

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

March 8, 2017
****10:00 – 11:30 a.m.****

Page

OFFICERS

Chair
Commissioner George McMahon*
Chisago County

Vice Chair
Council Member Andrew Johnson*
City of Minneapolis

Secretary
Commissioner Fran Miron*
Washington County

Treasurer
Commissioner Blake Huffman*
Ramsey County

BOARD MEMBERS

Commissioner Mike Gamache
Anoka County

Commissioner Rhonda Sivarajah*
Anoka County

Commissioner Gayle Degler
Carver County

Commissioner James Ische*
Carver County

Commissioner Tom Egan*
Dakota County

Commissioner Mary Liz Holberg
Dakota County

Commissioner Debbie Goettel
Hennepin County

Commissioner Jeff Johnson*
Hennepin County

Commissioner Greg Anderson *
Isanti County

Commissioner Jim McDonough
Ramsey County

Commissioner Janice Rettman
Ramsey County

Commissioner Barb Weckman Brekke
Scott County

Commissioner Tom Wolf*
Scott County

Commissioner Karla Bigham
Washington County

* Executive Committee

1. Call to Order (Commissioner Miron)	
2. Approval of Agenda (Comm. Miron)	
3. Oath of Office (Comm. Miron)	
4. Consent Agenda (Comm. Miron)	
A. Approval of Previous Meeting Minutes (January 11, 2017)	1
B. Update: Nalaxone Grant Progress	
C. Correspondence – 2017 MESB Appointments to SECB	
5. Issues and Action Requests	
A. Radio TOC (Tretter)	
1. Approval of Amendments to University of Minnesota’s ARMER Participation Plan	9
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G. Approval of Amendment 36 to State 9-1-1 Contract with CenturyLink (Rohret)	67
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1. MTUG Chapter Presidents’ Meeting, Scottsdale, AZ	
2. NENA 2017 Annual Conference, San Antonio, TX	
3. APCO Annual Conference and MTUG National Meeting, Denver, CO	
6. Reports	
A. Legislative Report (Vesel/Bergeron)	
B. Statewide Emergency Communications Board (SECB) Reports:	
1. Finance (Comm. Huffman)	
2. Legislative (Comm. Egan/Comm. Bigham)	
3. Steering (Tretter)	
4. OTC & Other SECB Committees (Tretter)	
5. Board (Comm. Gamache)	
7. Old Business – None	
8. New Business – None	
9. Adjourn	

Metropolitan Emergency Services Board

MEETING DATE: March 8, 2017	PRESENTED BY: Rohret	AGENDA NUMBER: 4. Consent Agenda A. Minutes of January 2017 Meeting B. Update: Nalaxone Grant Progress C. Correspondence - MESB 2017 SECB Appointments
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- A. **Minutes** - The minutes of the January 11, 2017 meeting of the Board are attached for review and approval.
- B. **Update: Nalaxone Grant Progress** - See accompanying progress sheet.
- C. **Correspondence** - MESB's 2017 Appointments to the Statewide Emergency Communications Board (SECB) and its committees.

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

Metropolitan Emergency Services Board

METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES

JANUARY 11, 2017

Commissioners Present:

ANOKA	Rhonda Sivarajah Mike Gamache	HENNEPIN	Debbie Goettel - Absent Jeff Johnson
CARVER	Jim Ische Gayle Degler	ISANTI	Greg Anderson
CHISAGO	George McMahon	RAMSEY	Blake Huffman Jim McDonough - Absent Janice Rettman
City of Minneapolis	Andrew Johnson - Absent	SCOTT	Barb Weckman Brekke- Absent Tom Wolf
DAKOTA	Tom Egan Mary Liz Holberg	WASHINGTON	Fran Miron Karla Bigham -by Phone

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

Others Present: Jay Arneson, *MESB Board Counsel*; Dana Rude, *Metro Mobility*; Trista Mastascastillo, *Ramsey County*; Margaret Vesel, *Larkin Hoffman*; and Matthew Bergeron, *Larkin Hoffman*.

1. Call to Order

Meeting was called to order at 10:00 a.m. by MESB Chair, Commissioner Blake Huffman.

2. Approval of Agenda

Motion made by Commissioner Degler, seconded by Commissioner Gamache to accept the January 11, 2017 agenda. Motion carried.

3. Election of 2017 Officers of the Board and 2017 Executive Committee Designation

Motion made by Commissioner Egan, seconded by Commissioner Degler to approve the 2017 Officers of the Board and 2017 Executive Committee designation. Motion carried.

4. Commissioner Huffman administered the Oath of Office to the 2017 MESB members present.

Commissioner McMahon (2017 Chair) administered the Oath of Office to Commissioner Huffman.

5. Thank you to 2016 Chair

6. Letter of Representation /Policy 17

Jill Rohret stated that each year the Letter of Representation is collected from all MESB members at the request of the MESB auditors. The Statement of Economic Interest is also to be filed with the prospective counties and will be requested by the MESB.

Commissioner Sivarajah noted that as of this year many counties are transitioning from filing the Statement of Economic Interest with their county to the Campaign Finance Board.

7. Approval of Consent Agenda

Motion made by Commissioner Wolf, seconded by Commissioner Huffman to approve the Consent Agenda. Motion carried.

METROPOLITAN EMERGENCY SERVICES BOARD

8. Issues and Action Requests

A. 2017 Appointments to SECB and its Committees

Rohret stated that annually the MESB appoints members to the SECB and its committees to represent the MESB and the metro region. The meeting packet contained suggestions for those appointments, based on the agreement of those that served in 2016 to continue in the positions. She noted that an alternate for the SECB Finance Committee needed to be identified, as well as the primary representative for the SECB Steering Committee.

Motion made by Commissioner Degler, seconded by Commissioner Johnson to approve the 2017 appointments to the SECB and its committees, with the exceptions of the Steering Committee primary representative and the Finance Committee alternate representative which will be left up to the Chair to fill. Motion carried.

B. 9-1-1 TOC

1. Approval of Designated Regional PSAP for Text-to-9-1-1 Launch

Pete Eggimann said that the Department of Public Safety's plan to launching text-to-9-1-1 is to have a PSAP in each of the seven regions of the state serve as the PSAP to receive texts on behalf of the other PSAPs in their regions. The state would like to launch text-to-9-1-1 statewide simultaneously, but PSAP customer premises equipment (CPE) vendors would have difficulty in having enough resources to accomplish that among all PSAPs in the state. This led to the identification of a regional PSAP.

Eggimann said that the 9-1-1 TOC recommended the Board approve Hennepin Co. Sheriff's Office PSAP as the designated regional PSAP to receive SMS text-to-9-1-1 messages on behalf of metro area PSAPs that are unable to receive their own text messages at the time the service is implemented statewide.

Rohret noted that it is likely that other PSAPs in the metro will be able to go live with the initial launch if they are ready, so long as they don't impede any of the other regional PSAPs.

Motion made by Commissioner Miron, seconded by Commissioner Egan to approve Hennepin Co. Sheriff's Office PSAP as the designated interim regional PSAP to receive SMS text-to-9-1-1 messages on behalf of metro area PSAPs that are unable to receive their own text messages at the time the service is implemented statewide. Motion carried.

C. Radio TOC

1. Approval of Amendments to Metro Mobility Participation Plan

Troy Tretter said that the Radio TOC recommended Board approval of the amendment to the Metro Mobility's participation plan, which moves the agency's MCC7100 consoles connection from the Metropolitan Council's enterprise network to two leased T1s.

Dana Rude, Metro Mobility added that the purpose of the change in the participation plan is to improve reliability and eliminate the single point of failure. Commissioner McMahon asked how long it will take to complete the change. Rude replied that they were estimating April 2017.

Motion made by Commissioner Rettman, seconded by Commissioner Gamache to approve the amendment to the Metro Mobility participation plan. Motion carried.

2. Approval of Metro Change Management Recommendations: Addition of ME TACs (Regional Interoperability Talkgroups) and Associated Metro Standard Changes

Tretter said that per Metro Standard 1.5.2 – Revisions and Changes, the regional change management process was opened up for changes requests for the regional ARMER system. The idea behind the process was to limit the number of times programming changes to ARMER user radios and consoles are

METROPOLITAN EMERGENCY SERVICES BOARD

made in a three year period. Two change requests were received, one from Hennepin County and one from Washington County. The Hennepin County request was to add two encrypted regional shared interoperability talkgroups. The Washington County request was to increase the number of non-encrypted regional shared interoperability talkgroups, remove restrictions on who can use ME TAC 1-4, and to create a regional hailing talkgroup. The Radio TOC sought feedback from various stakeholder groups on the proposed changes and did other evaluations. The Radio TOC recommended allowing ME TAC 1-4 to be utilized by all users and recommended the addition of four (4) additional metro interoperability talkgroups; two of these talkgroups would be non-encrypted resources available to all users, and two would be encrypted, to be used only by Law Enforcement. He noted that six metro standards would need to be amended to reflect these changes, if approved.

