that the PSAP three-way conference be maintained to avoid confusing the caller that their 9-1-1 session has been terminated. As an alternative to the three-way conference, the PSAP may also choose to advise the caller that they will receive a false disconnect message.

F) Text Transcripts

1. If the PSAP is unequipped to get their own transcripts for text calls, the call taker or supervisor should create a request to the West TCC to get that information.

5. Management:
The 9-1-1 Technical Operations Committee of the MESB is responsible for oversight of the standard. PSAP management will train their personnel in accordance with this standard and ensure staff maintain a proficiency with text call processing. PSAP management will ensure personnel comply with the procedures detailed in this standard.

6. References:
Retrieved from http://www.nena.org/?text_training_docs


1 Disclaimer: Portions of this document contain text taken verbatim from references listed.
RECOMMENDATION
The Executive Committee recommends the Board approve the 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 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, the first sentence is deleted because staff preserves Board records and places notices, etc. rather than the Secretary. The changes 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.

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

Note the changes to the bylaws were sent to the Board on December 22, 2017, to meet bylaw requirements, which require 15 days’ notice to amend the bylaws.

FINANCIAL IMPACT
None.
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 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 Committee recommends the Board approve the amendments to MESB Policy 008 – Mileage Reimbursement.

BACKGROUND
The Metropolitan Emergency Services Board has established 23 policies ranging from the succession of Board officers to a gift acceptance policy to an insurance deductible policy. Many of the policies were derived from the Metropolitan 9-1-1 Board and were established 1997-1998; others were approved and implemented later, including after the merger of the Metropolitan 9-1-1 Board and the Metropolitan Radio Board in 2005. Most of the policies were updated after the merger and the creation of the MESB, but the updates primarily focused on the name change and little to no substantive changes have been made.

ISSUES & CONCERNS
Two changes are being recommended to Policy 008. One is minor, simply adding the word “the” in one location.

The second change states that staff must cash reimbursement checks within 90 days of the date of issuance. This should eliminate the need to reissue any checks in the future.

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

FINANCIAL IMPACT
This will save MESB and Washington County staff time in processing any check reissuances.

MOTION:
RECOMMENDATION
The Executive Committee recommends the Board approve the amendments to MESB Policy 008 – Mileage Reimbursement.

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

FINANCIAL IMPACT
This will save MESB and Washington County staff time in processing any check reissuances.
Mileage Reimbursement

Board members shall be reimbursed for round trip mileage for meetings of the Board, Executive Committee, and other standing committees on which they are members. Board members shall annually validate round trip mileage from their home or County Courthouse location to the Metropolitan Emergency Services Board offices at 2099 University Ave. W, St. Paul. Reimbursement to Board members shall be made in accordance with Board Policy 004 “Per Diem Procedures.”

Board staff shall be reimbursed for round trip mileage from the Board office to any authorized meeting required in the normal course of employment and as a part of their assigned duties. Mileage reimbursement will be computed on the basis of the most direct route from the Board offices to the travel destination and return. All reimbursement requests shall be submitted to the Executive Director for approval and payment no later than the month following when they were incurred. Any reimbursement request which is submitted after the end of the month following the occurrence of the expense may be denied.

For Board staff which travel irregularly, mileage expenses shall be submitted no less than twice a year, by June 30 and December 31.

The mileage rate applicable for Board and staff shall be the approved federal government rate as reported by the IRS.

All reimbursement checks shall be cashed within 90 days of the date of issuance.
RECOMMENDATION
The Executive Director recommends the Board approve the 2018 contract with Pamela Oslin.

BACKGROUND
As some of the needs of the transition to NG9-1-1 were realized, particularly around data, the former Executive Director contracted with Ms. Oslin to help fulfill the duties of the former 9-1-1 Coordinator, as well as to assist with the NG9-1-1 data synchronization project.

Pamela Oslin previously worked for Pine County where she worked with 9-1-1 data as well as GIS.

