1. **Call to Order** – Council Member Andrew Johnson, Board Chair

2. **Approval of April 11, 2018 Executive Committee Minutes**

3. **Radio Items** – Troy Tretter, Radio Services Coordinator – None

4. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
   A. Approval of Use of Investment Funds for ESInet Pilot

5. **EMS Items** – Ron Robinson, EMS Coordinator – None

6. **Administrative Items** – Jill Rohret, Executive Director
   A. Approval of 2019 Budget
   B. Approval of RFP Award for Actuarial Services

7. **Old Business**

8. **New Business**
   A. Clarification of MESB OPEB Policy & Executive Director Employment Agreement – Rohret/Jay Arneson, Board Counsel
   B. Cancellation of August 8, 2018 Executive Committee Meeting – Jill Rohret

9. **Adjourn**
Metropolitan Emergency Services Board Members

Anoka County
  Commissioner Julie Braastad
  Commissioner Rhonda Sivarajah*

Carver County
  Commissioner Gayle Degler
  Commissioner Jim Ische*

Chisago County
  Commissioner George McMahon*

Dakota County
  Commissioner Tom Egan* (2018 Treasurer)
  Commissioner Mary Liz Holberg

Hennepin County
  Commissioner Debbie Goettel*
  Commissioner Jeff Johnson

Isanti County
  Commissioner Greg Anderson*

Ramsey County
  Commissioner Blake Huffman* (2018 Secretary)
  Commissioner Janice Rettman

Scott County
  Commissioner Barb Weckman Brekke
  Commissioner Tom Wolf*

Washington County
  Commissioner Fran Miron* (2018 Vice Chair)

City of Minneapolis
  Council Member Andrew Johnson* (2018 Chair)

*Denotes Executive Committee Member
1. Call to Order
Meeting was called to order at 10:00 a.m. by Council Member Andrew Johnson.

2. Approval of April 11, 2018 Agenda
Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the April 11, 2018 agenda. Motion carried.

3. Approval of February 14, 2018 Minutes
Motion made by Commissioner Sivarajah, seconded by Commissioner Miron to approve the February 14, 2018 Executive Committee minutes. Motion carried.

4. Issues and Action Requests
A. Radio TOC Action Items
1. Approval of Amendments to Radio TOC Bylaws
Troy Tretter said the Radio TOC Bylaws were created and approved by the MESB in 2005 after the board merger. In February 2018, the Radio TOC reviewed the committee’s bylaws for needed updates and recommended amendments. The Radio TOC recommended two changes to its membership. The first recommendation is to remove the seat for MnDOT, which has never opted to appoint a representative. MnDOT is actively involved in any ARMER requests and therefore does not feel there is a need to sit on the committee.

The second recommendation is to remove the seat for the Minnesota Chiefs of Police Association (MCPA), as it has not made an appointment since 2013. Staff has made multiple inquiries to MCPA in the past, which have not been answered.

Other recommended amendments include language to make the appointment process more flexible, as not all agencies require governing body appointment of representatives; deleting the sentence in Section 2 that states the Chair shall attend all meetings of the Board to reflect current practice, and changing the date budget requests are due from June to May, and they are submitted to the Executive Director rather than the Administrative Officer.

Motion made by Commissioner McMahon, seconded by Commissioner Huffman to approve amendments to the Radio TOC bylaws. Motion carried.

2. Approval of Washington County Request for Use of Excess ARMER Capacity
Tretter said that Washington County is upgrading their system and is requesting the use of excess T1 capacity on ARMER at the St. Paul Park and Scandia sites. This is necessary for their VHF paging system connectivity.

Motion made by Commissioner Ische, seconded by Commissioner Sivarajah to approve Washington County's request for use of excess ARMER T1 capacity at St. Paul Park and Scandia sites. Motion carried.

3. Discussion – Use of SECB Grant Training Funds
Tretter said that each November the Board approves regional funding priorities for grant projects. Generally, $25,000.00 is earmarked for training purposes; in November 2017, the funding priorities included such an earmark for Motorola training. A request was received in March for training on the Genesis system. Genesis is a reporting system used to develop more detailed reports than the ARMER system can provide. The hardware for this system is housed at MnDOT, and the users pay for a software license. Current metro license holders are: Anoka, Dakota, Hennepin, and Washington Counties, MnDOT, and the Metro Airports Commission. Staff wonders if such training would meet the spirit of the Board approved regional funding priorities.

Commissioner Sivarajah asked if other counties run these reports and how often? Tretter said that Hennepin, Dakota, Anoka and the Metro Airports Commission regularly run these reports. Ramsey did not use their license, so Washington County purchased it. The other counties have not been trained, so they do not use the licenses. The proposed training would provide that Motorola training.

Rohret said that if a county in the region wants to run a report it can be done for them through the regional system administrator in Dakota County. Anyone can go to the Genesis terminal at MnDOT to run reports, but most don’t because they have not been trained.