Commissioner Rettman asked what the financial impact would be. Tretter said that the radios were on a normal change management cycle. The proposed changes would be done at that time so there would be no additional costs.

Motion made by Commissioner Egan, seconded by Commissioner Huffman to approve ME TAC 1-4 to be utilized by all users and the addition of four additional metro interoperability talkgroups. Motion carried.

Motion made by Commissioner Anderson, seconded by Commissioner Miron to approve the amendments to the associated metro standards 3.10.0, 3.14.0, 3.20.0, 3.31.0, 3.34.0 and Appendix 2. Motion carried.

D. Acceptance of FY2016 State Homeland Security Grant

Ron Robinson said that staff recommended the Board accept the FY16 State Homeland Security Program (SHSP) grant for the continuation of regional 3-ECHO training in the amount of \$50,000.00.

Motion made by Commissioner Degler, seconded by Commissioner Huffman to accept the FY16 SHSP grant for the continuation of regional 3 ECHO training in the amount of \$50,000.00. Motion carried

E. Approval of Organizational Changes to MESB Staff

Rohret stated that the MESB currently has two open positions for 9-1-1, the 9-1-1 Coordinator and the GIS Coordinator. As the transition to NG9-1-1 approaches, it is clear that there are some overlaps between the two positions in NG9-1-1; in NG9-1-1, 9-1-1 data is all GIS data. Rohret stated that she would like to combine those two positions into one staff position. Additionally, the MESB has a temporary position of GIS Specialist; Rohret would like to make that position a permanent position. She believes this will better position the MESB for NG9-1-1 planning and implementation. The 2017 budget funded all three positions, so it will accommodate the change and should result in future savings. Rohret noted that it is possible that additional support may be needed in the future for NG9-1-1, but at present those needs, if any, are unknown. Rohret recommended the Board approve the organizational changes to MESB staff, namely combining the 9-1-1 Coordinator and GIS Coordinator positions into one position, and making the temporary GIS Technician position a permanent position.

Motion made by Commissioner Rettman, seconded by Commissioner Johnson to approve MESB staff organizational changes. Motion carried.

F. Request from City of Minneapolis to Change MESB Meeting Dates

Rohret stated that she received a request from the City of Minneapolis representative to the MESB, Council Member Andrew Johnson, to consider changing the MESB meeting date. The City Council's Committee of the Whole meets concurrently with the MESB for the first half of the year, which means he cannot attend MESB meetings. Council Member Johnson is currently the Vice Chair of the MESB; Rohret noted that this issue will need to be discussed to take effect in 2018 at a minimum since he will be Chair in 2018. Rohret advised Council Member Johnson that this would need to be discussed by the Board before a decision could be made.

METROPOLITAN EMERGENCY SERVICES BOARD

Several commissioners indicated that their committee/board meeting schedules were set based upon when the MESB (and other boards) meet. This also affected who was appointed to the MESB. The consensus of the Board is that it is too late to change the meeting date for 2017. The Board stated that this should be discussed in July for the 2018 schedule.

9. Reports

A. Statewide Emergency Communication Board (SECB)

1. Steering

Tretter reported that the Steering Committee met in December. They reviewed some of the initiatives of the SECB and ECN. They also discussed federal participation in adding radios to the system.

2. SECB

Commissioner Gamache said there was a December meeting with a very light agenda. There were some approvals of a few plan changes, amendments to standards and state updates.

B. Legislative Update

Margaret Vesel stated that the 2017 legislative session began on January 3. Some legislation of interest to the MESB has been introduced:

An appropriation of \$985,000 per year to the EMSRB to fund grants to the regional EMS programs. The bill was read for the first time and referred to the Committee on Health and Human Services Finance.

A \$33 million project for a new State Emergency Operations Center in Arden Hills.

A \$3.5 million appropriation for an Oil Train Derailment – Joint Emergency Response Training Center (JERTC).

Senator Warren Limmer is the new chair of the Senate Judiciary and Public Finance and Policy Committee. The new chair for the House Public Safety and Security Policy and Finance is Representative Tony Cornish.

The bonding bill is very similar to the 2016 bill other than this year the statewide projects proposal would fund 30% in the Twin Cities rather than last year's 35%. Vesel estimated that this year the Legislature will strive to have the bills on the governor's desk before Easter break.

Rohret will see that MESB members are updated by email if there is anything to report before the next MESB meeting.

Meeting Adjourned at 11:06 a.m.

**4B. MESB-Metro Region EMS/MDH First Responder Naloxone Dispensing Grant
Update**

Current as of February 27, 2017

Agency	EMS Provider/Trainers	Program Progress
Brooklyn Center PD	North Memorial EMS	Ongoing
Centennial Lakes FD	Centennial Lakes FD	Ongoing
Columbia Heights FD	Allina Health EMS	Ongoing
Coon Rapids FD	Allina Health EMS	In process
Dakota Co. Drug Task Force	Allina Health EMS	Ongoing
Golden Valley FD/PPD	North Memorial EMS	In process; training 1Q17
Farmington PD	Allina Health EMS	ongoing
Fridley FD	Allina Health EMS	ongoing
Hennepin County Sheriff's Office	Hennepin EMS	In process
Isanti County Sheriff's Office	Allina Health EMS	ongoing
Lakeville PD	Allina Health EMS	Ongoing within city
Lino Lakes PD	North Memorial EMS	Ongoing
Minneapolis FD	Hennepin EMS	Ongoing
Minnetrista PD (via Ridgeview EMS)	Ridgeview EMS	Ongoing
Northfield PD & FD	Northfield Hosp. EMS	In process
Prior Lake PD	Allina Health EMS	Ongoing
Ramsey Co. Sheriff's Office	North Memorial	ongoing
Richfield FD	Hennepin EMS	In process; training 1Q17
Ridgeview EMS (Carver Co.)	Ridgeview EMS	Ongoing
Roseville PD	Regions Hospital	Ongoing
Savage PD	Allina Health EMS	Ongoing
Scott Co. Sheriff's Office	Allina Health EMS	ongoing
Shakopee PD	Allina Health EMS	Ongoing
Spring Lake Park PD	Allina Health EMS	Currently in training
Washington Co. Sheriff's Office (via Lakeview EMS)	Lakeview EMS/Regions Hospital	Ongoing

Grant Funds Status

Funds for Naloxone purchases (product)	\$58,100.00
Expended to date:	<u>\$63,206.26</u>
Remaining funds:	\$ (5,106.26)
Funds for training	\$3,500.00
Expended to date:	<u>\$3,570.00</u>
Remaining funds:	\$ (70.00)
Contingency funds*	\$8,400.00
Expended to date: (overage from above)	<u>\$ (5176.26)</u>
Remaining funds:	\$3,430.00

*To be used for either training or product



**METROPOLITAN
EMERGENCY SERVICES BOARD**

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SAINT PAUL, MINNESOTA
55104-3431

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WWW.MN-MESB.ORG

January 17, 2017

VIA ELECTRONIC MAIL

Commissioner Mona Dohman
Minnesota Department of Public Safety
North Central Life Tower, Suite 1000
445 Minnesota Street
St. Paul, MN 55101-5000

Dear Commissioner Dohman:

As you know, the Chair of the Metropolitan Emergency Services Board (MESB) is a member of the Statewide Emergency Communications Board (SECB). The current MESB chair, George McMahon, has chosen to designate other MESB members as the primary and alternate representatives to the SECB.

At the January 11, 2017 MESB meeting, the MESB made appointments to the SECB and its committees. The appointments are listed on the following page. The MESB still needs to appoint representatives or alternates for two committees; I anticipate those appointments to be made in early February.

Please contact me with any questions regarding these appointments. I can be reached at (651) 643-8394 or jrohret@mn-mesb.org.

Thank you for your time and consideration.