ISSUES & CONCERNS
For several years, the MESB has been contracting with Ms. Oslin to fulfill the duties of the former 9-1-1 Coordinator position, became vacant in early 2013. Additionally, Ms. Oslin has provided additional GIS services for the NG9-1-1 data synchronization project.

The data synchronization project is in its final stages and should be substantially completed by December 31, 2018. One of the largest tasks remaining is transitioning metro counties legacy Master Street Address Guides (MSAGs) to a geo-based MSAG. Ms. Oslin has expertise in the software which will be utilized in this effort.

The duties of the former 9-1-1 Coordinator will be transitioned to the 9-1-1 Data Coordinator and the GIS Specialist in the first half of 2018.

The contract has been reviewed by Board Counsel, Jay Arneson.

FINANCIAL IMPACT
The contract includes a not to exceed amount of $25,000.00. An amount was included in the 2018 budget to cover NG9-1-1 design. Additionally, the Board had previously authorized NG9-1-1 transition costs to be an eligible of funds from the Hennepin County Investment Fund; much of the costs included in this contract would be considered an eligible use of the Hennepin County funds.
The following document outlines the understanding between the Metropolitan Emergency Services Board and Pamela Oslin for independent contractor services related to geographic information systems (GIS) for 911 and public safety.

It is understood between the parties that:

1. The Metropolitan Emergency Services Board is in need of services to perform GIS functions related to emergency 911 and public safety systems.

2. Pamela Oslin possesses professional knowledge and skills related to GIS data, software, mapping and applications, as well as general 911 Master Street Address Guide (MSAG) knowledge.

3. The Metropolitan Emergency Services Board, at its discretion, wants to engage the services of Pamela Oslin from time-to-time on a project basis to perform services to meet the Metropolitan Emergency Services Board needs.

4. The scope and nature of the needed services will be more specifically defined in addendums to this professional services agreement. Additional addendums covering supplemental services may be added from time to time based on mutual agreement of the parties.

5. The Metropolitan Emergency Services Board staff will define the deliverables and expectations associated with the needed services in the specific addendums.

6. The Metropolitan Emergency Services Board will specify a single point of contact for each of the addendums. That point of contact will be the person to whom Pamela Oslin will provide status reports and direct questions related to the requirements of the needed services. The point of contact shall also define the frequency of status reports (such as related to billable hours, project milestones, etc. as deemed appropriate for that addendum).

7. In exchange for the specified services the Metropolitan Emergency Services Board agrees to pay Pamela Oslin either at a rate of $26.00 per hour, or at an agreed flat rate per work item, as specified in each addendum. Such rates shall also include any necessary expenses such as mileage, air travel, long distance charges, etc., when applicable and pre-approved by the Board. The hourly rate shall not be applied to travel time.
8. Pamela Oslin will invoice the Metropolitan Emergency Services Board on a monthly basis. Invoices will detail hours spent per addendum and shall be directed to: Executive Director, Metropolitan Emergency Services Board, 2099 University Avenue West, St. Paul, 55104. The Metropolitan Emergency Services Board agrees to pay Pamela Oslin within 30 days of receipt of the monthly invoice. Annual compensation under this agreement shall not exceed $2025,000.00. Any need for additional compensation will require Board approval.

9. The term of this professional services agreement is January 1, 2017–2018 through December 31, 2017–2018. The professional services agreement may be modified by mutual agreement of the parties.

10. Pamela Oslin shall not be considered an employee of the Board. It is agreed that Pamela Oslin is an independent contractor hereunder and acquires no tenure rights or any rights or benefits by way of workers’ compensation, unemployment insurance, medical and hospital care, sick and vacation leave, severance pay, retirement benefits or any other rights or benefits offered to Board employees. The Board will not be responsible for obtaining any insurance for Pamela Oslin. It is the sole responsibility of Pamela Oslin to determine the need for and to procure insurance which may be needed in connection with this Agreement, including but not limited to automobile coverage for any vehicle she operates in connection with providing the services hereunder.

11. Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), Pamela Oslin agrees that the Board, the State Auditor, the Legislative Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of Pamela Oslin and involve transactions relating to this memorandum of understanding. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

12. Pamela Oslin agrees to abide by all applicable State and Federal laws and regulations, including but not limited to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and the Health Insurance Portability and Accountability Act and implementing rules (HIPAA), if applicable, concerning the handling and disclosure of private and confidential information concerning individuals and/or data including but not limited to information made non-public by such laws or regulations.

13. Pamela Oslin agrees to abide by MESB Policies 009, 010, 011, 028 and 029, which govern the MESB’s IT network, access to it, and use of MESB IT resources.
The above terms are agreed to as of the 1st day of January, 2018 by:

Metropolitan Emergency Services Board

Pamela Oslin, Contractor

______________________   _________________________
George McMahon   Andrew Johnson   Pamela Oslin
Chair   Independent Contractor/Consultant
Metropolitan Emergency Services Board

Approved as to Form

______________________
Jay Arneson
Board Counsel
ADDENDUMS

to the PROFESSIONAL SERVICES AGREEMENT

Between the Metropolitan Emergency Services Board and Pamela Oslin
ADDENDUM #1

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: GIS Services related to NG911 MSAG/GIS Integration for Chisago County

ORIGINAL ADDENDUM DATE: February 1, 2011
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT:
Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

• Oslin will perform GIS services in conjunction with the metro area GIS/MSAG Reconciliation and Synchronization Project, related to Chisago County, including, but not limited to:
  o Creation of a preliminary GIS ESZ layer based off of the MSAG
  o Contact official addressing authorities, County GIS departments, or PSAP personnel as required to prepare the NG9-1-1 GIS Data layers, document discrepancies, create validation spreadsheets across datasets, or seek resolutions; This may include contacts as needed to verify official street names, determine correct street spelling/directional, resolve address inconsistencies, notify and/or obtain parcel address corrections, etc.
  o Creation of MSAG/NG9-1-1 GIS data validation and discrepancy documents and and/or spreadsheets for PSAPs using the format specified by the MESB contact
  o Provide MSAG/NG9-1-1 data discrepancy and validation documents and/or spreadsheets to the PSAP for research and resolution
  o Track all discrepancies, validation requests, and associated resolutions to ensure accurate recordkeeping
  o Schedule and attend meeting(s) with PSAP and MESB staff as directed by the MESB contact to review the completed discrepancy and validation documents and/or spreadsheets with the PSAPs and discuss any outstanding issues
  o Perform GIS validations to identify problems with PSAP/county GIS data such as centerlines, points, parcels
  o Complete GIS modifications for NG9-1-1 GIS datasets based on the completed discrepancy and validation resolutions
  o Prepare ESZ boundary maps for PSAP signoff
  o Conduct GIS data maintenance to keep datasets in synch with MSAG on an ongoing basis

• Oslin will track time in the method specified by the MESB contact.

• Oslin will prepare weekly status reports of work completed to the MESB contact.

• The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.

• Oslin’s NG9-1-1 GIS datasets and discrepancy creation, modification, and tracking work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #2

to the PROFESSIONAL SERVICES AGREEMENT

Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: GIS Services related to NG911 MSAG/GIS Integration for Isanti County

ORIGINAL ADDENDUM DATE: February 1, 2011
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