Commissioner McMahon asked if it affects those of us that are not trained? Rohret said that these training dollars are available for all in the metro. Reports can be run at MnDOT or another license holder if the county does not a have a license.

Commissioner Sivarajah asked if the reports were helpful for issues like the Metro Mobility usage. Rohret said that these reports are much more detailed.

Commissioner Anderson asked what kind of dollars did this involve? Tretter said the quote from Genesis had not arrived yet but he said the estimate was approximately $6,000.00 - $10,000.00. The total grant funds available for training is $25,000.00.

Tretter stated the Radio TOC thinks this would be valuable training and recommends using grant funds for this purpose. It is brought before the Executive Committee because it was not listed as a funding grant priority separate from Motorola training.

Motion made by Commissioner Sivarajah, seconded by Commissioner McMahon to approve the use of grant funds for Genesis training.

Commissioner Sivarajah said if this approval did not have to go before the full board then it should not since the deadline is June 1. She asked if there was a dollar amount the Executive Committee could approve without full board approval. Rohret said she was not aware of a limit on the dollar amount the Executive Committee could approve.

Commissioner Egan suggested that there be a consensus with the Executive Committee that this Genesis training fit within the regional funding priorities. Jay Arneson agreed.
Commissioner Sivarajah withdrew her motion. There was a unanimous consensus that this did fit within the grant fund training dollars.

B. 9-1-1 TOC Action Items

1. Approval of Amendments to 9-1-1 TOC Bylaws
Pete Eggimann said that in January 2018, the Metropolitan Airports Commission made a request to amend the 9-1-1 TOC bylaws to broaden its membership by including representatives from each of the PSAPs. The original bylaws limited the representation to two representatives from each of party to the JPA; after the board merger, Isanti and Chisago Counties and the city of Minneapolis were added. The suburban PSAPs have never had representation on the 9-1-1 TOC.

Like with the amendments to the Radio TOC bylaws, the date for budgetary requests was moved from June to May. All other changes are all grammatical.

Motion made by Commissioner Miron, seconded by Commissioner Wolf to approve the amendments to the 9-1-1 TOC bylaws. Motion carried.

C. Approval of Resolution Approving Membership of Sherburne County on MESB
Rohret said that the proposed resolution (with the typo corrected in #1 “The effective date of Sherburne County’s membership on the MESB shall by be January 1, 2019) is before the committee for approval. The resolution to approve conditions for membership to the MESB was approved by Sherburne County on March 13, 2018. The resolution addresses the reasoning behind the request and includes all the other requirements the MESB has asked other counties to make prior to joining the MESB.

It is not anticipated that the addition of Sherburne County to the MESB will increase the operational budget. The resolution will need to be passed at the May MESB meeting to include the county in the 2019 budget planning process and notify members of the assessment amounts.

Sherburne County will have two representatives, each with one vote, and one seat on the MESB Executive Committee. Sherburne County will have the appropriate representation on each of the TOCs, in accordance with their bylaws.

The County will pay its portion of the assessment as outlined by the formula of the JPA. It will comply with the MESB’s network standards and it will have redundancy within the network. The JPA will not need to be amended. The County will be incorporated into the JPA by this resolution and will be added into the document at the next JPA renewal.

Motion made by Commissioner McMahon, seconded by Commissioner Wolf to approve the resolution approving Sherburne County membership on the Metropolitan Emergency Services Board, effective January 1, 2019. Motion carried.

6. Old Business – None

7. New Business – None

Meeting adjourned at 10:27 a.m.
Metropolitan Emergency Services Board

June 13, 2018

Eggimann

4A. Authorization to Use MESB Investment Funds for ESInet Connectivity Pilot Project

RECOMMENDATION
Staff recommend the Executive Committee make a recommendation to the Board to authorize the use of MESB investment funds, not to exceed $100,000.00, for a 12-month emergency services IP network (ESInet) connectivity pilot project.

BACKGROUND
For the past three years the National Emergency Number Association (NENA) has been developing ESInet design recommendations for the transport network for 9-1-1 calls, messages, and data; the design standard was approved and posted in April 2018. The goal of the design is an ESInet with 99.999% network reliability at each PSAP, which is not achievable in the current ESInet configuration. The recommendations in the design document are significantly different from Minnesota’s existing ESInet design, principally in three areas:

<table>
<thead>
<tr>
<th>Current Configuration</th>
<th>Recommended Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Single service provider</td>
<td>Multiple service providers</td>
</tr>
<tr>
<td>2. Single transport protocol (MPLS)</td>
<td>Multiple transport protocols (MPLS, Ethernet, Cable Broadband, Wireless Broadband)</td>
</tr>
<tr>
<td>3. Simple connectivity monitoring</td>
<td>Realtime monitoring of actual data traffic</td>
</tr>
</tbody>
</table>

ISSUES & CONCERNS
The pilot project will be a cooperative effort between the Minnesota Department of Public Safety Division of Emergency Communications Networks (ECN) and the MESB. The pilot project is designed to demonstrate and evaluate the use of multiple, diverse 9-1-1 network paths provided by multiple service providers using multiple transport technologies or protocols.

The pilot project design will replace the existing ESInet link from the local CenturyLink facilities to the participating PSAPs with an SD-WAN connection from two diverse commercial data centers, using multiple paths, to the participating PSAPs. The project’s expected result is a significant increase in the ESInet reliability at the participating PSAPs. If the pilot project results show the increased reliability, staff anticipate providing the board with a recommendation to implement the SD-WAN solution to the rest of the metro area PSAPs.

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

MOTION:
Two RFPs will be issued for this project. The first RFP will be for services provided by an independent system integrator involving the design, implementation, monitoring, and network reliability documentation. The second RFP will be for the procurement of software defined wide area network (SD-WAN) equipment and corresponding software needed to effectively manage the multiple, diverse network paths to appear to the 9-1-1 system and to the PSAP equipment as a single connection.

Though details are still being finalized at the time of this writing, the costs of the pilot project are expected to be split between the MESB and ECN following the traditional method of 9-1-1 system cost sharing; the MESB pays for the non-recurring costs associated with procurement and implementation and ECN pays the monthly recurring costs associated with network and monitoring.

MESB and ECN staff are interested in the use of an independent system integrator as part of the pilot project. Today, system integration services for the 9-1-1 system are provided by CenturyLink as part of the 9-1-1 service contract. This results in an ongoing conflict of interest in the MESB and ECN’s desire for a non-biased assessment of any issues or concerns about the 9-1-1 system operation and CenturyLink’s assessment of their own services. The trend in the 9-1-1 industry is toward an increasing number of entities providing some aspect of the overall 9-1-1 service which increases the complexity of the system. The MESB and ECN believe that an independent system integrator with oversight responsibility working directly on behalf of the MESB and ECN may provide a more effective, non-biased approach to the overall management of the 9-1-1 system.

**FINANCIAL IMPACT**

The pilot project costs borne by the MESB are estimated to be a maximum of $100,000 for both SD-WAN equipment and software, as well as non-recurring design and installation services of the system integrator. Staff seeks authority to use MESB investments funds for this project, beginning in 2018, though the project will run through a portion of 2019. The recurring costs expected to be paid by ECN are estimated to be $11,000-$12,000 per month. The preparation of the RFP documents will be done by MESB staff.
ESInet Connectivity Pilot Project
(NENA ESInet Design Recommendation Compliant)
April 10, 2018

Executive Summary:
The proposed 12-month pilot project will utilize two commercial datacenters and multiple Internet Protocol (IP) network connections between the participating public safety answering points (PSAPs) and the datacenters to increase the reliability, access options, and survivability of 9-1-1 call delivery from the 9-1-1 Service Provider to the PSAP. The project will explore the use of software defined wide area network (SD-WAN) connectivity to enable IP network carrier diversity and IP packet-level quality of service monitoring over technology diverse IP connections (e.g. MPLS, Ethernet, cable broadband, wireless broadband, etc.) provided by different carriers or service providers. The project allows the MESB and ECN to trial and gain experience with an Emergency Services IP Network (ESInet) configuration compliant with the National Emergency Number Association (NENA) ESInet Design documentation (NENA-INF-016.2-2018).

Participants:
The proposed pilot project involves:

1. Two PSAPs (minimum), including:
   a. Internal IT Department resources
   b. 9-1-1 answering application vendors

2. Broadband network service providers
   a. MPLS connection (Datacenter 1 to the PSAPs) (one MPLS connection will be required)
   b. Ethernet connection (Datacenter 2 to the PSAP)
   c. Cable Internet service connection (at the PSAP)
   d. wireless LTE Internet service connection (at the PSAP)
   e. Two ISPs (ISP A at Datacenter 1, ISP B at Datacenter 2)

3. SD-WAN vendor
4. ESInet System Integrator
   a. With 24x7 network monitoring/management capabilities

5. Commercial datacenters (2)
Project Description:

The goal of the pilot project is to create a SD-WAN connection, consisting of multiple IP links, between each of the participating PSAPs and the commercial datacenters capable of supporting 9-1-1 and the mission critical applications necessary to receive and process emergency calls for assistance. The 9-1-1 Service Provider will deliver the participating PSAP 9-1-1 calls to the SD-WAN equipment at the datacenters. The SD-WAN transports the 9-1-1 calls from the datacenters to the PSAPs, replacing the existing transitional ESInet PSAP connections.

The use of SD-WAN links will demonstrate the viability of supporting mission critical applications on multiple lower cost, commercially available Internet links using virtual private network (VPN) and data encryption as opposed to the current costly, dedicated point-to-point connections. The use of multiple network service providers also provides carrier and technology diversity, in addition to the path diversity and redundancy achieved in the transitional ESInet connections today.

An independent system integration service, such as MN.IT or a commercial vendor with experience in ESInet design and management, will be utilized to arrange for the various network connections, manage the SD-WAN equipment and provide WAN monitoring. The SD-WAN equipment provides a method to manage and monitor WAN reliability and performance of multiple IP links as a single, virtual WAN. One of the project goals is to determine whether the use of the SD-WAN technology together with multiple lower cost broadband Internet encrypted virtual private network (VPN) links can compare favorably in performance and reliability with the higher cost MPLS circuits used in today’s transitional ESInet. The 12-month duration of the project will provide sufficient data to establish the basis for recommendations regarding the suitability of the various SD-WAN links for inclusion in a mission critical ESInet. The project should also demonstrate the feasibility of this solution, given the current financial resources to provide a 99.999% reliable mission critical network at the individual PSAP level, which is not achievable today utilizing the current MPLS-based transitional ESInet design.

At the end of the project, based on the performance and reliability report prepared by the project system integrator, a determination will be made by the MESB and ECN, with input from the participating PSAPs, on whether the SD-WAN is a cost effective, desirable alternative to the transitional ESInet connections and whether the systems in place for the pilot project should remain, and/or be expanded to include the rest of the metro area PSAPs.

Project Objectives / Milestones:

1. Identify two PSAPs interested in participating
2. Identify a System Integrator to manage the project
3. Identify the commercial datacenters
4. Identify the broadband IP connectivity options available between the datacenters and the participating PSAPs for:
   a. A minimum of three technology diverse links required (MPLS, cable, Ethernet, broadband wireless, etc.) Use of all four technologies is preferred.
      i. Only one link permitted to be MPLS
b. A minimum of two links between each datacenter and each PSAP

c. One broadband VPN link between the two datacenters
d. The use of different ISPs at each datacenter
e. 9-1-1 Service Provider ESInet connections at each datacenter

5. Identify SD-WAN IP network monitoring and reliability benchmarks at the individual link and packet level

6. Implementation and testing of connectivity

7. 24x7 System monitoring and reliability documentation
   a. Documentation of the project costs
   b. Document individual SD-WAN link reliability weekly and create monthly reports
   c. Create 12-month aggregate SD-WAN reliability and performance documentation

8. Preparation of a final project report by the System Integrator with recommendations on how the project results could be incorporated into the metro area ESInet design.
RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of the 2019 MESB Operational Budget and the 2019 – 2023 Capital Budget.

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

At one point in MESB history, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the assessments which had previously been notified.

ISSUES & CONCERNS
Beginning with the 2016 budget, the MESB resumed a budget process through which the Board grants preliminary budget approval annually in July, with final budget approval in November, if anything in the budget changes between July and November. The July approval provides a maximum assessment amount. Approving the budget in this fashion allows staff to refine the budget throughout the year, prior to implementation, which is helpful in years when contracts are subject to RFP.

FINANCIAL IMPACT
See Issues and Concerns and attached 2019 Budget Notes.
Metropolitan Emergency Services Board
2019 Operational Budget Considerations

• 2019 budget reflects a 2.27% increase in the operational budget.

• A 3% merit increase ($20,392.00) for staff is included in the budget (2018 Dakota County Merit Compensation Plan has a 0-6.5% range). Overall, the salaries line increased 3%.

• The benefits line reflects a 7% increase; Dakota County’s current contract for health insurance terminates in 2018. The 7% increase reflects the uncertainty surrounding that contract. Additionally, a change in single versus family benefits was also included.

• Travel for conferences decreased by 1% ($200.00).

• Dues & Subscriptions decreased by 12% ($300.00).

• Professional/Contract Services decreased by 3% ($4,220.00). One reason is due to the hiring as permanent staff a former contractor. The computer and technical support line items were increased to better align with actual expenditures.

• Communications increased 16% ($4,000.00) to cover anticipated changes in the MESB’s office phone service contract, and possibly equipment updates.

• Equipment decreased 28% ($3,300.00) as the staff computer replacement cycle is completing for the time being. Equipment
maintenance line was reduced by 11% ($2,000.00) due to a reduction in cost for the postage meter.

- The Insurance line was reduced by 3% ($1,649.00) based on actual expenses incurred.

- The Rent line was increased by 2% ($500.00) in anticipation of the execution of a new rental agreement with MMCD.

- Interest revenue contribution was increased by $8,500.00 from the 2018 amount to reflect actual interest earned from MESB accounts with Hennepin and Washington Counties. Note that the interest revenue contribution is on a portion of the total interest earned by the MESB.

- The budget also includes using an anticipated insurance dividend to offsets assessments, totaling $6,000 for 2019.

- The 2019 Operational Budget results in a 1.36% ($17,289) increase in assessments in 2019, however with the addition of Sherburne County to the MESB effective January 1, 2019, all parties to the JPA (except Sherburne County) will see a decrease in their 2019 assessments.
2019 – 2023 Capital Budget

- Five-year capital budget, broken up into Administrative projects, NG 9-1-1 projects, and Radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.

- The first item under Administrative projects is IT Upgrades. This will be a standing line item as the network will require regular upgrades. The next planned major upgrade is scheduled for 2020.

- The AV Equipment line is a place holder and will only be used this line if/when necessary. It is not expected that the funds this line for 2018 will be used; that amount is simply carried over to 2019. It is anticipated that a major upgrade will be necessary in 2020, due to termination of support for some equipment.

- NG 9-1-1 includes seven line-items. The timing of each project is best estimate, but items could slip and will also need to be coordinated with the State of Minnesota. Three projects were added for the 2019 – 2023 budget and some existing lines were re-titled.

- Network Design/Transition Plan is to create a network design and transition plan to fully achieve NG 9-1-1. The amounts included in this line did not change from the 2018 – 2022 budget.

- Master Street Address Guide (MSAG) Transition to a GIS-based (MSAG) is required for NG9-1-1. This transition will be piloted in 2018 as part of the 9-1-1 contract. Though funds were included in the 2018 capital budget, staff is more confident they will not be needed in 2018. Funds were included in 2019 and 2020 as the non-pilot counties will transition to GIS-based MSAG in those years.
• Independent System Integration is a possibility for the future. If this were to occur, an independent party and not the 9-1-1 system vendor, would provide system integration services for the network. If this option were implemented, it is anticipated that the MESB would pay this cost, but the Board would need to discuss exactly how this would be funded. Would it be fully funded by the MESB in perpetuity, or would metro PSAPs be assessed a portion? This discussion would occur when/if the Board considers implementing this option. No change from 2018 – 2022 capital budget.

• Wireless Routing Database – This project focuses on the need to create a wireless routing database for the metro region which will serve as the authoritative source of routing information for wireless carriers. This project is new for the 2019 – 2023 capital budget.

• Quality Assurance Tool for 9-1-1 Data – A new project for the 2019 – 2023 capital budget. With the transition to NG9-1-1, there is an increasing need to achieve visibility into multiple databases which provide 9-1-1 location information. This tool would help the MESB proactively manage quality assurance for 9-1-1 location data and their associated maintenance processes.

• ESInet Pilot Project – A new project for the 2019 – 2023 budget, though it is related to the ESInet WAN Equipment line. This project will begin in 2018, in coordination with the Department of Public Safety. Separate authorization is being requested by the Board to utilize funds in 2018. This project will test equipment and processes to provide multi-carrier/transport media data access to PSAPs. The pilot will continue into 2019.

• ESInet WAN Equipment for PSAPs – This line is related to the previous one. Once the equipment and processes are satisfactorily tested in the pilot PSAPs, it would need to be added in all metro PSAPs to provide greater diversity and redundancy for the NG 9-1-
1 system. Again, this would require coordination with the State and MESB approval once the pilot is concluded.

- For Radio, the second year of MESB cache radio replacement is included. This amount is the same as what was included for 2018 in the 2018–2022 capital budget.
# Metropolitan Emergency Services Board
## 2019 Draft Budget Summary
(Excludes Radio System Expenses)

### 2019 BUDGET - DRAFT

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>2018 Budget</th>
<th>2019 Administration</th>
<th>2019 Radio Administration</th>
<th>2019 Dollar/Percentage Change</th>
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<td>SALARIES</td>
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<tr>
<td>Proposed merit increase</td>
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<td>1,310,149</td>
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<td>29,789 2%</td>
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### ASSESSMENT SCHEDULE

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## 2019 Budget Detail-DRAFT

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| Benefits | | | | | | | | | | |
|----------|----------------|-----|-------|-------------|-------------|---------------------|-------------|----------|----------|
| Executive Director | 26,804 | 26,804 | | | | | 25,865 | 218,803 |
| Pollock Benefits (OPEB sgl coverage) | 4,000 | 4,000 | | | | | 4,000 | |
| Regional Radio Communications Coordinator | 32,537 | 32,537 | | | | | 21,000 | |
| 911 Data Coordinator | 33,795 | 33,795 | | | | | 32,543 | |
| Director of 911 Services | 17,562 | 17,562 | | | | | 17,100 | |
| Senior Administrative Assistant | 33,417 | 33,417 | | | | | 32,615 | |
| MESB Financial Services Specialist | 24,236 | 24,236 | | | | | 23,530 | |
| EMS Coordinator | 29,576 | 29,576 | | | | | 28,766 | |
| Contingency eg. (HR administrative fees) | 1,000 | 1,000 | 500 | 2,500 | | | 5,000 | |
| **TOTAL BENEFITS** | 112,359 | 91,568 | 29,810 | | 233,737 | | 7% | 14,934 |

| Training/Professional Development/Tech Seminars | | | | | | | | | | |
|-----------------------------------------------|----------------|-----|-------|-------------|-------------|---------------------|-------------|----------|----------|
| Executive Director | 1,100 | 1,100 | | | | | 1,100 | 8,225 |
| Regional Radio Communications Coordinator | 1,375 | 1,375 | | | | | 1,375 | |
| GIS Specialist | 1,000 | 1,000 | | | | | 1,000 | |
| 911 Data Coordinator | 1,250 | 1,250 | | | | | 1,250 | |
| Director of 911 Services | 1,500 | 1,500 | | | | | 1,500 | |
| Senior Administrative Assistant | 1,000 | 1,000 | | | | | 1,000 | |
| MESB Financial Services Specialist | 1,000 | 1,000 | | | | | 1,000 | |
| **Total Training/Professional Development/Tech Seminars** | 3,100 | 3,750 | 1,375 | | 8,225 | | 0% | 0 |
## 2019 Budget Detail-DRAFT

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## 2019 Budget Detail-DRAFT

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| **Professional/Contract Services**  |                | 129,550 | 20,000 | 20,000 | 20,000 | -3% | -4,220 |
| Engineering consulting services     |                |         | 20,000 | 20,000 | 20,000 |     |        |
| Computer/Technical Support and Consulting Services | 11,230 | 11,230 | 5,620 | 28,080 | 23,000 |     |        |
| Legal Services/Advocacy/Regulatory Affairs | 15,000 | 15,000 | 30,000 | 30,000 | 30,000 |     |        |
| Web Site Maintenance/Other          | 4,600          | 4,600  | 2,500  | 11,700   | 11,000    |     |        |
| Accounting Services                 | 5,550          | 5,550  | 5,550  |          | 5,550     |     |        |
| MESB Project Support(Next Gen 911 Network Design, Radio & GIS) | 25,000 | 5,000  | 30,000 | 40,000   |             |     |        |
| **TOTAL**                           | 21,380         | 75,830 | 28,120 | 125,330  | -3%       | -4,220    |

| **Rent**                            |                | 23,940 | 10,000 | 10,000 | 5,150 | 5%    | 1,210 |
| Metro Counties Government Center     |                |        | 10,000 | 10,000 | 5,150 |      |      |
| **TOTAL**                           | 10,000         | 10,000 | 5,150  | 25,150  | 5%    | 1,210 |

| **Communications**                  |                | 24,960 | 6,500  | 3,900  | 2,600 | -4%   | -1,000 |
| Office communication service (phones, fax) | 6,500 | 3,900  | 2,600  | 13,000 | 13,000 |     |        |
| Cellular service                    | 600            | 1,200  | 660    | 2,460   | 3,180  |     |        |
| Internet Fees/Domain/Mailboxes     | 4,000          | 2,500  | 1,000  | 7,500   | 8,180  |     |        |
| Misc communications fees (Conference Bridge Svc, Broadcast fax) | 250     | 500    | 250    | 1,000   | 600    |     |        |
| **TOTAL**                           | 11,350         | 8,100  | 4,510  | 23,960  | -4%   | -1,000 |
## 2019 Budget Detail-DRAFT

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<th>$ Change</th>
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<td>13,070</td>
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| Printing & copying | 1,500 | 1,500 |
| TOTAL | 750 | 500 | 250 | 1,500 |

| Postage | 500 | 500 |
| TOTAL | 300 | 100 | 100 | 500 |

| Equipment | 11,750 |
| Misc Small Office Equipment | 500 | 500 | 500 | 1,500 | 1,500 |
| Computer Upgrades | 5,600 | 2,200 | 500 | 8,300 | 8,300 |
| Printers, Scanners, PDA | 700 | 700 | 700 |
| Contingency | 500 | 500 | 250 | 1,250 | 1,250 |
| TOTAL | 7,300 | 3,200 | 1,250 | 11,750 |

| Equipment Maintenance | 17,500 |
| Copier maintenance/lease | 4,000 | 4,000 | 4,000 |
| Postage Meter Lease/Maintenance | 1,000 | 1,000 | 3,000 |
| Conference rooms equip maint. | 1,000 | 1,000 | 1,000 |
| GIS Software/Hardware Maintenance | 9,000 | 9,000 | 9,000 |
| Printer maintenance | 500 | 500 |
| TOTAL | 6,500 | 9,000 | 0 | 15,500 | -11% | -2,000 |
## 2019 Budget Detail - DRAFT

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<th>2018 budget detail</th>
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<th>$ Change</th>
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# 2019 Budget Detail - DRAFT

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<th>2018 Budget</th>
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Admin & 911 2019 1,081,189

Radio Admin 227,970

MESB Admin 2019 1,309,159

(Admin, 911 & Radio Admin) 1,280,360

MESB 2018 Admin (Admin, 911, Radio Admin) 28,799

2019 MESB Admin $ increase/decrease from 2018 2.20%

2019 MESB Admin % Increase/decrease from 2018
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<tr>
<th></th>
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<td>Anoka</td>
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<td>$395,698</td>
<td>$455,797</td>
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# Metropolitan Emergency Services Board
## Capital Budget Forecast
### Five Year 2019 - 2023

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<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Total Est. Cost</th>
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<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Total Est. Cost</th>
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</table>
*2019 costs for these items were those included in the 2018 capital year. Staff thinks the expenditure will shift to 2019, rather than being expended in 2018. These line item expenses are shifted by one year to 2019.

**Line included in 2018 - 2022 capital budget, but has been re-titled for the 2019 - 2023 capital budget. 2018 funds unlikely to be spent.

***New project line added to the 2019-2023 capital budget

****New project line added to the capital budget as it relates to the following line. Staff will seek separate approval to use investment funds in 2018.

The MESB’s first objective is to obtain grant funds for eligible projects, prior to spending investment funds.
RECOMMENDATION
Staff is not making a formal recommendation to the Executive Committee but is supplying internal RFP response scoring information. Staff would like the Executive Committee to discuss the RFP responses and develop a recommendation for the Board.

BACKGROUND
GASB 75 requires an actuarial evaluation for Other Post-Employment Benefits (OPEB) every two years, beginning in 2018.

ISSUES & CONCERNS
The MESB issued an RFP in the April 16, 2018 edition of the State Register. Submittals were due by 4:00 p.m. on Friday, May 18, 2018. The MESB received four responses.

The Executive Director and Financial Services Specialist reviewed and scored the responses. Staff included the top three scoring proposals for the Executive Committee's consideration.

FINANCIAL IMPACT
Funds were included in the 2018 operational budget to cover the expense; funds are also included in the 2019 operational budget for the roll-forward valuation in 2019.
RECOMMENDATION
None. This is a discussion to review the Board's OPEB policy as it relates to the Executive Director’s employment agreement.

BACKGROUND
At the December 13, 2006 MESB meeting, the Board approved a recommendation from the Executive Committee that new MESB employees hired on or after December 13, 2006 would not receive Other Post-Employment Benefits (OPEB). Those employees which were on MESB staff prior to that date would be eligible for OPEB.

ISSUES & CONCERNS
As of today, only two current MESB staff members were on MESB staff before December 13, 2006, Pete Eggimann and Jill Rohret. Per MESB policy, OPEB benefits only apply for health insurance until age 65.

In 2018, the MESB must have an actuarial study performed to determine the extent of its OPEB liability, per GASB 75.

During the 2017 MESB audit, a question arose regarding Rohret’s eligibility for OPEB benefits. Rohret was on MESB staff before December 13, 2006 and thus by policy would be eligible for OPEB. However, her current employment agreement states that she will not be eligible for OPEB. It should be noted that the agreement was written prior to Rohret being named Executive Director, so it was written to apply to a new staff person and comply with Board policy.

Generally, when staff receive promotions they are not considered new employees, so it would be unusual to consider Rohret ineligible for OPEB. A determination needs to be made so that the actuarial study can be completed in 2018.

FINANCIAL IMPACT
The actuarial study will determine the Board’s overall OPEB liability.
Motion by Peterson, seconded by Stenglein to approve the Fund Transfers as identified on the spreadsheet provided. Motion carried.

5. B. Revised 2007 Budget and Assessments — In order to notify MESB members of annual assessments, it is necessary to prepare budget estimates for 2007 in the late spring of each year. Because of this timeline, the staff has prepared a revised budget for 2007 and consequently revised assessments for members. The revised budget reflects more accurate estimates on expenses for 2007. In addition, the Finance Committee recommended that the EMS Program expense and the Interoperability Training Coordinator Program expense be removed from the operational budget as these programs are funded from other sources rather than assessments. Additional costs related to the search for a new Executive Director have been added to the budget. Chisago County assessment has been added to the MESB.

Turner questioned if 2006 assessment amount was accurate for Chisago. It appeared that there was a cut and paste error and the assessment for Chisago County in 2006 was pro-rated based upon the October 1 date when Chisago joined the MESB JPA. The 2006 assessment for Chisago was $3,252.97. The Executive Committee recommends the Board approve the revised 2007 budget and certify assessment levels.

Motion by Peterson, seconded by Langfeldt to approve the revised 2007 as presented and to certify 2007 assessment levels. Motion carried.

5. C. Other Post Employment Benefits (OPEB)
It has been the practice and policy of the MESB to adopt Anoka County employment rules and regulations. These rules and regulations are understood to apply to all existing employees. At the November 28, 2006 meeting the Anoka County Board changed some of their rules and regulations specifically as it relates to OPEB for new employees hired on or after January 6, 2007. Those changes are identified on a document that was distributed to the Board members.

The Executive Committee recommends adoption of these rules and regulations as outlined by Anoka County for MESB employees. For new MESB employees hired on or after December 13, 2006, the revised rules and regulations of Anoka County will apply. The MESB change will be consistent with Anoka County employment rules and regulations after January 6, 2007 when the Anoka County changes take effect.

Motion by Peterson, seconded by Stenglein to adopt rules and regulations as outlined by Anoka County for new MESB employees hired on or after December 13, 2006, the revised rules and regulations of Anoka County will apply. Motion carried.

In addition, the Board was informed that OPEB for existing employees would have to be addressed. The MESB has a need to determine its liability related to Other Post Employment Benefits (OPEB). GASB 45 encourages governments and governmental entities to consider appropriate funding of present and future liabilities. In order to make determinations on how to fund OPEB liabilities, the Board needs to know the extent of those liabilities. Since neither the Board’s Auditor, nor Anoka County (who provides payroll and benefit administration services for the MESB) can accurately and specifically perform those calculations, there is a need for the MESB to hire Actuarial Services. The Executive Director has not had an opportunity to obtain quotes for services. However, both Anoka County and the Auditor indicate that this expense could be several thousand dollars. The Board should authorize the Executive Director to hire actuarial services adequate to determine the Board’s potential liability as it relates to OPEB and GASB 45 requirements.
Motion by Bennett, seconded by Stenglein to authorize the Executive Director to hire actuarial services adequate to determine the Board's potential liability as it relates to OPEB and GASB 45 requirements. Motion carried.

5. D. 2007 Merit Matrix—Dakota County has notified the MESB that a revision to the Merit Matrix is appropriate in 2007 due to market analysis and adjustment. The revision was distributed in a 2007 Merit Matrix which had been prepared by Dakota County to the Board. Each member of the MESB staff receives a performance review annually. Based on that performance review, the Merit Compensation Plan in effect and the employee's position within their salary grade determines if an increase is merited and to what degree a merit increase can be applied. The Executive Committee recommends the Board adopt the Merit Matrix for 2007 as presented.

Motion by McDonough, seconded by Ische to adopt the 2007 Merit Matrix as presented. Motion carried.

5. E. Acknowledgment to Retiring Board Members—Commissioner Margarett Langfeld, Dick Stafford and Gary Delaney are retiring from the MESB. This was their last meeting at the MESB members acknowledged their incredible service and dedication to public safety communications in the metro region.

Motion by McDonough, seconded by Turner to change the January board meeting date from January 10 to January 17. Motion carried.

5. F. Change to the January Board Meeting

Initial interviews of Executive Director candidates will be conducted on January 10. Therefore, the January meeting of the MESB must be rescheduled from January 10 to January 17 at 10:30 AM. The normal meeting schedule of the MESB following January will continue to be the second Wednesday of each month. The 2007 meeting schedule is attached. The Executive Committee recommends the Board move the January meeting date from January 10 to January 17.

STAFF REPORTS

Executive Director's Report- November 2006

The Executive Director performed a review document that had been distributed to Board members. Please complete the evaluation at your earliest convenience and return to Chair Penny Belle at the address provided.

December 13 is the deadline for the 2006 911 Board nominations.

The meeting schedule for 2007 has been adopted and the Executive Committee were presented to the members.

EMS Coordinator Search—The EMS Coordinator position description has been reviewed by the EMS Committee and Provider Subcommittees; the position and announcement drafted and approved; a timeline drafted and approved and the interview team established. The job opening has been posted to the Star Tribune and Pioneer Press, on the MESB and EMS program web sites and distributed to a number of EMS related web site and mailing lists. The position opening closes November 20, 2006.

The Executive Director represented public safety for US DOT at the National Traffic Incident Management Coalition-National Unified Goal working session in Newport Beach, California, November 27-30.

We are currently involved in a project to evaluate the IT server needs of the MESB and whether it is in our best interest to join in the MMCD server network. We are making concerted effort to join forces and share resources with MMCD and this is another effort along those lines.

The ED and the Regional Radio Services Coordinator met with government relations staff at the Association of Minnesota Counties and the League of Minnesota Cities regarding the need for operational funding of the radio system.

Sub Grant Agreements with Scott and Washington Counties for bond funds have been finalized and distributed to both Scott and Washington County legal staff for review.

Performance Reviews have been scheduled to be completed in December on all MESB employees. Position descriptions have been finalized and updates to employment agreements have been completed.

The position description for the new accounting specialist is in draft form and should be ready for review and finalization this week. It is hoped that if Dakota County HR finishes the description, the position could be advertised before the end of the year with an anticipated hire date sometime in January.