Sincerely,

Jill Rohret
Executive Director

cc: Jackie Mines, Director, ECN
Carol Salmon, ECN

Metropolitan Emergency Services Board

MEETING DATE: March 8, 2017	PRESENTED BY: Tretter	AGENDA NUMBER: 5A1. Approval of Amendments to Univ. of MN's ARMER Participation Plan
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RECOMMENDATION

The Radio TOC recommends the Board approve the participation plan amendments for the University of Minnesota (U of M). The amendments will allow the U of M Police Department to add an additional dispatch console.

BACKGROUND

The University of Minnesota submitted and received approval for its original participation plan in May 2004. The U of M Communications Center is a four Motorola MCC7500 workstation center that supports the U of M campus. The U of M also has a portable Motorola MCC7100 laptop console that is used for events at TCF Stadium.

ISSUES & CONCERNS

The U of M PD is requesting to add one more dispatch console to increase from four current stations to five operational MCC7500 stations.

The request requires MESB approval, this request has been approved by the Statewide Emergency Communications Board, Operations & Technical Committee (SECB OTC) and full Statewide Emergency Communications Board (SECB).

FINANCIAL IMPACT

None to the MESB.

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

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Department of Police
Department of Public Safety*

*100 Transportation and Safety Building
511 Washington Avenue S.E.
Minneapolis, MN 55455*

*612624COPS
Fax: 6126260534*

Mr. Troy Tretter,
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Hello Troy,

This is a request from the University of Minnesota Department of Public Safety to make a slight modification to our ARMER Participation Plan with the Metropolitan Emergency Services Board.

We currently operate our Public Safety Emergency Communications Center (PSECC) with four (4) Radio Dispatch Consoles using the Motorola MCC7500. We would like to add a 5th Radio Dispatch Console position. This would allow us to use this position for a variety of activities including training, special events, future growth, as well as a backup in case we lose a console.

Motorola has approved the contract and ANCOM will doing the installation upon approval from the appropriate Committees and Boards.

Thanks to all,

Chuck Steier
Radio System Administrator
University of Minnesota PD
Department of Public Safety
511 Washington Ave SE - TSB100
Minneapolis, MN 55455
(612) 626-7686

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 8, 2017</p>	PRESENTED BY: <p style="text-align: center;">Tretter</p>	AGENDA NUMBER: 5B. <p style="text-align: center;">Acceptance of FY2016 SHSP Grant</p>
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RECOMMENDATION

Staff recommends the Board accept the 2016 State Homeland Security Program (SHSP) Grant to the MESB in the amount of \$98,738 to be allocated among the following areas:

Exercises	\$8,000.00
Equipment (Radio)	\$6,826.00
Training	\$17,000.00
Equipment (PSAP)	<u>\$66,912.00</u>
	\$98,738.00

BACKGROUND

In February 2017, the Statewide Emergency Communications Board approved a grant to each of the radio regions using 2016 SHSP grant funds. The SECB used a portion of this grant to provide firewall equipment and installation to each SIP-enabled PSAP in the state; there is no matching requirement for this portion. Of the remaining funds, each region will receive \$25,000 for training and exercises, which includes funds for assistance to attend the 2017 Minnesota Public Safety Communication Conference. The remaining funds were allocated on a competitive basis.

ISSUES & CONCERNS

The MESB will use \$66,912 for PSAP firewalls for metro PSAPs that are Session Initiated Protocol (SIP) or planning to convert to SIP in 2017. This equipment will be funded 100%, for the hardware, installation and monitoring.

The MESB will use \$25,000 towards training, including providing a Motorola training class for metro region radio technicians. This class will be held in third or fourth quarter 2017. The remaining allocation will be used for exercises and to provide assistance for metro personnel to attend the 2017 Minnesota Public Safety Communication Conference.

Lastly, the MESB will sub-grant \$6,826 to Dakota County for the purchase of a portable microwave dish. This amount is 50% of the total project cost of \$13,652 for Dakota County. This project requires a 50% local match.

These items align with the Metro 9-1-1 and Radio TOC funding priorities for FY2017, which were approved by the MESB in November 2016.

Funds must be spent by December 1, 2017.

FINANCIAL IMPACT

None to the MESB, other than staff time to manage the grant.

MOTION BY:	SECONDED BY:	MOTION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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MOTION:

Metropolitan Emergency Services Board

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 8, 2017</p>	PRESENTED BY: <p style="text-align: center;">Tretter</p>	AGENDA NUMBER: 5C. <p style="text-align: center;">Acceptance of FY2016 SECB Grant</p>
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RECOMMENDATION

Staff recommends the Board accept the 2017 Statewide Emergency Communications Board (SECB) Grant to the MESB in the amount of \$261,780, and will be allocated among the following areas:

Exercises	\$8,000.00
Training (Radio)	\$17,000.00
Training (PSAPs)	\$30,000.00
CAD to CAD Interoperability	\$30,000.00
GIS Address Points	<u>\$176,780.00</u>
	\$261,780.00

BACKGROUND

In February 2017, the Statewide Emergency Communications Board approved a grant to each of the radio regions using 2017 SECB grant funds. The SECB determined that each region will receive \$25,000 for training and exercises, which includes funds for assistance to attend the 2018 Minnesota Public Safety Communication Conference. The remaining funds were allocated on a competitive basis.

ISSUES & CONCERNS

The MESB submitted its application for this grant for funding for the remaining projects on the 2017 Regional Grant Funding Priorities list, which was approved by the MESB in November 2016. In addition to the training funds referenced above, the grant will fund three projects: CAD to CAD (Computer-Aided Dispatch) interoperability, Telecommunicator Training Curriculum Development, and GIS address data point collection for Isanti and Washington Counties

The MESB will use \$25,000 in training funds to provide a Motorola training class for metro region radio technicians, exercises and to provide assistance for metro personnel to attend the 2018 Minnesota Public Safety Communication Conference. No matching funds are required for training.

The MESB will expend \$176,780 to create address points for two counties (Isanti and Washington) which will be needed in NG9-1-1. This project will not require matching funds. Each county must complete the work by the termination of the grant, June 1, 2018 and must agree to maintain the data once it is created.

The MESB will use \$30,000 to create a training curriculum (based on the minimum training guidelines passed by the MESB in November) for telecommunicators, which will be based on the minimum training guidelines approved by the MESB in November 2016. This curriculum may be used by all PSAPs.

Lastly, the MESB will use \$30,000 to begin planning for CAD to CAD interoperability. The MESB believes this will be a lengthy process, so these initial funds will be used to identify possible interoperability strategies which can be used to provide interoperability between the various CAD programs used in the region.

These items align with the Metro 9-1-1 and Radio TOC funding priorities for FY2017, which were approved by the MESB in November 2016.

Metropolitan Emergency Services Board

Funds must be spent by June 1, 2018.

FINANCIAL IMPACT

None to the MESB other than staff time to manage the grants. For two of the projects (CAD to CAD and training curriculum), the MESB will need to expend funds to complete the project, but the expenses will be reimbursed by the grant.

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

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 8, 2017</p>	PRESENTED BY: <p style="text-align: center;">Robinson</p>	AGENDA NUMBER: 5D. <p style="text-align: center;">Acceptance of State of Minnesota MDH MNAST Grant</p>
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RECOMMENDATION

Staff recommends the Board accept the State of Minnesota Grant for MN Ambulance Strike Team (MNAST) in the amount of \$60,000.00, pending satisfactory contract language.

BACKGROUND

In 2007, the MESB-Metro Region EMS System was awarded MN Homeland Security-Emergency Management (HSEM) funds to develop a regional Ambulance (EMS) Strike Team that would be duplicated in the other EMS regions. Early in the planning process, it became apparent that outside of the metro region, regional ambulance (EMS) strike teams were not practical or sustainable. The planning team agreed that the MNAST was to be statewide, with MNAST leaders and taskforce leader resources from each region be sustained. Whenever a MNAST is requested, individual ambulance, equipment resources and leaders would be pulled for the response. Since 2009, the MESB-Metro Region EMS System has been the de facto leader of the MNAST coordinating group and the only Region that owns and maintains most of the MNAST equipment and offers MNAST trainings. The MESB-Metro Region EMS System and the EMS TOC are committed to continue supporting and strengthening this regional asset.

ISSUES & CONCERNS

The purpose of the grant is to: develop organizational infrastructure to formalize the MNAST coordinating group; enhance, promote and provide MNAST training and develop curriculum; establish a resource (equipment) management program; promote and recruit for MNAST participation; and exercise MNAST capabilities and activation process, including a communications plan.