- Oslin will perform GIS services in conjunction with the metro area GIS/MSAG Reconciliation and Synchronization Project, related to Isanti County, including, but not limited to:
  - Creation of a preliminary GIS ESZ layer based off of the MSAG
  - Contact official addressing authorities, County GIS departments, or PSAP personnel as required to prepare the NG9-1-1 GIS Data layers, document discrepancies, create validation spreadsheets across datasets, or seek resolutions; This may include contacts as needed to verify official street names, determine correct street spelling/directional, resolve address inconsistencies, notify and/or obtain parcel address corrections, etc.
  - Creation of MSAG/NG9-1-1 GIS data validation and discrepancy documents and spreadsheets for PSAPs using the format specified by the MESB contact
  - Provide MSAG/NG9-1-1 data discrepancy and validation documents and spreadsheets to the PSAP for research and resolution
  - Track all discrepancies, validation requests, and associated resolutions to ensure accurate recordkeeping
  - Schedule and attend meeting(s) with PSAP and MESB staff as directed by the MESB contact to review the completed discrepancy and validation documents and spreadsheets with the PSAPs and discuss any outstanding issues
  - Perform GIS validations to identify problems with PSAP/county GIS data such as centerlines, points, parcels
  - Complete GIS modifications for NG9-1-1 GIS datasets based on the completed discrepancy and validation resolutions
  - Prepare ESZ boundary maps for PSAP signoff
  - Conduct GIS data maintenance to keep datasets in synch with MSAG on an ongoing basis

- Oslin will track time in the method specified by the MESB contact.
- Oslin will prepare weekly status reports of work completed to the MESB contact.
- The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.
- Oslin’s NG9-1-1 GIS datasets and discrepancy creation, modification, and tracking work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #3

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: GIS Services related to NG911 MSAG/GIS Integration for Anoka County

ORIGINAL ADDENDUM DATE: January 1, 2012
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

- Oslin will perform GIS services in conjunction with the metro area GIS/MSAG Reconciliation and Synchronization Project, related to Anoka County, including, but not limited to:
  - Creation of a preliminary GIS ESZ layer based off of the MSAG
  - Contact official addressing authorities, County GIS departments, or PSAP personnel as required to prepare the NG9-1-1 GIS Data layers, document discrepancies, create validation spreadsheets across datasets, or seek resolutions; This may include contacts as needed to verify official street names, determine correct street spelling/directionals, resolve address inconsistencies, notify and/or obtain parcel address corrections, etc.
  - Creation of MSAG/NG9-1-1 GIS data validation and discrepancy documents and and/or spreadsheets for PSAPs using the format specified by the MESB contact
  - Provide MSAG/NG9-1-1 data discrepancy and validation documents and/or spreadsheets to the PSAP for research and resolution
  - Track all discrepancies, validation requests, and associated resolutions to ensure accurate recordkeeping
  - Schedule and attend meeting(s) with PSAP and MESB staff as directed by the MESB contact to review the completed discrepancy and validation documents and/or spreadsheets with the PSAPs and discuss any outstanding issues
  - Perform GIS validations to identify problems with PSAP/county GIS data such as centerlines, points, parcels
  - Complete GIS modifications for NG9-1-1 GIS datasets based on the completed discrepancy and validation resolutions
  - Prepare ESZ boundary maps for PSAP signoff
  - Conduct GIS data maintenance to keep datasets in synch with MSAG on an ongoing basis

- Oslin will track time in the method specified by the MESB contact.

- Oslin will prepare weekly status reports of work completed to the MESB contact.

- The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.

- Oslin’s NG9-1-1 GIS datasets and discrepancy creation, modification, and tracking work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #4

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: Integrated 911NET/Legacy & GIS Data Maintenance in support of NG 911 transition