The grant period is March 20, 2017 through June 30, 2018. This grant of \$60,000.00 is administered by the MN Department of Health (MDH).

This grant will only be accepted if the MESB receives satisfactory contractual language. The MESB is negotiating language with MDH at this time.

FINANCIAL IMPACT

None to the MESB except staff time to manage the grant.

MOTION BY:	SECONDED BY:	MOTION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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MOTION:

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 8, 2017</p>	PRESENTED BY: <p style="text-align: center;">Rohret</p>	AGENDA NUMBER: 5E. <p style="text-align: center;">Approval of Contract with Marcia Broman</p>
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RECOMMENDATION

The Executive Director recommends the Board approve the 2017 contract with Marcia Broman.

BACKGROUND

Marcia Broman has spent most of her career in the 9-1-1 field. She started out at the telephone company, and worked on the transition to Enhanced 9-1-1. Ms. Broman became an expert in the 9-1-1 data field. For many years, the MESB has used Ms. Broman as a contractor to review and analyze the 9-1-1 plans of Competitive Local Exchange Carriers (CLEC). Ms. Broman is a former employee of the Metropolitan 9-1-1 Board; as such, her services were used in the past to fill in for the maternity leaves of the 9-1-1 Coordinator.

As some of the needs of the transition to NG9-1-1 were realized, particularly around data, the former Executive Director expanded Ms. Broman’s contract to essentially act as a project manager for the NG9-1-1 data synchronization project.

ISSUES & CONCERNS

For several years, the MESB has been contracting with Ms. Broman to fulfill the duties of the former 9-1-1 Coordinator position, which has been vacant since early 2013. Because the transition to NG9-1-1, the duties which were filled by this position diminished and required less time, which allowed Ms. Broman to also serve as project manager for the NG9-1-1 data synchronization project, which is taking legacy 9-1-1 data, such as the tabular Master Street Address Guide (MSAG) and making it NG9-1-1 compliant. She also manages the data synchronization with the cities and counties to ensure their GIS data meet the needs of NG9-1-1.

The data synchronization project is in its final stages and should be completed by December 31, 2017.

The Board-approved staffing changes, discussed at the January 2017 meeting, may lessen the actual billed hours in the remainder of 2017 as new staff is hired some tasks can be transitioned to staff, in addition to the transition from the end of the synchronization project.

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

FINANCIAL IMPACT

The contract includes a not to exceed amount of \$115,000.00. This was included in the 2017 budget, by way of contract services and the salary of the 9-1-1 Coordinator position. Some of this cost is eligible for “reimbursement” Hennepin County Investment Fund.

MOTION BY:	SECONDED BY:	MOTION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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MOTION:

PROFESSIONAL SERVICES AGREEMENT

The following document outlines the understanding between the Metropolitan Emergency Services Board and Marcia Broman for independent contractor services related to emergency 911 and public safety systems.

It is understood between the parties that:

1. The Metropolitan Emergency Services Board is in need of services to perform research, analysis and documentation related to various aspects of emergency 911 and public safety systems.
2. Marcia Broman possesses professional knowledge and skills related to 911 systems, database management, telecommunications networks and public safety industry issues.
3. The Metropolitan Emergency Services Board, at its discretion, wants to engage the services of Marcia Broman from time-to-time on a project and/or consulting 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 Marcia Broman 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 Marcia Broman either at a rate of \$75.00 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 Executive Director. The hourly rate shall not be applied to travel time. In order to minimize miscellaneous costs, the Metropolitan Emergency Services Board staff agrees to provide large volume printing and copying as needed to complete any of the requested services.

8. Broman 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 Broman within 30 days of receipt of the monthly invoice. Annual compensation under this agreement shall not exceed \$115,000.00. Any need for additional compensation will require Board approval.
9. The term of this professional services agreement is January 1, 2017 through December 31, 2017. The professional services agreement may be modified by mutual agreement of the parties.
11. Broman shall not be considered an employee of the Board. It is agreed that the Broman 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 Marcia Broman. It is the sole responsibility of Marcia Broman 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.
12. Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), Broman 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 Broman 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.
13. Broman 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.
14. Broman 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, 2017 by:

**Metropolitan Emergency
Services Board**

Marcia Broman, Contractor

George McMahon
Chair
Metropolitan Emergency Services Board

Marcia Broman
Independent Contractor/Consultant

Approved as to form:

Jay Arneson
Board Counsel

ADDENDUMS

to the PROFESSIONAL SERVICES AGREEMENT

Between the Metropolitan Emergency Services Board and Marcia Broman

ADDENDUM #1
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MESB 911 Strategic Planning & Consultation

DESIGNATED POINTS

**OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
 Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Participate, at the request of the Metropolitan Emergency Services Board meetings, presentations, or conference calls with MESB, State of Minnesota, County, City, vendor or service provider personnel for purposes of planning for the metro area 911 system and service.
- Provide consultation and expertise during MESB strategic planning discussions in the area of legacy 911 data, data management, network, processes, and players.
- Provide assessments or recommendations as requested by the MESB Executive Director related to the metro area 911 system or service.
- Analyze and investigate topics or issues at the request of the Executive Director, Director of 911 Services, GIS Manager, and/or 911 Database Coordinator in order to adequately prepare for the future changes that will affect 911 in the metro area.
- Prepare documents, letters, methods/procedures, process flows, reports, or technical reports/requirements at the request of Metropolitan Emergency Services Board staff related to 911 data and technical services.
- Consult with the Executive Director on issues related to the MESB 911 and GIS staff functions.
- Provide input to the Executive Director regarding MESB 911 and GIS roles, responsibilities, work functions, job descriptions, etc.
- Support the Executive Director, Director of 911 Services, GIS Manager, and/or 911 Database Coordinator in organizing, preparing, or editing documents, task lists, presentations, and other materials in order to assist MESB staff members in performing their work functions.
- Participate in committees on behalf of the Metropolitan Emergency Services Board and provide reports or notes back to Board staff as requested, e.g. NENA workgroups, subcommittees, or committees.
- The standard fee structure for 911 data and technical services provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the 911 data and technical services in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #2
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **Review and Analysis of CLEC 911 Plans**

DESIGNATED POINTS

OF CONTACT: **Jill Rohret, 651-643-8394, jrohret@mn-mesb.org**
 Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Meet with Metropolitan Emergency Services Board staff to determine the criteria currently in use for the evaluation of Competitive Local Exchange Carrier (CLEC), Reseller and Tier II Reseller 911 plans and plan revisions to be filed with the Minnesota Public Utilities Commission.
- Review and become familiar with the Metropolitan Emergency Services Board’s model CLEC, Reseller and Tier II Reseller 911 plans, and issues typically identified by the Board’s staff with the 911 plans.
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings with Board staff and/or CLEC personnel in which 911 plans or issues related to the content contained therein are discussed. Such work will be done at the applicable hourly rate.
- Identify for Metropolitan Emergency Services Board staff suggested changes to their 911 plan templates or model plans. Such work will be done at the applicable hourly rate.
- Read, analyze and evaluate CLEC, Reseller and Tier II Reseller 911 plans and/or plan revisions provided by the Metropolitan Emergency Services Board staff, comparing them to the Board’s evaluation criteria, and the company’s currently approved 911 plan, as appropriate.
- Identify, in a mutually agreed upon documented form, to the Metropolitan Emergency Services Board staff, any questions or unclear areas of the plan, inconsistencies with the Board’s evaluation criteria, suggested changes or other areas of concern.
- Prepare for the Metropolitan Emergency Services Board staff letters and/or emails regarding the content of the 911 plans/plan revisions directed to CLECs, resellers, or the MN Public Utilities Commission, as mutually agreed.
- Provide input, as requested, to the Director of 911 Services on changes or updates to 911 plan content, processes, etc. as the environment changes.
- Contact CLEC or reseller staff involved in the preparation of their 911 plan or plan revision regarding any of the above identified issues, as requested by Metropolitan Emergency Services Board staff.
- Prepare a log of CLEC and Reseller 911 plans/plan revisions, in conjunction with the monthly invoice, that can be used as a status document for the Metropolitan Emergency Services Board staff; Update the Board’s Operator Services Provider listing, as requested, with information from analyzed plans/plan revisions.
- Commence work on a specific plan upon receipt of the CLEC or Reseller 911 plan for newly filed plans, or the plan revision and the currently approved 911 plan for existing CLEC or Reseller 911 plans, along with any related correspondence determined to be pertinent by Board staff. When forwarding the 911 plan documentation, Metropolitan Emergency Services Board staff will include, as identifying information, the CLEC or Reseller Company name, and whether it is a draft or filed 911 plan.