ORIGINAL ADDENDUM DATE: January 1, 2013
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT:
Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:
- Oslin will perform integrated legacy 911 and GIS data maintenance services in support of the transition to Next Generation 911, including but not limited to:
  - Review 911NET transaction requests related to the Master Street Address Guide, Emergency Service Zones, Automatic Location Identification, and county GIS data in order to ensure the requests are accurate and consistent with 911 and GIS standards.
  - Communicate data errors and discrepancies to the involved parties and facilitate resolution, as appropriate.
  - Initiate 911NET transaction requests on behalf of PSAPs when approved for MSAG maintenance.
  - Coordinate with PSAP 911 data contacts on 911NET and GIS/MSAG related issues.
  - Coordinate with county/city GIS data contacts on 911NET and GIS/MSAG related issues.
  - Utilize integrated MSAG/GIS tools as appropriate.
  - Respond to inquiries and questions regarding 911NET, MSAG, ALI, and GIS data.
  - Facilitate the update of GIS/MSAG data, in coordination with county/city GIS organizations and others as necessary, to ensure that ongoing updates are reflected in both GIS and legacy 911 datasets.
  - Conduct other legacy 911, GIS or NG 911 data maintenance functions as specified by the MESB contact. Examples include, but are not limited to: street name comparisons, wireless 911 cell tower data maintenance, edgematching, street segment splitting at ESZ boundaries, MapSAG error resolution, etc.
- Oslin will track time in the method specified by the MESB contact.
- Oslin will prepare weekly status reports of work completed to the MESB contact.
- The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.
- Oslin will perform the functions involved with this addendum at the designated MESB site, utilizing the MESB-designated 911 and GIS datasets and tools. Oslin will participate in training at the MESB site as deemed necessary by the MESB contact.
ADDENDUM #5

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: MSAG/GIS Data Synchronization Transaction Services

ORIGINAL ADDENDUM DATE: January 1, 2014
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

- Oslin will perform data synchronization services integrated in support of the transition to Next Generation 911, including but not limited to:
  - Review MSAG related changes necessary to synchronize MSAG to city/county GIS data such as address points, parcels, county centerlines, and PSAP CAD centerlines
  - Perform data entry of 911NET transaction requests related to the Master Street Address Guide, Emergency Service Zones, Automatic Location Identification Telephone Number Records, in an accurate manner consistent with 911 and GIS standards.
  - Confirm that the 911NET transaction requests have been completed as requested
  - Communicate and facilitate resolution data errors and discrepancies to the involved parties (e.g. PSAP 911 data contacts, county/city GIS data contacts)
  - Maintain records of the 911NET transaction requests made on behalf of PSAPs for MSAG/GIS synchronization projects and the associated PSAP approvals
  - Respond to inquiries and questions regarding 911NET transactions entered in conjunction with the MSAG/GIS synchronization project
  - Provide support to and answer questions from PSAP data contacts that do the entry of 911NET transactions associated with the MSAG/GIS synchronization project themselves
  - Participate in meetings as deemed appropriate by the MESB contact related to these data synchronization services

- Oslin will track time in the method specified by the MESB contact.
- Oslin will prepare weekly status reports of work completed to the MESB contact.
- The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.
- Oslin will perform the functions involved with this addendum at the designated MESB site, or from time to time at PSAP sites, utilizing the MESB-designated 911 and GIS datasets and tools.
ADDENDUM #6
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: GIS Services related to NG911 MSAG/GIS Integration for Hennepin County

ORIGINAL ADDENDUM DATE: January 1, 2014
CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:
• Oslin will perform GIS services in conjunction with the metro area GIS/MSAG Reconciliation and Synchronization Project, related to Hennepin County, including, but not limited to:
  o Creation of a preliminary GIS ESZ layer based off of the MSAG
  o Contact official addressing authorities, County GIS departments, or PSAP personnel as required to prepare the NG9-1-1 GIS Data layers, document discrepancies, create validation spreadsheets across datasets, or seek resolutions; This may include contacts as needed to verify official street names, determine correct street spelling/directional, resolve address inconsistencies, notify and/or obtain parcel address corrections, etc.
  o Creation of MSAG/NG9-1-1 GIS data validation and discrepancy documents and and/or spreadsheets for PSAPs using the format specified by the MESB contact
  o Provide MSAG/NG9-1-1 data discrepancy and validation documents and/or spreadsheets to the PSAP for research and resolution
  o Track all discrepancies, validation requests, and associated resolutions to ensure accurate recordkeeping
  o Schedule and attend meeting(s) with PSAP and MESB staff as directed by the MESB contact to review the completed discrepancy and validation documents and/or spreadsheets with the PSAPs and discuss any outstanding issues
  o Perform GIS validations to identify problems with PSAP/county GIS data such as centerlines, points, parcels
  o Complete GIS modifications for NG9-1-1 GIS datasets based on the completed discrepancy and validation resolutions
  o Prepare ESZ boundary maps for PSAP signoff
  o Conduct GIS data maintenance to keep datasets in synch with MSAG on an ongoing basis