- Complete the review of a specific plan and prepare the necessary documentation within 21 days of receipt from the Metropolitan Emergency Services Board staff of the above mentioned documents, and the applicable docket number unless the plan or docket information is incomplete or contains issues requiring follow-up. The process for document exchange to and from the Metropolitan Emergency Services Board will be mutually agreed upon.
- The fee structure for 911 plan analysis shall be as follows: Each CLEC Facilities Based 911 plan will be reviewed for a flat rate of \$150. Each Reseller or Tier II Reseller 911 plan will be reviewed for a flat rate of \$75. Any plans requiring additional iterations will be identified to the Metropolitan Emergency Services Board staff contact person for mutual agreement on application of the appropriate rate.
- Overall 911 plan coordination work with MESB staff not specific to any particular plan (e.g. review and development of new templates, MESB status tracking, reporting on 911 plans at All-Telco meetings, etc.) will be billed at a rate of \$75 per hour.
- In order to complete the reviews in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent changes to the evaluation criteria required by the Metropolitan Emergency Services Board and of any pertinent issues relative to a specific CLEC, Reseller or Tier II Reseller.

ADDENDUM #3
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **911 Data and Technical Services**

DESIGNATED POINTS

OF CONTACT: **Jill Rohret, 651-643-8394, jrohret@mn-mesb.org**
 Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with Board staff, State of Minnesota, vendor or service provider personnel in which 911 issues are discussed.
- Analyze service problems, issues, studies, inquiries, and/or reports to provide recommendations on action plans for problem resolution or service improvement.
- Analyze data files, call/retrieval histories, or audit trails related to 911 or Geographic Information Systems data, and provide summary and analysis documents for the Metropolitan Emergency Services Board staff.
- Investigate discrepancies of various types related to 911 or Geographic Information Systems data and provide recommended resolutions.
- Coordinate critical data elements important to 911 service delivery (e.g. wireless tower/cell site information, etc.)
- Coordinate and/or manage projects, at the discretion of the Metropolitan Emergency Services Board staff.
- Perform audits related to 911 service in the metropolitan area.
- Develop recommendations for service related standards.
- Perform research regarding issues or best practices, and provide reports on the results of that research back to the Metropolitan Emergency Services Board staff.
- Provide training on 911 data and technical services.
- Prepare documents, letters, methods/procedures, process flows, reports, or technical reports/requirements at the request of Metropolitan Emergency Services Board staff related to 911 data and technical services.
- Coordinate with Public Safety Answering Points, vendors and service providers as needed to gather information, prepare documentation, populate databases, resolve issues, etc.
- Participate in committees on behalf of the Metropolitan Emergency Services Board and provide reports back to Board staff.
- The standard fee structure for 911 data and technical services provided under this addendum shall be at the rate of \$75 per hour. It is noted that due to various factors, some projects or specific services identified under this scope of work may be, by mutual agreement, negotiated at a flat rate or at a lesser hourly rate. When applicable, such agreements will be documented in the form of a letter from Broman to the Metropolitan Emergency Services Board staff contact person.
- In order to complete the 911 data and technical services in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #4
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: 911 Database Coordination Services

DESIGNATED POINTS

OF CONTACT: Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

Perform some or all of the following functions upon the request of the MESB Executive Director, Director of 911 Services or 911 Database Coordinator:

- Manage 911 database activities such as investigating accuracy of information, analyzing reports and emerging trends, and drawing conclusions on 911 system problems and other 911 discrepancies as reported by the PSAPs that affect the receipt and/or routing of 911 calls for citizens in the metro area.
- Oversee the integrity of the data that is maintained by the PSAPs, the cities, and service providers in the metropolitan area.
- Communicate errors and discrepancies to appropriate parties involved, and facilitating resolution.
- Perform 911NET data management functions for the MESB.
- Troubleshoot questions and/or concerns from PSAPs, service providers, wireless carriers, PS/ALI customers, and the 911 Database Provider by identifying and investigating issues and recommending solutions.
- Act as a liaison between the MESB, service providers, the 911 Database Provider and PSAPs on matters relating to the 911 database.
- Provide system support for PSAPs.
- Meet with System Integrator to identify, discuss, track and resolve issues.
- Coordinate with GIS Coordinator the integration of GIS data and 911 data.
- Attend and provide support and materials for meetings of the MESB upon request of the Director of 911 Services or Executive Director.
- Conduct meetings with PSAP personnel to provide direction, guidance, training, assistance and information.
- Design, produce, distribute, and/or maintain the 911 PSAP Manual.
- Assist in ongoing database maintenance activities with wireless carriers.
- Assist in developing training and reference materials. Plan and/or conduct sessions related to 911 database maintenance and related subjects for PSAPs and other related agencies.
- Review data information supplied by competitive local exchange carriers and provides feedback and direction on integration into the metro area 911 system.
- Monitor data performance as it related to the metro area 911 database relative to the MESB data standards.
- Review local and national standards related to 911 data. Participate in workgroups defining new national and/or local data related standards.
- Work to achieve more integration of legacy 911 and GIS data management functions within the MESB organization.

- The standard fee structure for 911 data and technical services provided under this addendum shall be at the rate of \$75 per hour. It is noted that due to various factors, some projects or specific services identified under this scope of work may be, by mutual agreement, negotiated at a flat rate or at a lesser hourly rate. When applicable, such agreements will be documented in the form of a letter from Broman to the Metropolitan Emergency Services Board staff contact person.
- In order to complete the 911 data and technical services in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #5
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration – General MESB Region

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Transition Work Group with the objective of defining and documenting the MESB's general regional transition plans for geographic based data in support of Next Generation 911 activities.
- Coordinate internal Metropolitan Emergency Services Board project meetings related to MSAG and GIS integration and facilitate discussions among Board staff
- Prepare meeting minutes for MESB MSAG/GIS integration project meetings
- Prepare any tracking tools as appropriate for the MSAG/GIS integration project
- Define, with MESB staff, a path/project plan.
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with Board staff, State of Minnesota, vendor or service provider personnel in which MSAG and/or GIS issues are discussed.
- Participate in meetings to fully understand and clarify requirements of the Pilot Project relative to geographic based data.
- Participate in meetings to fully understand and clarify the capabilities of the MSAG support systems relative to GIS data.
- Coordinate and/or develop process documentation related to the MSAG/GIS integration project
- Develop documentation of the key issues requiring MESB decisions or direction relative to an expanded transition of MSAG/GIS integration for the metro area
- Document the standards defined by MESB staff for the implementation of GIS data
- Perform research regarding issues or best practices at the request of Metropolitan Emergency Services Board staff.
- The standard fee structure for MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #6
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Dakota County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Dakota County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Dakota County.
- Attend meetings with Board staff, Dakota County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Dakota County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Dakota County.
- Coordinate and/or develop process documentation related to Dakota County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Dakota County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Dakota County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Dakota County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Dakota County's Next Generation 911 data.
- The standard fee structure for Dakota County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Dakota County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #7
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Ramsey County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Ramsey County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Ramsey County.
- Attend meetings with Board staff, Ramsey County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Ramsey County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Ramsey County.
- Coordinate and/or develop process documentation related to Ramsey County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Ramsey County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Ramsey County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Ramsey County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Ramsey County's Next Generation 911 data.
- The standard fee structure for Ramsey County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Ramsey County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #8
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Washington County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Washington County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Washington County.
- Attend meetings with Board staff, Washington County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Washington County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Washington County.
- Coordinate and/or develop process documentation related to Washington County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Washington County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Washington County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Washington County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Washington County's Next Generation 911 data.
- The standard fee structure for Washington County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Washington County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #9
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Chisago County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Chisago County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Chisago County.
- Attend meetings with Board staff, Chisago County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Chisago County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Chisago County.
- Coordinate and/or develop process documentation related to Chisago County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Chisago County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Chisago County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Chisago County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Chisago County's Next Generation 911 data.
- The standard fee structure for Chisago County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Chisago County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #10
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Isanti County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Isanti County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Isanti County.
- Attend meetings with Board staff, Isanti County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Isanti County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Isanti County.
- Coordinate and/or develop process documentation related to Isanti County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Isanti County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Isanti County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Isanti County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Isanti County's Next Generation 911 data.
- The standard fee structure for Isanti County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Isanti County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #11
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Scott County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Scott County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Scott County.
- Attend meetings with Board staff, Scott County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Scott County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Scott County.
- Coordinate and/or develop process documentation related to Scott County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Scott County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Scott County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Scott County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Scott County's Next Generation 911 data.
- The standard fee structure for Scott County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Scott County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #12
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Hennepin County

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Hennepin County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Hennepin County.
- Attend meetings with Board staff, Hennepin County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Hennepin County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Hennepin County.
- Coordinate and/or develop process documentation related to Hennepin County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Hennepin County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Hennepin County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Hennepin County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Hennepin County's Next Generation 911 data.
- The standard fee structure for Hennepin County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Hennepin County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #13
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Carver County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Carver County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Carver County.
- Attend meetings with Board staff, Carver County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Carver County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Carver County.
- Coordinate and/or develop process documentation related to Carver County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Carver County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Carver County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Carver County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Carver County's Next Generation 911 data.
- The standard fee structure for Carver County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Carver County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #14
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Anoka County

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Anoka County's geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Anoka County.
- Attend meetings with Board staff, Anoka County personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Anoka County's data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Anoka County.
- Coordinate and/or develop process documentation related to Anoka County's MSAG/GIS integration project as appropriate.
- Manage the progression of the Anoka County MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Anoka County transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Anoka County's 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Anoka County's Next Generation 911 data.
- The standard fee structure for Anoka County MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Anoka County MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

MSAG/GIS Synchronization Project Phases:

Phase A: ESZ Validations

Phase B: Response Area Validations

Phase C: Street Name Validations

Phase D: Address Validations

Phase E: Centerline Validations

Phase F: MSAG Postalizations

Phase G: GIS MSAG Creation/Maintenance

Phase H: County to Regional to State Data Integration

ADDENDUM #15
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: Phase A: MSAG/GIS Synchronization Project

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase A project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase A of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase A of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase A of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase A schedules and staffing plans
- Support the implementation of staffing plans related to Phase A of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase A of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase A of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase A of the MSAG/GIS Synchronization project
- The standard fee structure for Phase A of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase A of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #16
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: Phase B: MSAG/GIS Synchronization Project

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase B project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase B of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase B of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase B of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase B schedules and staffing plans
- Support the implementation of staffing plans related to Phase B of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase B of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase B of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase B of the MSAG/GIS Synchronization project
- The standard fee structure for Phase B of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase B of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #17
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **Next Generation 9-1-1 Strategy Development**

DESIGNATED POINTS

OF CONTACT: **Jill Rohret, 651-643-8394, jrohret@mn-mesb.org**
 Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with Board staff, State of Minnesota, vendor or service provider personnel in which Next Generation 9-1-1 (NG9-1-1) strategy are discussed.
- Analyze NG9-1-1 planning documents, issues, studies, and/or reports to provide recommendations on the future direction for metro area 9-1-1 system planning.
- Analyze documents, perform research, and synthesize information in order to develop, or provide input in the development of presentations, white papers, tracking tools, business plans, vision statements, website materials, training materials, RFIs/RFPs, and other documents in support of the Metropolitan Emergency Services Board NG9-1-1 planning efforts.
- Represent the interests of 911 and Geographic Information Systems data in meetings and discussions associated with NG9-1-1 planning, providing recommendations as appropriate.
- Coordinate with MESB staff members involved with 9-1-1 MSAG and GIS data synchronization efforts to align project efforts with long term MESB NG9-1-1 strategy.
- Interface with the MESB Executive Director and MESB consultants, as requested, on NG9-1-1 strategic issues.
- Attend meetings of the MESB Technical Operations Committee, NG9-1-1 subcommittee meetings, MetroGIS committees, etc. as requested by the Metropolitan Emergency Services Board staff.
- The standard fee structure for 911 data and technical services provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete NG9-1-1 strategy development services in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #18
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: Phase C: MSAG/GIS Synchronization Project

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase C project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase C of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase C of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase C of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase C schedules and staffing plans
- Support the implementation of staffing plans related to Phase C of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase C of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase C of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase C of the MSAG/GIS Synchronization project
- The standard fee structure for Phase C of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase C of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #19
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **MESB/State GIS Strategy**

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Participate in weekly strategy sessions with the MESB Executive Director, MESB GIS Coordinator, DECN 911 Director, and other individuals as needed, in order to develop a strategic direction for GIS support for 911 in the 9-county metropolitan area that is integrated into a unified State of Minnesota strategy
- Prepare notes and other documents related to the above-mentioned GIS strategy and planning meetings at the direction of the MESB Executive Director
- Provide recommendations to the MESB Executive Director on the process for developing an integrated MESB/State GIS strategy
- Consult with the MESB Executive Director on matters related to the MSAG/GIS Synchronization project and how it relates to the overall strategy for GIS in the MESB region
- Review documents prepared by the MESB GIS Coordinator and offer input, critique, and questions in order to improve the content of the documents
- Review GIS documents for discussion at the weekly strategy sessions
- Consult with non-MESB parties, as appropriate, for input with respect to the strategy development
- Participate in conference calls on topics related to MESB/State GIS strategy at the discretion of the MESB Executive Director.
- Provide assistance to the MESB GIS Coordinator on tasks at the discretion of the MESB Executive Director
- The standard fee structure for MESB/State GIS Strategy work provided under this addendum shall be at the rate of \$75 per hour.

ADDENDUM #20
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **Phase D: MSAG/GIS Synchronization Project**

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase D project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase D of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase D of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase D of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase D schedules and staffing plans
- Support the implementation of staffing plans related to Phase D of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase D of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase D of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase D of the MSAG/GIS Synchronization project
- The standard fee structure for Phase D of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase D of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #21
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **Phase E: MSAG/GIS Synchronization Project**

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase E project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase E of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase E of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase E of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase E schedules and staffing plans
- Support the implementation of staffing plans related to Phase E of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase E of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase E of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase E of the MSAG/GIS Synchronization project
- The standard fee structure for Phase E of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase E of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #22
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: Phase F: MSAG/GIS Synchronization Project

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase F project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase F of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase F of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase F of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase F schedules and staffing plans
- Support the implementation of staffing plans related to Phase F of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase F of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase F of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase F of the MSAG/GIS Synchronization project
- The standard fee structure for Phase F of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase F of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #23
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: **Phase G: MSAG/GIS Synchronization Project**

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Conduct Metropolitan Emergency Services Board (MESB) MSAG/GIS Synchronization Phase G project team meetings with MESB staff, and others as appropriate
- Develop and maintain tracking tools specific to Phase G of the MSAG/GIS Synchronization project management
- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with metropolitan area GIS working groups and other groups that relate to Phase G of the MSAG/GIS Synchronization project
- Coordinate and/or develop process and other documentation specific to Phase G of the MSAG/GIS Synchronization project
- Define, with MESB 911 Data Coordinator, MESB MSAG/GIS Synchronization project Phase G schedules and staffing plans
- Support the implementation of staffing plans related to Phase G of the MSAG/GIS Synchronization project in coordination with the MESB 911 Data Coordinator
- Troubleshoot problems and issues with MESB Board staff and others that affect Phase G of the MSAG/GIS Synchronization project
- Support, and consult with, the MESB 911 Data Coordinator on the management of Phase G of the MSAG/GIS Synchronization project
- Analyze MSAG/GIS data to identify issues pertinent to Phase G of the MSAG/GIS Synchronization project
- The standard fee structure for Phase G of the MSAG/GIS Synchronization project management work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete Phase G of the MSAG/GIS Synchronization project management work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

ADDENDUM #24
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: MSAG and GIS Integration for Non-County PSAPs

**DESIGNATED POINTS
OF CONTACT:**

**Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com**

SCOPE OF WORK:

- Engage an internal MSAG/GIS Work Group with the objective of transitioning Non-County PSAPs' geographic based data in support of Next Generation 911 activities.
- Develop and coordinate with Metropolitan Emergency Services Board staff project plans related to the integration of the MSAG and GIS data that are specific for Non-County PSAPs.
- Attend meetings with Board staff, Non-County PSAP personnel, or vendor/service provider personnel in which MSAG and/or GIS issues related to Non-County PSAPs' data transition in support of Next Generation 911 are discussed.
- Participate in the resolution of data discrepancies between MSAG and GIS data for Non-County PSAPs.
- Coordinate and/or develop process documentation related to Non-County PSAPs' MSAG/GIS integration project as appropriate.
- Manage the progression of the Non-County PSAPs MSAG/GIS synchronization work effort with Metropolitan Emergency Services Board staff.
- Develop documentation of the key issues identified as roadblocks to completion of the Non-County PSAPs transition of Next Generation 911 data.
- Coordinate discussions and documentation of processes for maintaining Non-County PSAPs' 911 data in a coordinated fashion during the transition from current 911 data processes to those required for Next Generation 911.
- Coordinate discussions and documentation of long-term processes needed for maintaining Non-County PSAPs' Next Generation 911 data.
- The standard fee structure for Non-County PSAPs MSAG/GIS integration coordination work provided under this addendum shall be at the rate of \$75 per hour.
- In order to complete the Non-County PSAPs MSAG/GIS integration coordination work in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.
- This Addendum will be used if/when there is a need to differentiate time between the County PSAP and the City/Local PSAPs in an area.