• Work under this addendum may be involved with the Hennepin County Sheriff’s Office PSAP area, or other PSAP areas located within Hennepin County
• Oslin will track time in the method specified by the MESB contact.
• Oslin will prepare weekly status reports of work completed to the MESB contact.
• The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.
• Oslin’s NG9-1-1 GIS datasets and discrepancy creation, modification, and tracking work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #7

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: GIS Services related to NG911 MSAG/GIS Integration for Washington County

ORIGINAL ADDENDUM DATE: July 1, 2014

CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:
• Oslin will perform GIS services in conjunction with the metro area GIS/MSAG Reconciliation and Synchronization Project, related to Washington County, including, but not limited to:
  o Creation of a preliminary GIS ESZ layer based off of the MSAG
  o Contact official addressing authorities, County GIS departments, or PSAP personnel as required to prepare the NG9-1-1 GIS Data layers, document discrepancies, create validation spreadsheets across datasets, or seek resolutions; This may include contacts as needed to verify official street names, determine correct street spelling/directionals, resolve address inconsistencies, notify and/or obtain parcel address corrections, etc.
  o Creation of MSAG/NG9-1-1 GIS data validation and discrepancy documents and and/or spreadsheets for PSAPs using the format specified by the MESB contact
  o Provide MSAG/NG9-1-1 data discrepancy and validation documents and/or spreadsheets to the PSAP for research and resolution
  o Schedule and attend meeting(s) with PSAP and MESB staff as directed by the MESB contact to review the completed discrepancy and validation documents and/or spreadsheets with the PSAPs and discuss any outstanding issues
  o Perform GIS validations to identify problems with PSAP/county GIS data such as centerlines, points, parcels
  o Complete GIS modifications for NG9-1-1 GIS datasets based on the completed discrepancy and validation resolutions
  o Prepare ESZ boundary maps for PSAP signoff
  o Conduct GIS data maintenance to keep datasets in synch with MSAG on an ongoing basis
• Work under this addendum may be involved with the Washington County Sheriff’s Office PSAP area, or other PSAP areas located within Washington County
• Oslin will track time in the method specified by the MESB contact.
• Oslin will prepare weekly status reports of work completed to the MESB contact.
• The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of $26.00 per hour.
• Oslin’s NG9-1-1 GIS datasets and discrepancy creation, modification, and tracking work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #8

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: Geospatial MSAG Creation and Transition

ORIGINAL ADDENDUM DATE: January 1, 2018

CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS
OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

- Oslin will perform GIS services in conjunction with the metro area geospatial MSAG creation and transition including, but not limited to:
  - Assisting in the definition of the processes to create a geospatial MSAG from county and regional GIS datasets that have met readiness criteria
  - Preparing tables, error databases, and other tools needed for the geospatial MSAG creation process
  - Preparing county and regional GIS datasets for use in the geospatial MSAG creation processes used by MESB
  - Performing pre-load validations of county GIS datasets and documenting the results
  - Preparing errors in the appropriate format that result from pre-load data validations
  - Resolving, or coordinating the resolution of, the errors identified in the pre-load validations with county GIS contacts and PSAPs
  - Using software tools to create geospatial MSAGs
  - Running appropriate validations on created geospatial MSAGs, including, but not limited to, confirming that the geospatial MSAG appropriately validates all existing 911 ALI database records for an area
  - Analyzing and resolving errors identified in the geospatial MSAG creation process
  - Confirming that county and regional GIS datasets are ready for load to vendors for geospatial MSAG transition
  - Preparing county and regional GIS datasets for load to vendors for the geospatial MSAG transition process, including, but not limited to, running any required data transformations and uploading datasets to the required portal(s)
  - Resolving, or coordinating the resolution of, the errors identified by vendors in their load and validation process for geospatial MSAG transition
  - Comparing geospatial MSAGs created by MESB to those created by vendors
  - Identifying and tracking any data errors with vendor created geospatial MSAGs
  - Identifying and tracking any data errors with geospatial MSAGs replaced in ALI data management systems
  - Attending meetings and conference calls, as directed by MESB, associated with the geospatial MSAG creation and transition processes
  - Keeping accurate records of the work performed under this addendum
- Work under this addendum may be involved with any of the MESB area PSAPs.
- Oslin will track time in the method specified by the MESB contact.
- Oslin will prepare weekly status reports of work completed to the MESB contact.
- The standard fee structure for geospatial MSAG creation and transition work provided under this addendum shall be at the rate of $26.00 per hour.
- Oslin’s geospatial MSAG creation and transition work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
ADDENDUM #9

to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Pamela Oslin

PROJECT/SERVICE: Geospatial Data Maintenance

ORIGINAL ADDENDUM DATE: January 1, 2018

CURRENT REVISION DATE: January 1, 2018

DESIGNATED POINTS
OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Pamela Oslin, 320-336-8069, Pamela.oslin@wildblue.net

SCOPE OF WORK:

- Oslin will perform GIS services in conjunction with the metro area geospatial data maintenance including, but not limited to:
  - Assisting in the definition of the processes to maintain geospatial MSAG, road centerline, address points, PSAP/ESZ boundaries, and other 911 routing or display data within the context of the 911 data systems
  - Preparing and maintaining tables, error databases, spreadsheets, geodatabases, and other tools needed for ongoing geospatial data maintenance processes
  - Performing ongoing geospatial data maintenance as defined in MESB processes
  - Utilizing software programs and/or tools as needed to perform ongoing geospatial data maintenance
  - Performing ongoing validations, comparisons, and/or audits of geospatial data with source datasets to identify quality issues
  - Resolving, or coordinating with the appropriate parties to resolve, errors identified within the context of ongoing geospatial data maintenance
  - Identifying and tracking any data errors associated with ongoing geospatial data maintenance within the context of 911
  - Attending meetings and conference calls, as directed by MESB, associated with ongoing geospatial data maintenance within the context of 911
  - Keeping accurate records of the work performed under this addendum

- Work under this addendum may be involved with any of the MESB area PSAPs.
- Oslin will track time in the method specified by the MESB contact.
- Oslin will prepare weekly status reports of work completed to the MESB contact.
- The standard fee structure for geospatial MSAG creation and transition work provided under this addendum shall be at the rate of $26.00 per hour.
- Oslin’s geospatial MSAG creation and transition work will be done solely on the MESB-designated computer pre-loaded with the appropriate software licenses required to complete the specified GIS work under this addendum. Oslin will perform regular backups of all GIS data and other project related documents as specified by the MESB contact.
**RECOMMENDATION**

It is recommended that the following people be appointed to the Statewide Emergency Communications Board (SECB) and its committees representing the MESB in 2018:

<table>
<thead>
<tr>
<th>SECB</th>
<th>SECB OTC</th>
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<tbody>
<tr>
<td>Primary:</td>
<td>John Gundersen (Hennepin Co.)</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Nate Timm (Washington Co.)</td>
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<tr>
<th>SECB Finance</th>
<th>SECB Interoperability</th>
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<tr>
<td>Primary:</td>
<td>Commissioner Blake Huffman</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Jill Rohret</td>
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<tr>
<td>Alternate (2):</td>
<td>Chris Kummer (MSP Airport)</td>
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<tr>
<th>SECB Legislative</th>
<th>SECB Interoperable Data</th>
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<tr>
<td>Primary:</td>
<td>Commissioner Thomas Egan</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Jill Rohret</td>
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<tr>
<td>Alternate (2):</td>
<td>Jake Thompson (Anoka Co.)</td>
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<tr>
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<tr>
<td>Primary:</td>
<td>Scott Haas (Scott Co.)</td>
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<tr>
<td>Alternate:</td>
<td>Scott Williams (Ramsey Co.)</td>
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<td>Alternate (2):</td>
<td>Troy Tretter</td>
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<td>Primary:</td>
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<td>Alternate:</td>
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**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**

Staff discussed the appointments listed in the recommendation with those that served in 2017. The
appointees who served in 2017 and are willing to serve again are included in the recommendation above. The spots without names need to be filled. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting. The intent in asking the 2017 representatives was to have suggestions as a starting point for discussion.

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

The meeting days are as follows:

SECB Finance: second Thursday at 9:00 a.m.

SECB Legislative: first Thursday at 10:00 a.m.

SECB Steering: second Wednesday at 1:00 p.m.; in-person meeting at North Memorial Ambulance, 4501 68th Avenue North, Brooklyn Center

SECB: fourth Thursday at 12:30 p.m.; in-person meeting at MnDOT, 1900 West County Road I, Arden Hills

**FINANCIAL IMPACT**

None to the MESB.
Metropolitan Emergency Services Board

MEETING DATE: January 10, 2018

PRESENTED BY: Rohret

AGENDA NUMBER: 11A. DISCUSSION: Sherburne County Intent to Join the MESB

**RECOMMENDATION**
No Board action needs to be taken at this time. This is *discussion only* item.

**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 their 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 we provide for 9-1-1, 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 understands an additional resolution will need to be passed to include specific language required by the MESB.

At this time, Sherburne County has indicated its intent to withdraw from the Central Minnesota Emergency Services Board (CMESB) and join the MESB. The CMESB JPA requires 12 months’ notice to withdraw; Sherburne County provided the CMESB with that notice in December 2017, with a termination date of December 31, 2018. Sherburne County would like to formally and fully join the MESB effective January 1, 2019 (9-1-1, EMS and Radio).

**ISSUES & CONCERNS**
The MESB will need to determine the terms upon which Sherburne County enters the MESB. For instance, how many votes will Sherburne County have on the Board? Chisago and Isanti Counties each entered the JPA with only one representative and one vote, because both counties had less population than other metro counties. Sherburne County’s population is on par with Carver County’s; will it have two representatives and two votes? The Executive Committee made a motion to recommend Sherburne have two votes; this will be included in a formal action item to be taken later in 2018 by the Board.

<table>
<thead>
<tr>
<th>MOTION BY:</th>
<th>SECONDED BY:</th>
<th>MOTION APPROVED:</th>
<th>11A. DISCUSSION: Sherburne County Intent to Join the MESB</th>
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<td>___ YES</td>
<td>11A. DISCUSSION: Sherburne County Intent to Join the MESB</td>
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MOTION:
In addition to the terms of how it joins the Board, Sherburne County will have 9-1-1 and Radio requirements which need to be met and accomplished.

On the 9-1-1 side, to comply with metro requirements, Sherburne County will need to meet our diversity requirements and may need connect to the St. Paul selective router. This cost was borne by the MESB for the Chisago and Isanti County additions; will this be the case for Sherburne County? Sherburne will also have to meet all of the MESB’s network and database standards. Additionally, they will have to conform to metro GIS data schema. Sherburne County will be responsible for any equipment modifications at its PSAP.

On the radio side, Sherburne county has several technical issues which must be addressed. First, the City of St. Cloud resides in three counties, two of which will remain in the central region. Second, Sherburne County shares its integrated sub-system with Wright County, which will remain in the central region. Sherburne will need to work with MESB, CMESB, MnDOT and SECB to come up with technical solutions that meet everyone’s approval. The solution will need to be approved by our Board. Will Sherburne County want the MESB to process utility bills on its behalf, as the MESB does for current sub-system owners?

**FINANCIAL IMPACT**
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 will decrease due to the addition of Sherburne County.