ADDENDUM #26
to the PROFESSIONAL SERVICES AGREEMENT
Between the Metropolitan Emergency Services Board and Marcia Broman

PROJECT/SERVICE: Wireless Data Support Services

**DESIGNATED POINTS
OF CONTACT:**

Jill Rohret, 651-643-8394, jrohret@mn-mesb.org
Marcia Broman, 952-451-9488, Mbroman911@aol.com

SCOPE OF WORK:

- Attend, at the request of Metropolitan Emergency Services Board staff, meetings or conference calls with Board staff, State of Minnesota, vendor or service provider personnel in which wireless issues or wireless 911 service management are discussed.
- Analyze wireless service problems, issues, studies, inquiries, and/or reports to provide recommendations on action plans for problem resolution or wireless 911 service improvement.
- Analyze wireless data files, call/retrieval histories, or audit trails and provide summary and analysis documents for the Metropolitan Emergency Services Board staff.
- Investigate wireless data discrepancies of various types and provide recommended resolutions.
- Perform audits related to wireless 911 service in the metropolitan area.
- Develop recommendations for wireless service related standards.
- Participate in work groups to analyze workflows, develop processes, and prepare resource materials related to wireless 911 data handling and coordination.
- Provide data support to Metropolitan Emergency Services Board staff that are performing wireless 911 related functions
- Monitor wireless data performance as requested by Metropolitan Emergency Services Board staff.
- The standard fee structure for 911 data and technical services provided under this addendum shall be at the rate of \$75 per hour. It is noted that due to various factors, some projects or specific services identified under this scope of work may be, by mutual agreement, negotiated at a flat rate or at a lesser hourly rate. When applicable, such agreements will be documented in the form of a letter from Broman to the Metropolitan Emergency Services Board staff contact person.
- In order to complete the 911 data and technical services in an effective manner, Metropolitan Emergency Services Board staff will keep Broman apprised of pertinent information, issues, and changes needed to perform such services.

Metropolitan Emergency Services Board

MEETING DATE: <p style="text-align: center;">March 8, 2017</p>	PRESENTED BY: <p style="text-align: center;">Rohret</p>	AGENDA NUMBER: 5F. <p style="text-align: center;">Approval of Contract with Pamela Oslin</p>
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RECOMMENDATION

The Executive Director recommends the Board approve the 2017 contract with Pamela Oslin.

BACKGROUND

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

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.

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, which has been vacant since 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 completed by December 31, 2017.

The Board-approved staffing changes, discussed at the January 2017 meeting, may lessen the actual billed hours in the remainder of 2017 as new staff is hired some tasks can be transitioned to staff, in addition to the transition from the end of the synchronization project.

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

FINANCIAL IMPACT

The contract includes a not to exceed amount of \$20,000.00. This was included in the 2017 budget, by way of contract services and the salary of the 9-1-1 Coordinator position. Some of these costs may also be eligible for "reimbursement" from the Hennepin County Investment Fund.

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

PROFESSIONAL SERVICES AGREEMENT

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 \$20,000.00. Any need for additional compensation will require Board approval.
9. The term of this professional services agreement is January 1, 2017 through December 31, 2017. The professional services agreement may be modified by mutual agreement of the parties.
11. 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.
12. 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.
13. 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.
14. 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, 2017 by:

**Metropolitan Emergency
Services Board**

Pamela Oslin, Contractor

George McMahon
Chair
Metropolitan Emergency Services Board

Pamela Oslin
Independent Contractor/Consultant

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**

REVISION HISTORY:

- Rev. 1: January 1, 2013 – *update for 2013***
- Rev. 2: January 1, 2014 – *update for 2014***
- Rev. 3: July 1, 2014 – *rate increase***
- Rev. 4: January 1, 2015 – *update for 2015***
- Rev. 5: January 1, 2016 – *update for 2016***
- Rev. 6: January 1, 2017 – *update for 2017***

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:
 - 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 #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**

REVISION HISTORY:

- Rev. 1: August 1, 2011 – *update Oslin email & expand work from ESZ layer to full NG9-1-1 datasets*
- Rev. 2: January 1, 2012 – *update for 2012*
- Rev. 3: November 15, 2012 – *update for closure of 2012 tasks*
- Rev. 4: January 1, 2013 – *update for 2013*
- Rev. 5: January 1, 2014 – *update for 2014*
- Rev. 6: July 1, 2014 – *rate increase*
- Rev. 7: January 1, 2015 – *update for 2015*
- Rev. 8: January 1, 2016 – *update for 2016*
- Rev. 9: January 1, 2017 – *update for 2017*

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/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 #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**
REVISION HISTORY: **Rev. 1: January 1, 2013 – update for 2013**
 Rev. 2: January 1, 2014 – update for 2014
 Rev. 3: July 1, 2014 – rate increase
 Rev. 4: January 1, 2015 – update for 2015
 Rev. 5: January 1, 2016 – update for 2016
 Rev. 6: January 1, 2017 – update for 2017

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 #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

REVISION HISTORY:
Rev. 1: July 1, 2014 – rate increase
Rev. 2: January 1, 2015 – update for 2015
Rev. 3: January 1, 2016 – update for 2016
Rev. 4: January 1, 2017 – update for 2017

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**

REVISION HISTORY: **Rev. 1: July 1, 2014 – rate increase**
 Rev. 2: January 1, 2015 – update for 2015
 Rev. 3: January 1, 2016 – update for 2016
 Rev. 4: January 1, 2017 – update for 2017

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:
 - 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
- 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**

REVISION HISTORY: **Rev. 1: January 1, 2015 – update for 2015**
 Rev. 2: January 1, 2016 – update for 2016
 Rev. 3: January 1, 2017 – update for 2017

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:
 - 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
- 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.

Metropolitan Emergency Services Board

MEETING DATE: March 8, 2017	PRESENTED BY: Rohret	AGENDA NUMBER: 5G. Approval of Amendment 36 State/CenturyLink/MESB 9- 1-1 Contract
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RECOMMENDATION

The Executive Director recommends the Board approve Amendment 36 to the State/MESB/CenturyLink 9-1-1 contract and ratify the Chair's signing of the amendment.

BACKGROUND

At the November 9, 2016 meeting, the MESB approved a contract between the State of Minnesota, CenturyLink and the MESB for the 9-1-1 system in the state. CenturyLink has been the 9-1-1 system provider for many years. As part of the 9-1-1 system in the past, emergency transport backup (ETB) was installed at central offices which did not have diverse connections to the host office. ETB allowed for customers in the central office area to still be able to complete a call 9-1-1 in the event the central office became isolated.

ISSUES & CONCERNS

CenturyLink and the State of Minnesota wished to approve contract amendment 36, which removes ETB from two central offices in Soderville and Navarre. These central offices now have diverse connections which eliminates the need for ETB at those sites. The removal of ETB also saves the State of Minnesota money.

The Chair did sign the agreement in January 2017, but the Board did not approve this contract amendment at that time.

FINANCIAL IMPACT

None to the MESB.

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

Metropolitan Emergency Services Board

**AMENDMENT THIRTY-SIX TO THE 911 AGREEMENT
BETWEEN THE METROPOLITAN EMERGENCY SERVICES BOARD, THE STATE OF MINNESOTA,
AND QWEST CORPORATION D/B/A CENTURYLINK QC**

In accordance with Minnesota Statutes Chapter 403, the Metropolitan Emergency Services Board f/k/a Metropolitan 911 Board ("MESB"), the State of Minnesota ("State of Minnesota" or "State"), and Qwest Corporation d/b/a CenturyLink QC ("CenturyLink" or "QC" or "Qwest") mutually agree to this Amendment Thirty-six (36) ("Amendment") to the Agreement for Implementation of the Metropolitan 911 Telephone System between MESB, the State, and Qwest dated December 23, 1980 ("Underlying Agreement").

Section 1. Purpose of Amendment. The State of MN 911 Program and the MESB are requesting the disconnection of the services attached to BAN 7634342437-884 and 9524718623-890 designated as the Soderville and Navarre ETB services. This amendment enables that disconnection effective December 31, 2016. See Appendix A

Removals: Effective upon latest signature date below, the services attached to BAN 7634342437-884 and 9524718623-890 shall be removed from this agreement in their entirety.

Section 2. Execution. The parties hereto have caused this Amendment Thirty-Six to be executed by their representatives duly authorized and empowered thereunto, as of the dates set forth herein below.

METROPOLITAN EMERGENCY SERVICES BOARD
By: [Signature]
Title: MESB Chair
Date: 1-11-17

STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY
By: [Signature]
Title: 911 Program Manager
Date: 1/10/17

As to form and execution by the ATTORNEY FOR THE BOARD

Reviewed By: [Signature]
Title: Board Counsel
Date: 1-11-17

ENCUMBERED BY:
By: [Signature]
Title: Carol J. Schmidt, Accountant
Date: Division of Emergency Communication Networks

QWEST CORPORATION D/B/A CENTURYLINK QC
By: [Signature]
Title: Jacob Daefler
Date: 1/19/2017

AMENDMENT THIRTY-SIX TO THE 911 AGREEMENT
 BETWEEN THE METROPOLITAN EMERGENCY SERVICES BOARD, THE STATE OF MINNESOTA,
 AND QWEST CORPORATION D/B/A CENTURYLINK QC

APPENDIX A

Monthly Recurring Charges - ETB changes

On 12/31/2016 Qwest disconnected Emergency Transport Backup ETB services and equipment.
 Invoices for the ETB accounts will change as follows:

Discontinued ETB Services:			
Billed Telephone Number	Tariff USOC	Quantity Tariff Rate	ETB monthly rate
952-471-8623	TCG	45.99	\$45.99
<i>Navarre</i>	9ZR42	0.00	0.00
	NP3	0.00	0.00
	9ZR	0.00	0.00
Total Account Charges disconnected			\$45.99
763-434-2437	TCG	45.99	\$45.99
<i>Soderville</i>	9ZR42	0.00	0.00
	NP3	0.00	0.00
	9ZR	0.00	0.00
Total Account Charges disconnected			\$45.99
Total Discontinued ETB Services =			\$91.98

Remaining ETB Services			
Billed Telephone Number	Tariff USOC	Quantity Tariff Rate	ETB monthly rate
Hamel ETB 763-478-8066	TCG	1	\$45.99
Hanover ETB 763-498-0052	TCG	1	\$45.99
Oak Grove ETB 763-753-8443	TCG	1	\$45.99
Total Remaining ETB services =			\$137.97

Metropolitan Emergency Services Board

MEETING DATE: March 8, 2017	PRESENTED BY: Rohret	AGENDA NUMBER: 5H. Approval of Travel Requests for Executive Director
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RECOMMENDATION

The Executive Director recommends the Executive Committee approve travel requests for the Executive Director for the MTUG Chapter President's Meeting, the annual NENA conference, and the annual APCO conference/MTUG National Meeting.

BACKGROUND

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

ISSUES & CONCERNS

The Executive Director is seeking approval for three travel requests.

The first travel request is for the Motorola Trunked Users Group (MTUG) Chapter President's Meeting in Phoenix, AZ. Travel dates are April 23 – 25, 2017. This is an annual meeting of chapter presidents from across the country. Jill Rohret is a past president of national MTUG, and remains a member of the Executive Committee through 2018. Attending this meeting will provide information on future technology for the ARMER system.

The travel request is for \$335.00, of which approximately \$205.00 would be reimbursed by MTUG (members of the Executive Committee are eligible for travel reimbursement from the MTUG organization). The MESB credit card would be used to purchase the flight, but that cost would be reimbursed. These meeting costs are not included in the 2017 budget.

The second travel request is to attend the 2017 National Emergency Number Association (NENA) conference in San Antonio, TX, June 4 – 8, 2017. This is an annual conference for 9-1-1 professionals and will foster increased knowledge of advances in 9-1-1 technology, including NextGeneration 9-1-1 (NG9-1-1). Jill Rohret will also be a speaker at this conference.

The travel request is for \$2,302.00, which includes all travel and registration costs. All efforts will be made to purchase flights at a reasonable cost. Costs included in the travel request are estimates. This travel request is included in the 2017 budget.

The final travel request is to attend the 2017 Association of Public-Safety Communications Officials (APCO) annual conference and the 2017 MTUG National Meeting in Denver, CO, August 13-19, 2017. This is an annual conference for public safety communications professionals, covering topics ranging from NG9-1-1 to FirstNet to interoperability. The MTUG National Meeting is held the two days immediately following the APCO conference and focuses specifically on issues and technology associated with Motorola trunked radio systems.

The travel request is for \$2,373.50, which includes all travel and registration costs. All efforts will be made to purchase a flight at a reasonable cost. Costs included in the travel request are estimates. This travel request is included in the 2017 budget.

Metropolitan Emergency Services Board

FINANCIAL IMPACT

The NENA and APCO/MTUG conference travel costs are included in the 2017 budget. The MTUG Chapter Presidents' Meeting costs are not, however the majority of the cost will be reimbursed by MTUG.

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

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: Motorola Trunked Users Group Chapter Presidents Meeting
Location: Scottsdale, AZ
Travel Dates: April 23 – 25, 2017

Travel Cost Estimate

Registration	-
Air Fare	\$205.00*
Cab Fare/Ground Transportation	\$80.00 roundtrip
Lodging	-
WiFi Charges (at hotel only)	-
Meals	\$50.00
Other	-
Total Estimated Cost	\$335.00 total; \$205.00 could be reimbursed

Is travel cost included in current budget? No, see notes

Notes: As Past President of this organization, I am eligible to not only attend this informational meeting, but also for travel reimbursement from the MTUG organization (*not* Motorola Solutions). This means my air fare could be reimbursed.

As a member of the organization’s Executive Committee, the MTUG organization would directly pay lodging costs.

Meal costs will be nominal as most meals will be provided through the meeting. The estimate includes meals only for travel days, dependent on flight times. Note: the 2017 travel day per diem for Phoenix/Scottsdale is \$59.00.

I expect my actual air fare to be less than what is listed in the estimate above.

Submitted by: 

Date: March 1, 2017

Board approval

Motion by:
Motion carried/Motion denied
Date:

Seconded by:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: National Emergency Number Association 2017 Annual Conference
Location: San Antonio, TX
Travel Dates: June 4 – 8, 2017

Travel Cost Estimate

Registration	\$494.00
Air Fare	\$500.00
Cab Fare/Ground Transportation	\$70.00 roundtrip
Lodging	\$950.00
WiFi Charges (at hotel only)	
Meals*	\$288.00
Other	-
Total Estimated Cost	\$2,302.00

*Estimate made using GSA per diem rate.

Is travel cost included in current budget? Yes

Notes:

Submitted by: 

Date: March 1, 2017

Board approval

Motion by:

Motion carried/Motion denied

Date:

Seconded by:

METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR TRAVEL AUTHORIZATION

Employee Name: Jill Rohret
Travel Purpose: APCO 2017 Annual Conference and MTUG National Meeting
Location: Denver, CO
Travel Dates: August 13 - 19, 2017

Travel Cost Estimate

Registration	\$320.00
Air Fare	\$375.00*
Cab Fare/Ground Transportation	\$30.00 roundtrip
Lodging	\$1,200.00
WiFi Charges (at hotel only)	-
Meals	\$448.50
Other	-
Total Estimated Cost	\$2,373.50

Is travel cost included in current budget? Yes

Notes: There is no cost to attend the MTUG National Meeting other than hotel charges, which were included in the budgeted cost.

Meal costs are derived by using the GSA meal per diem rate. I expect actual costs to be less as some meals are provided by the MTUG National Meeting.

*I expect my actual air fare and lodging costs to be less than what is listed in the estimates above. At this time, the conference lodging rates are unknown.

Submitted by:  Date: March 1, 2017

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

Seconded by: