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

2. **Approval of Agenda** – Chair Johnson

3. **Consent Agenda**
   - A. Approval of Minutes of September 12, 2018 Meeting
   - B. Approval of August 2018 Treasurer’s Report
   - C. Approval of September 2018 Treasurer’s Report
   - D. Correspondence

4. **Radio Items** – Jill Rohret, Executive Director
   - A. Acceptance of FY2019 SECB Grant
   - B. Approval of Amendments to Metro Standard 3.35.0 – NWS
   - C. Approval of Amendments to Metro Standard 3.14.0 – METACs
   - D. Approval of 2019 Regional Funding Priorities

5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
   - A. Approval of Agreement with Minneapolis Related to Shared Call Handling Equipment
   - B. Approval of One Year Contract Extension with CenturyLink and State

6. **EMS Items** – Ron Robinson, EMS Coordinator
   - A. Acceptance of FY2018 SHSP Grant

7. **Administrative Items** – Jill Rohret, Executive Director
   - A. Approval of 2019 Legislative Agenda
   - B. Approval of 2019-2020 Lease with MMCD
   - C. Acceptance of GASB 75 Actuarial Study

8. **Reports**
   - A. Legislative Report – Margaret Vesel & Matthew Bergeron, Larkin Hoffman
   - B. Statewide Emergency Communications Board & Committees
     1. Finance Committee – Huffman/Rohret – cancelled
     2. Legislative Committee – Egan/Rohret
     3. Steering Committee – Rohret
     4. Other Committees – Rohret/Eggimann
     5. SECB – A. Johnson/Rohret

9. **Old Business** – None

10. **New Business** – CLOSED MEETING for Performance Evaluation
    - A. Executive Director Annual Performance Review – Council Member Johnson

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

Anoka County
Commissioner Julie Braastad
Commissioner Rhonda Sivarajah*

Carver County
Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County
Commissioner George McMahon*

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

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

Hennepin County
Commissioner Debbie Goettel*
Commissioner Jeff Johnson

Isanti County
Commissioner Greg Anderson*

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

Scott County
Commissioner Barb Weckman Brekke
Commissioner Tom Wolf*

Washington County
Commissioner Fran Miron* (2018 Vice Chair)

*Denotes Executive Committee member
### Metropolitan Emergency Services Board

<table>
<thead>
<tr>
<th>MEETING DATE:</th>
<th>PRESENTED BY:</th>
<th>AGENDA NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 14, 2018</td>
<td>Rohret</td>
<td>3. Consent Agenda</td>
</tr>
</tbody>
</table>

#### 3. Consent Agenda

<table>
<thead>
<tr>
<th>A. Minutes</th>
<th>B. August 2018 Treasurer’s Report</th>
<th>C. September 2018 Treasurer’s Report</th>
<th>D. Correspondence</th>
<th>E. Informational Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>The minutes of the September 12, 2018 meeting of the Board are attached for review and approval.</td>
<td>The Treasurer has reviewed the June 2018 financial statements and has given his approval of the report.</td>
<td>The Treasurer has reviewed the July 2018 financial statements and has given his approval of the report.</td>
<td>Included in as correspondence is ECN’s October newsletter and a letter to the big four wireless carriers asking them to work with us to implement device-based hybrid location for wireless 9-1-1 calls, along with the CTIA announcement of such from September 2018.</td>
<td>Draft October 2018 Executive Committee Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOTION BY:</th>
<th>SECONDED BY:</th>
<th>MOTION APPROVED:</th>
<th>MOTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>___ YES</td>
<td>____ NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
METROPOLITAN EMERGENCY SERVICES BOARD

MEETING MINUTES
SEPTEMBER 12, 2018

Commissioners Present:

<table>
<thead>
<tr>
<th>ANOKA</th>
<th>Julie Braastad</th>
<th>HENNEPIN</th>
<th>Debbie Goettel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rhonda Sivarajah</td>
<td></td>
<td>Jeff Johnson</td>
</tr>
<tr>
<td>CARVER</td>
<td>Gayle Degler</td>
<td>ISANTI</td>
<td>Greg Anderson</td>
</tr>
<tr>
<td></td>
<td>Jim Ische</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHISAGO</td>
<td>George McMahon</td>
<td>RAMSEY</td>
<td>Blake Huffman - Absent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Janice Rettman</td>
</tr>
<tr>
<td>City of Minneapolis</td>
<td>Andrew Johnson</td>
<td>SCOTT</td>
<td>Barb Weckman Brekke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tom Wolf</td>
</tr>
<tr>
<td>DAKOTA</td>
<td>Tom Egan</td>
<td>WASHINGTON</td>
<td>Fran Miron</td>
</tr>
<tr>
<td></td>
<td>Mary Liz Holberg - Absent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Present: Jill Rohret; Marcia Broman; Pete Eggimann; Kelli Jackson; Ron Robinson; and Martha Ziese.

Others Present: Jay Arneson, MESB Board Counsel; Sally Bakarich, Matthew Hoffer, Richard Jacobson, Carl Klein, Rhonda Kriss, CenturyLink; and Kim Hegg, West Safety Services.

1. Call to Order
The meeting was called to order at 10:01 a.m. by MESB Chair, Council Member Andrew Johnson.

3. Approval of September 12, 2018 Agenda.
Motion by Commissioner Goettel, seconded by Commissioner Wolf to approve the September 12, 2018 agenda. Motion carried.

3. Approval of Consent Agenda
Motion by Commissioner Degler, seconded by Commissioner Egan to accept the September 12, 2018 Consent Agenda. Motion carried.

4. Radio Items
A. Approval of Amendments to ARMER Lease at Lino Lakes
Jill Rohret said that Troy Tretter has resigned from the MESB and Rohret will be handling radio items in the interim. Rohret said that staff recommends the Board approve and authorize the execution of the lease amendment with the State of Minnesota for the Lino Lakes ARMER site. She noted that under this amendment this site will be leased at no cost.

Motion by Commissioner Sivarajah, seconded by Commissioner Goettel to approve and authorize the execution of the lease amendment with the State of Minnesota for the Lino Lakes ARMER site. Motion carried.

B. Approval of Amendments to ARMER Lease at Hastings
Rohret said staff recommends the Board approve and authorize the execution of the lease amendment with the State of Minnesota for the Minnesota Veterans Home (Hastings) ARMER site. Final language has not yet been received; it will be reviewed by Counsel before it is executed.
Motion by Commissioner Miron, seconded by Commissioner Egan to approve and authorized the execution of the lease amendment with the State of Minnesota for the ARMER site at the Minnesota Veterans Home (Hastings). Motion carried.

5. 9-1-1 Items – None

6. EMS Items
   A. Approval of Amendment to Agreement with Above the Line Leaders International for EMS Leadership Class
      Ron Robinson said the EMS TOC recommends the Board approve an amendment to the contract with Above the Line Leaders International (ATL) for additional EMS leadership development classes.

      The class was approved as a trial in 2017 and the interest in the course has been overwhelming. The additional amount requested is $33,000.

      Motion by Commissioner McMahon, seconded by Commissioner Sivarajah to approve amendment to agreement with Above the Line Leaders International for an additional EMS leadership class. Motion carried.

7. Administrative Items - None

8. Reports
   A. Legislative Report – No report

   B. Statewide Emergency Communications Board (SECB) Reports
      1. Finance
         Rohret said that a state grant allocation was approved at the last SECB Finance Committee meeting. Staff will seek grant acceptance at the November MESB meeting.

      2. Legislative – No report

      3. Steering
         Rohret said possible changes to the SECB by-laws were discussed at the August meeting. There was a discussion regarding federal users on the ARMER system. The committee is awaiting an opinion from the Department of Public Safety’s counsel’s office. Rohret has agreed to be Vice Chair of the Steering Committee.

      4. SECB
         Rohret said the SECB met in August and approved the grant allocation from the Finance Committee, as well as some amendments to ARMER standards and participation plans from the Operations and Technical Committee. CenturyLink and West Safety Service presented information on the August 1, 2018 9-1-1 service disruption, which resulted in a lengthy discussion with the SECB members.

9. Old Business – None

10. New Business
    A. August 1, 2018 9-1-1 Outage
       Rohret introduced representatives from CenturyLink and West Safety Services. CenturyLink representatives: Sally Bakarich, Director of the Network Operations Center; Carl Klein, Manager of the Network Operations Center; Jake Jacobson, NG 9-1-1 Program Manager; Matthew Hoffer, Minnesota Post Sales Engineer; and Rhonda Kriss, Account Manager. West Safety Services: Kim Hegg.
Sally Bakarich said that on August 1, 2018, one of the CenturyLink partners, West Safety Services, conducted provisioning work during which Minnesota’s 9-1-1 service was disrupted for 65 minutes beginning at 3:47 p.m. West determined that its operating procedures were correct, but a human error was made which prevented the Miami emergency call management center (ECMC) from accepting inbound 9-1-1 calls and routing them to Minnesota PSAPs. Reverting to the original configuration restored the service. Several corrective actions have been taken and CenturyLink and West are conducting a remediation process.

Council Member Johnson said that his PSAP had indicated CenturyLink’s email notification process was slow and didn’t provide much information.

Rohret said that PSAPs contacted one another via the ARMER system to see if they all were experiencing a reduction in call volume. It took CenturyLink awhile to notify PSAPs via its notification process. PSAPs then used social media to get out the message to the public that there was a 9-1-1 service disruption. She noted that some agencies, such as Washington County, initiated its county-wide notification system which completed 90 minutes after the 9-1-1 service was restored.

Commissioner Degler asked what was CenturyLink’s level of confidence that this type of error would not happen again or that the system would not be hacked. Bakarich responded that the service disruption was due to an employee error, and the ability to implement that specific type of global error has been eliminated.

Commissioner Rettman asked about the Board’s legal exposure. Rohret said that per Minnesota statute the liability is limited because it was no willful, wanton misconduct.

Pete Eggimann noted that during the service disruption, the 9-1-1 system’s fail over options were broken by the implemented error. He added that there have been other incidents since July which disrupted the 9-1-1 system, though not to the same extent. He has concerns about implementing changes on a live 9-1-1 system which results in service disruptions.

Council Member Johnson asked if there were any alarms in Miami during the event which can provide notification to PSAPs. Rohret said the MESB does not have ability to see into the system, so it can only react to communications received from PSAPs, CenturyLink or the state. Eggimann said there are analytics on the PSAPs’ call handling equipment but the outage was up-stream, so it looked like everything was functioning normally and at the PSAP level. Some of the busier PSAPs did reach out to others because there were so few calls.

Kim Hegg said parameters have been tweaked to recognize a large drop in call volume more quickly.

Commissioner McMahon said he had not realized the 9-1-1 system goes from Minnesota to Florida. Klein said the legacy network gateway (LNG) devices are Minnesota, but they connect to the ECMCs, which are the IP 9-1-1 call routers, in Miami and Colorado.

**Motion to adjourn by Commissioner Wolf, seconded by Commissioner Degler.**
Meeting adjourned at 10:47 a.m.
TO: Metropolitan Emergency Services Board

FROM: Dakota County Commissioner Thomas Egan, MESB Treasurer

RE: Treasurer's Report – August 2018

DATE: September 17, 2018

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

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

The review was conducted on September 15, 2018.

Sincerely,

Thomas Egan, Commissioner
Dakota County
Treasurer, Metropolitan Emergency Services Board
TO: Metropolitan Emergency Services Board
FROM: Dakota County Commissioner Thomas Egan, MESB Treasurer
RE: Treasurer’s Report – September 2018
DATE: October 17, 2018

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

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

The review was conducted on October 16, 2018.

Sincerely,

Thomas Egan, Commissioner
Dakota County
Treasurer, Metropolitan Emergency Services Board
Emergency Communication Networks (ECN) has just completed the hiring and contracting process for two Regional Interoperability Coordinators (RICs). We are pleased to announce that Marcus Bruning will be returning as our Northern RIC, supporting the Northeast, Northwest, and Metro regions. We also welcome Steve Tait to the team. Steve will support the Southeast, South Central, Southwest, and Central regions. We are excited to have Marcus and Steve on board. They are eager to become engaged in their respective regions to lend education and outreach to our stakeholders, in support of the SECB Strategic Plan and ECN. Their five year contracts became official on October 1.

Soon, we will be able to announce the name of our new (and first) ECN Deputy Director. Interviews have taken place, scoring completed, and remaining human resources requirements are in progress. Stay tuned for an upcoming announcement.

Work is underway to go to the 2019 legislature to amend the 403 Statute within the sections that define and reference the role of the Statewide Emergency Communications Board (SECB). Specifically, to formalize changes that have been recommended and approved by the SECB since 2013. We intend to add seats for: Minnesota Department of Corrections, Minnesota Department of Human Services, as well as Minnesota Tribal Nations representative. References to the Statewide Radio Board will be updated to reflect the SECB. We will not introduce technology changes related to the migration from legacy to next generation 9-1-1 until the 2020 legislative session. This allows time to continue to partner with the carriers in attempt to incorporate mutually acceptable language.

In parallel to the 403 Statute review, the Steering Committee asked ECN to review the SECB by-laws. The goal is to identify existing conflicts between the 403 Statute and the SECB by-laws as related to the composition and function of the SECB and its committees. This review may result in recommended modifications to the SECB by-laws as well as recommended revisions to the 403 Statute to ensure they are reconciled.

In the interest of “practicing what we preach”, and looking after our own self-preparedness, ECN will be exercising our own COOP (which is 173 pages) on Friday, October 26. We have been working closely with the Department of Public Safety (DPS) Business Continuity Coordinator. ECN will complete an Emergency Telework Exercise where we will assess the viability of our plan, perform numerous scenario based tasks, report on the outcomes, and make adjustments to identified deficiencies as necessary.
**August 1 Service Disruption**

ECN continues to work with CenturyLink and West on remediation efforts from the August 1 service disruption. CenturyLink attended the September SECB meeting and provided details along with answering questions related to this event. One of the key takeaways from the SECB meeting is a proposed table top exercise to further clarify the roles and responsibilities of everyone involved in providing 9-1-1 services during an outage or service disruption. ECN will work the SECB, regions, and other partners to announce any exercise. Additionally, the IPAWS committee will include ECN and the NG9-1-1 meeting in a series of meetings/discussions to consider ways to use emergency alerts during 9-1-1 service disruptions.

The Minnesota Public Utilities Commission (PUC) has opened an investigation into the disruption and will be investigating over the next few months. This will be a lengthy and exhaustive look into the procedures surrounding the human error, but also the communication (or lack thereof) from CenturyLink during and after the disruption. ECN will be reporting on a monthly basis to the NG9-1-1 committee, as well as, the SECB on any updates.

**GIS**

*Norm Anderson* (651-201-2483) is now the GIS Project Manager for ECN and MnGeo. *Akiko Nakamura* (651-201-7558) from our office is also working on the project, so please feel free to reach out to either one of them with questions related to the GIS project.

The Community Name and Street Name validation phases have now passed and several counties are deficient in providing the required data. While this project is more of a marathon than a sprint, it’s still important we stay on task as much as possible. Please engage your PSAP and GIS managers to ensure they are submitting the required data on time. You can find status maps for every county on ECN’s website under “911 Program” and “GIS Information” along with the most recent version of the GIS newsletter. The successful completion of this first phase (data collection and remediation) is critical for Next Generation 9-1-1 (NG9-1-1) implementation. ECN will be making this a priority through 2018 and into 2019 as no other project or initiative is as important as a solid statewide GIS dataset for 9-1-1.

**Text to 9-1-1**

20 counties are now operational, PSAPs continue to express interest in accepting texts, please send any questions or intentions to Dustin Leslie.

By the end of this year, each PSAP needs to either take their own texts, or have a plan in place with another PSAP. A draft memorandum of understanding (MOU) has been provided by our office as a way to extend the current agreements. Suggested costs are also included, but it will be up to each individual PSAP to negotiate. The ultimate goal is to have every PSAP in Minnesota text-enabled by 2020, but it’s also important to keep in mind that some counties are receiving zero texts from their citizens, so perhaps an expensive hardware/software upgrade is not necessary. Discussions will continue.

**COOP Plans**

If your COOP has not yet been completed and/or sent in, an email request for a formal extension is required. COOPs and extension requests can go to Cathy Anderson (651-201-7548) at ECN.

To date, out of the 102 PSAPs:

- 73 COOPs were submitted,
- 23 extensions were requested,
- Five, no responses were received.

While we understand this is a daunting task, it is a vital one. Several have mentioned that your PSAP never had any kind of plan in the past and indicated it was a good thing to initiate. One PSAP stated they already had an emergency occur, so the understanding about what needed to go into their plan was actually a bit easier because of their experience.
Firewall/Cybersecurity Project

Progress continues with the implementation phase. The Minneapolis-St. Paul International Airport PSAP is set to “go-live” on October 2. Additional sites will go live after the two week data collection.

In APCO’s fall publication, there is an informative article regarding cybersecurity for NG9-1-1. The article identifies common tactics used by hackers to gain access to sensitive information, along with ways to combat each tactic. Ultimately, training and awareness is the most effective way to ensure a secure communications center. The article discusses what resources are available if an attack happens. If you believe a cyberattack has occurred, please include ECN into any communications with federal partners or vendors as the interoperability of our statewide ESInet is dependent on each PSAPs ability to respond effectively. A planned 2019 table top exercise will test Minnesota’s response to a 9-1-1 cyber-threat. More to come.

ARMER

ARMER Software Updates

The State of Minnesota is currently in a five-year System Upgrade Agreement (SUA) contract with Motorola for software and maintenance. This contract runs through 2021 and will bring ARMER from version 7.15 to 7.19.

Motorola is disclosing little about future software versions beyond 7.19.

Motorola has presented a new five-year contract to move beyond 7.19 that appears out of our financial reach.

The Operations and Technical Committee (OTC) has formed workgroup to study this issue and met on July 31 in St. Cloud.

Workgroup members had concerns about the lack of detail from Motorola and felt there was still room for negotiation in their pricing.

The workgroup also understands that funding may not be available and that the OTC may have to purchase services from Motorola à la carte.

The workgroup believes it is important to keep ARMER current and made a recommendation to OTC to seek funding through the Finance Committee to move ahead with an SUA Agreement.

The OTC recommended that the Finance Committee explore available funding to pursue a continued SUA with Motorola.

ECN updated the Finance Committee at September meeting. Motorola did not provide any new or updated information for that meeting. The Finance Committee asked that the state continue to push Motorola for additional information so that the state can make an educated decision.

Federal & Non-9-1-1 Response Entity Participation

The Steering Committee is studying Federal and Non-9-1-1 Response Entities Use of ARMER.

The Steering Committee directed ECN to ask DPS legal counsel for an opinion about whether 9-1-1 funds could legally be used to support communications for federal entities.

The commissioner asked ECN to study federal and non-9-1-1 response entity use of statewide and large radio systems in other states, if they charge a fee, and if the other systems rely on 9-1-1 funds. ECN has presented its report to the DPS commissioner and legal counsel.

The Steering Committee will continue to review this topic when a response is received from counsel.

Radio IDs, Talkgroup IDs, System Administrators, & Agency Contact Persons

Inconsistencies have been found between OTC approved ID counts and actual ID counts.

Some agency contact and System Administrator information is also out of date.
ECN, with MnDOT's support, has created a password-secured site on HSIN (Homeland Security Information Network) where sensitive information like this can be stored.

Each region is asked to identify someone to update their System Administrator information.

Contact Jim Stromberg (651-201-7557) at ECN for site access and more information.

Operations and Technical Committee

Did not meet in September.

Interoperability

October Regional Leadership Meeting

The October regional leadership meeting will take place on October 22 at the St. Cloud MnDOT facility.

This meeting is held three times per year and serves as an opportunity for regional leadership to share and learn from one another.

2019 Public Safety Communications Conference

Dates are set for the 2019 Public Safety Communications Conference. Mark your calendars for April 29-May 1.

Planning meetings will begin in October.

Interoperability Committee

Did not meet in September.

Wireless Broadband - FirstNet

Al Fjerstad is a semi-finalist for the Golden GOVIT leadership award from the Government IT Symposium. This is in association with the Minnesota Government IT Symposium held at the River Center in St. Paul every year. The event will be held on Dec 4-5. Click here to learn more about the organization and the event.

The Interoperable Data Committee will be meeting in person on Oct 15 at the MnDOT Training Center in Arden Hills. The meeting will start at 9AM, followed by a presentation from OEC on the Mille Lacs county testing that was done in July, followed by a table top discussion on applications with the FirstNet Authority.

In September, Google, Apple, and RapidSOS announced improved ways for PSAP’s to find wireless devices on calls. Rapidlite.com is a free tool available to PSAP’s. It does require registration.

Apple announced that they would be using dual SIMs, and eSIMs in their new devices – the iPhone X. Dual SIMs are multiple carriers on one device, and eSIMs include an embedded SIM which will allow a carrier to update the SIM card remotely.

ECN will be attending the Minnesota State Fire Chiefs conference in St. Paul on Oct 11-12. We will have our booth, and Wireless Broadband Program Manager, Melinda Miller, will present on “Evaluating Wireless Broadband for your county or agency”. The presentation is at 3pm on Thursday at the River Center.

Training Events

Public Alerting Authority best practice workshops are coming to a region near you – Click on the link to register for a session near you:

- Stearns County, St. Cloud, 23 October 2018.
  Workshop registration closed – Class Filled
- Lyon County, Marshall, 24 October 2018
- Stevens County, Morris, 25 October 2018
- Clay County, Moorhead, 26 October 2018

Testing

Thank you to all who responded to the request for information on your IPAWS accounts. In the past month, two jurisdictions have added weekly testing to their routines: Cottonwood and Rock counties.

Congratulations! In Minnesota, 72 jurisdictions are
Some of the 2018 SECB grants have been executed and others are ready for signature.

The State Homeland Security Program (SHSP) grant is still going smoothly. We have completed the majority of grant amendments for the second round of projects. We are on pace to spend down all of our funding, which is a feat we have not achieved in the past.

We are very close to having a first draft ready for the NG9-1-1. The allocation numbers still have not come out so we do not know how much we are qualified to receive. Once those numbers are released, we will have 60 days to submit our application. Since we are already close to having a first draft completed, we are confident that Minnesota will be one of the most prepared states for this grant.

**Information Workshops for our Private Partners**

Ten EAS participant workshops (for broadcasters, cable, and telco) are scheduled throughout the state from October through December. The two-hour session cover:

- IPAWS 101: What’s my station’s role in EAS with the addition of IPAWS?
- The State of Minnesota EAS plan
- EAS equipment programming
- Town hall session on EAS concerns

Being held in the following cities:

- North West – Detroit Lakes
- North Central – Bemidji
- North East – Eveleth
- Central – St. Cloud
- West Central – Morris
- South West – Marshall
- South Central – Mankato
- South East – Rochester
- Metro – East (St. Paul) and West (Medina)

**Grants**

Some of the 2018 SECB grants have been executed and others are ready for signature.

The State Homeland Security Program (SHSP) grant is still going smoothly. We have completed the majority of grant amendments for the second round of projects. We are on pace to spend down all of our funding, which is a feat we have not achieved in the past.

We are very close to having a first draft ready for the NG9-1-1. The allocation numbers still have not come out so we do not know how much we are qualified to receive. Once those numbers are released, we will have 60 days to submit our application. Since we are already close to having a first draft completed, we are confident that Minnesota will be one of the most prepared states for this grant.

**AHA/CPR Legislation Status**

**Telephone-CPR (T-CPR) Legislation Initiative**

The American Heart Association (AHA) is spearheading an initiative to introduce a telephone-CPR (T-CPR) bill into the Minnesota legislature in 2019. Its hope is to ensure all Minnesota 9-1-1 dispatchers are trained to provide T-CPR instructions to callers in the event of a cardiac arrest or that a protocol is in place to quickly transfer cardiac arrest calls to another PSAP that can.

The goal of this legislation is to increase bystander CPR involvement and improve cardiac arrest survival rates. Nationwide, there are one thousand out-of-hospital cardiac arrests each day; less than half receive bystander CPR, and survival rate is low at 11 percent.

This is a national AHA initiative that is also supported by the national 9-1-1 office. Some states, including Wisconsin, have already passed this legislation, and it is proving to be invaluable by saving lives. Many
other states are in some phase of creating legislation in support of this initiative.

ECN, as well as the Metropolitan Emergency Services Board (MESB), are working closely with the AHA and their partners on legislation that is acceptable for Minnesota, using portions of Wisconsin’s bill as a model. Click here to view the Wisconsin bill.

Work is still in the beginning stages. We will share progress as it happens.

If you have questions, please contact Cathy Anderson (651-201-7548).
Wireless Carrier Representative:

On September 5, 2018, the CTIA announced that the wireless industry would be integrating “device-based hybrid (DBH) location technology solutions...[so] that the public safety community can more accurately determine a wireless 9-1-1 caller’s location.” It further states that these DBH technologies will “supplement wireless providers’ existing 9-1-1 network and device-assisted information to produce a higher-accuracy location.” In addition, the adoption of these solutions to improve location accuracy for wireless 9-1-1 were said to “not require PSAPs to install new equipment or software, interface to new location service providers, or incur additional costs.”

As the Minnesota Statewide Emergency Communication Board (SECB), we represent 102 Public Safety Answering Points (PSAPs). On behalf of those PSAPs, the Minnesota Department of Public Safety Emergency Communication Networks, and the Metropolitan Emergency Services Board, applaud this movement of the industry toward improving the accuracy of wireless 9-1-1 call routing and location identification.

The SECB strongly encourages all wireless carriers to begin integrating DBH locations as quickly as possible for caller coordinates delivered to PSAP Automatic Location Identification (ALI) screen displays. We also feel it is vital for carriers to identify on the ALI displays when locations have been derived using these enhanced methods, rather than traditional Phase I and Phase II. In addition, incorporation of DBH locations into your company’s selection of the appropriate PSAP to which a wireless 9-1-1 call is routed is equally as critical and should be incorporated as quickly as possible into your methods of selecting the Emergency Service Routing Key (ESRK) used with a call.

May this serve as notice that the State of Minnesota wants to pursue deployment of these solutions as quickly as practical with your company and has PSAPs/regions willing to become involved in any trials, testing, or early adopter roles that would hasten the availability of these solutions in Minnesota and nationwide. We request to hear from your company by Friday, November 30th with information and timelines regarding your plans for introducing the capabilities outlined in the CTIA announcement, including how Minnesota may become involved in assisting in that effort.

Respectfully,

Darlene Pankonie
Chair, NG911 Committee, Statewide Emergency Communications Board

Dana Wahlberg
Director, Emergency Communication Networks, MN Dept. of Public Safety

Jill Rohret
Executive Director, Metropolitan Emergency Services Board

Darlene Pankonie
Dana Wahlberg
Jill Rohret
Wireless Industry Announces Development in Improving 9-1-1 Location Accuracy.

Leveraging commercial technologies to better enable first responders in locating 9-1-1 callers

WASHINGTON – In a development to help save lives and enhance the safety of Americans, CTIA announced today that nationwide wireless providers AT&T, Sprint, T-Mobile and Verizon are adding new location-based tools with existing wireless 9-1-1 location technologies this year.

By integrating device-based hybrid (DBH) location technology solutions – similar to those used by popular commercial services, like ride-sharing and navigation apps – the public safety community can more
accurately determine a wireless 9-1-1 caller’s location, particularly inside buildings.

DBH solutions use a combination of technologies and sensors—including satellite GPS and crowd-sourced Wi-Fi measurements—that can supplement wireless providers’ existing 9-1-1 network and device-assisted information to produce a higher-accuracy location, particularly indoors.

“Dialing 9-1-1 is likely the most important call you ever make, and the wireless industry’s adoption of DBH technologies will make it easier for first responders to find you indoors more quickly and accurately,” said Tom Sawanobori, SVP and Chief Technology Officer of CTIA.

Almost 200 million 9-1-1 calls are made from mobile wireless handsets each year, and the wireless industry continues to invest and innovate to improve wireless 9-1-1 capabilities as local 9-1-1 call centers are on the cusp of upgrading from decades old landline-based systems to Next Generation 9-1-1 systems designed for the modern, mobile wireless era.

In addition to producing higher-quality indoor location information, the benefits of using DBH for wireless 9-1-1 calls also include:

**Offers nationwide coverage.** DBH solutions for wireless 9-1-1 calls will be available in every American community where nationwide wireless providers offer service.

**Enables widespread consumer use.** DBH will be available with the most popular wireless operating systems, including Google’s Android and Apple’s iOS, covering the majority of mobile wireless
devices sold domestically. Consumers will be able to use their existing DBH-capable mobile device with no special applications or user interactions to activate the technology when calling 9-1-1.

**Eases integration for 9-1-1 emergency call centers.**
The adoption of DBH solutions for wireless 9-1-1 calls will not require Public Safety Answering Points (PSAPs) to install new equipment or software, interface to new location service providers, or incur additional costs.

Today’s announcement is one of numerous efforts that CTIA, the association that represents the U.S. wireless industry, and its member companies have undertaken to improve wireless 9-1-1 location information in partnership with leading 9-1-1 associations, APCO International Inc. (APCO) and the National Emergency Number Association (NENA).

The 9-1-1 Location Technologies Test Bed LLC is a testing environment for new technologies that are designed improve indoor 9-1-1 location accuracy, including innovations to determine a caller’s vertical location. DBH solutions have produced a reliable and accurate horizontal location in various types of buildings and across all morphologies during testing in the Test Bed.

CTIA is also leading the development of the National Emergency Address Database (NEAD), which will contain the verified street addresses of commercially-deployed Wi-Fi Access Points and Bluetooth Beacons. When combined with DBH solutions, the NEAD will further enhance wireless providers’ ability to provide emergency call centers with a dispatchable location for the 9-1-1 caller—recognized as the preferred data
for indoor 9-1-1 location information by the public safety community.

About CTIA
CTIA® (www.ctia.org) represents the U.S. wireless communications industry and the companies throughout the mobile ecosystem that enable Americans to lead a 21st century connected life. The association’s members include wireless carriers, device manufacturers, suppliers as well as apps and content companies. CTIA vigorously advocates at all levels of government for policies that foster continued wireless innovation and investment. The association also coordinates the industry’s voluntary best practices, hosts educational events that promote the wireless industry and co-produces the industry’s leading wireless tradeshow. CTIA was founded in 1984 and is based in Washington, D.C.
1. Call to Order
Meeting was called to order at 10:02 a.m. by MESB Chair Council Member Andrew Johnson.

2. Approval of October 10, 2018 Agenda
Motion made by Commissioner Goettel seconded by Commissioner Wolf to approve the October 10, 2018 agenda. Motion carried.

3. Approval of June 13, 2018 Minutes
Motion made by Commissioner Miron, seconded by Commissioner Ische to approve the June 13, 2018 Executive Committee minutes. Motion carried.

4. Radio Items
A. Acceptance of FY2019 SECB Grant
Jill Rohret said staff recommends the Board accept this grant, which is funded out of state funds. The grant will provide Motorola training for technicians and will fund an annual exercise for the Communications Response Task Force. The grant will also provide funds to send some communications personnel from the region to the Minnesota Public Safety Communications Conference. Lastly, a portion of the award will be sub-granted to Dakota County to install bi-directional amplifier in the Dakota County Northern Service Center in West Saint Paul. The grant was approved by the SECB in August.

Motion made by Commissioner Wolf seconded by Commissioner McMahon to recommend the Board approve acceptance of FY2019 SECB Grant. Motion carried.

B. Approval of amendments to Metro Standard 3.35.0 – National Weather Service
Rohret said the Radio TOC recommended amendments to Metro Standard 3.35.0 – National Weather Service. She noted that some telecommunicators found the paragraph format difficult to read and requested the process be listed in bulleted form; this was the primary change. Minor language changes were also made in section 6.

Motion made by Commissioner Goettel, seconded by Commissioner Sivarajah to approve amendments to Metro Standard 3.35.0 – National Weather Service. Motion carried.
5. 9-1-1 Items
A. Approval of Agreement with Minneapolis Related to Shared Call Handling Equipment

Pete Eggimann said the City of Minneapolis requested a new agreement with the MESB in relation to the MESB’s role as contract manager for the shared call handling system. The MESB pays shared bills for the system and bills system owners for their proportionate share. Minneapolis requires agreements to pay bills and did not have one relating to the system’s fiber lease. He noted that this is an accounting issue for the City; there is no financial impact to the MESB. MESB counsel has reviewed and offered changes to Minneapolis.

Commissioner Miron asked if Minneapolis has agreed to the changes MESB counsel made to the agreement. Rohret said Minneapolis has not yet responded to the proposed changes; Counsel will review the final language before it is brought to the Board.

*Motion made by Commissioner McMahon, seconded by Commissioner Miron to recommend approval of the agreement with City of Minneapolis for the Shared Call Handling Equipment billing. Motion carried.*

6. EMS Items – None

7. Administrative Items
A. Approval of 2019 Legislative Agenda

Rohret said the 2019 legislative agenda is the same as the 2018 agenda with one addition. The general items on the agenda are to keep the SECB under the Department of Public Safety rather than Minnesota IT, and to maintain the 9-1-1 Special Revenue Fund for public safety communications only.

9-1-1/ARMER items include the new item which is the American Heart Association Telephone-CPR (T-CPR) bill. The AHA through the Minnesota Resuscitation Alliance is pushing a bill that would require T-CPR to be provided by all PSAPs. This is a nation-wide effort being done on a state by state basis. A bill was passed in Wisconsin last year. A bill was introduced in Minnesota this year requiring all PSAPs to be T-CPR trained and provide T-CPR; the bill did not give the PSAPs the opportunity to transfer to other PSAPs which provide emergency medical dispatch (EMD), though the Wisconsin language does allow for the transfer of calls. The AHA has agreed to work with the MESB and ECN on the language. She noted that all metro PSAPs either provide EMD or transfer calls to a secondary PSAP which provides EMD, including T-CPR. She said that Matthew Bergeron has already met with the AHA and expressed the MESB’s concerns. Rohret said that this will likely have a larger effect in Greater Minnesota.

Commissioner Sivarajah asked if the Association of Minnesota Counties or the League of Minnesota Cities had been contacted regarding this legislation. They may want to put this on their agendas. Rohret said she would contact Margaret Vesel and Ryan Erdmann of the Association of Minnesota Cities; perhaps the AHA has reached out to them. Rohret said she did not know if the secondary PSAPs are willing to take more transfers. Rohret said that ECN was aware of the impact it would have on the Greater Minnesota PSAPs. The Wisconsin bill did include a one-time appropriation of approximately $250,000 for training.

Rohret stated that the amendments to MS 403 did not pass in the 2018 session. ECN’s plan for the 2019 session is introduce a simple, straight-forward bill that will address some changes which need to be made to the composition of the Statewide Emergency Communications Board (SECB). The SECB is made up of one-third state representatives, one-third metro local representatives, and one-third Greater Minnesota local representatives. A couple of years ago the Department of Management and Budget introduced a bill and took themselves off the board, which threw off the SECB’s alignment. It is proposed to add the Department of Corrections and a seat for Tribal Nations. Rohret asked ECN to include a change the definition of the metropolitan area in that statute to add Chisago, Isanti and Sherburne Counties. It is hoped that because of its simplicity the bill will pass, and the 9-1-1 issues can be dealt with in the future.
Rohret said that the EMS items have been on the agendas before. In the 2017 legislative session, the long-term sustainable funding for EMS regions passed in both houses but was not included in the final conference committee bill. It is believed that the EMSRB will add an increase in its bill, though it is possible the MESB will need to work the other regions to introduce such a bill. Other EMS items include maintaining the EMS grant program under the EMSRB rather than moving it to the Minnesota Department of Health, repealing EMS rules 4690.1900, and insuring the EMS mission is preserved if opiate tax revenues are passed.

*Motion made by Commissioner Egan, seconded by Commissioner Huffman to approve 2019 Legislative Agenda. Motion carried.*


Meeting adjourned at 10:20 a.m.
RECOMMENDATION
The Executive Committee recommends the Board approve the 2019 Statewide Emergency Communications Board (SECB) Grant to the MESB in the amount of $49,328.00, which will be allocated in the following manner:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$15,400.00</td>
</tr>
<tr>
<td>Exercises</td>
<td>$500.00</td>
</tr>
<tr>
<td>Training</td>
<td>$33,428.00</td>
</tr>
<tr>
<td>Total</td>
<td>$49,328.00</td>
</tr>
</tbody>
</table>

BACKGROUND
In August 2018, the Statewide Emergency Communications Board (SECB) approved a grant to each of the radio regions using 2019 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 based on the 2018 Regional Grant Funding Priorities list, which was approved by the MESB in November 2017. Funds must be spent and financial statement reports (FSR) submitted to ECN no later than June 1, 2020.

The grant budget includes a total of $33,428.00 for training, of which $26,528.00 for a Motorola technical training course. The remaining training funds ($6,900.00) will provide assistance for metro communications personnel to attend the 2019 Minnesota Public Safety Communications Conference.

For exercises, $500.00 was included for the annual Communications Response Task Force (CRTF) exercise; the grant typically pays for lunch for exercise participants.

Lastly, the grant includes $15,400.00 for equipment, which will be sub-granted to Dakota County for the installation of an indoor bi-directional amplifier (BDA) to be installed in the Northern Service Center in West Saint Paul. The grant requires a 50% match from Dakota County for the project. Dakota County will need to pay for the entire project, then request the 50% grant reimbursement from the MESB.

FINANCIAL IMPACT
None to the MESB.

MOTION
The Board hereby adopts the recommendation and moves to approve the grant as presented.

MOTION BY: [Name]
SECONDED BY: [Name]
MOTION APPROVED: __ YES ___ NO

[Signatures]
# Meeting Agenda

**Meeting Date:** November 14, 2018

**Presented By:** Rohret

**Agenda Number:** 4B. Approval of Amendments to Metro Standard 3.35.0 – National Weather Service

---

**Recommendation**

The Executive Committee recommends the Board approve the amendments to Metro ARMER Standard 3.35.0 – National Weather Service ARMER Radio Operations.

**Background**

The standard establishes policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and how weather notifications to PSAPs will occur during severe weather events.

Since the new National Weather Service standard that took effect on January 31, 2018, some PSAPs (Public Safety Answering Points) have raised concerns that the standard was hard to understand of what the procedure is.

**Issues & Concerns**

The MESB received a request to clarify the procedure contained in the standard. The 9-1-1 TOC recommended placing the procedure in a bulleted format to make it easier for telecommunicators to read. As such, the RTOC recommends reformatting Section 3, Recommended Procedure as bullet points. The actual procedures have not been changed.

**Financial Impact**

None to the MESB.

---

**Motion:**

**Seconded By:**

**Motion Approved:** YES NO
1. Purpose and Objective:
To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net (Minnesota State Patrol - Metro Communications Center) during severe weather events.

2. Technical Background:
   • Capabilities –
     To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine-county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service’s aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles or monitor on a separate ARMER Radio. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC 1-10 as directed by the Warning Point Net. The regional talkgroup METEM is also programmed in the radios for communications with regional and local Emergency Managers as stated in Metro Standard 3.28.0 – Use of Metro Emergency Management Talkgroup - METEM.
   • Constraints –
     Chanhassen Weather has been issued three handheld portable and one control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.
3. Operational Context:
For activations within the nine-county metropolitan region, Chanhassen Weather will hail the Metro Warning Point and the affected counties in the event of a severe weather warning. The Metro Warning Point will hail the affected PSAPs over the METCOM talkgroup and direct them to listen to the US-NWS CHN talkgroup for information on the weather. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and direct them to the appropriate talkgroup resources for the incident.

- Chanhassen Weather will hail the affected PSAP’s on the US-NWS CHN talkgroup.
- If the affected PSAP does not answer the hail, the State Patrol will hail the PSAP on METCOM and direct them to the US-NWS CHN talkgroup or a STAC or METAC.
- If the PSAP does not answer on METCOM, the State Patrol will contact the PSAP via landline

4. Recommended Procedure:
- Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather warnings, via US-NWS CHN to the Metro Warning Point. The warning will also transfer from the NWS computers to National Law Enforcement Telecommunication System (NLETS), from there the BCA computers copies the notification over to Minnesota Justice Information Services (MNJIS) and is sent out to notify the affected area(s).

The Metro Warning Point will hail all the Metro areas affected by the warnings over the METCOM talkgroup and direct them to the US-NWS CHN talkgroup for further detailed information. PSAP’s that do not respond to the hail will be contacted via land line by the Metro Warning Point and directed to listen to US-NWS CHN talkgroup. US-NWS CHN talkgroup will be used for any information exchange between the affected centers and the National Weather Service; such as severe weather reports, including sightings of tornados. This communication should be limited to updates to/from Warning Points only. This is not for individual field spotters. As the threat expires for each Warning Point’s area, the center can choose to turn down the volume on the US-NWS CHN talkgroup on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above.

5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups for Warning Point Net activations. Dispatch center managers and supervisors on in the metro area-region ARMER system shall ensure that-adherence to this procedure for usage and assignment of METAC or STAC talkgroups be adhered to.
The Radio TOC recommends the Board approve the amendments to Metro ARMER Standard 3.14.0 – Use of ARMER ME TACs.

Metro Standard 3.14.0 governs the use of the metro regional interoperability talkgroups, ME TACs. The standard was established in 2001 and has been amended as the ARMER system has changed. The most recent revision was approved in January 2016, where additional ME TAC talkgroups were added.

An error was discovered on page 4 of the standard. Old language which stated that certain disciplines could only use certain ME TACs was left in the standard, though Radio TOC and Board action stated ME TAC 1-10 could be used by any user needing interoperability resources. As such, the first sentence of the first paragraph on page 4 is recommended for deletion.

None to the MESB.
1. Purpose or Objective
To establish policy & procedures for use of the metro region ARMER ME TAC 1-12E talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

2. Technical Background:
   - **Capabilities**
     It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

   - **Constraints**
     Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services such as the VLAW31 VHF frequency may only be used by law enforcement and EMS personnel. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

     Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. **The use of ten codes is not permitted.** This pertains to direct or indirect (when in soft patch) use of these regional resources.

     The availability of and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.
**METRO 3.14.0 – ME TACs 2**

**ME TACs are not to be used for an internal event. Private, other tactical, administrative or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.**

ME TAC’s 1-10 shall not be encrypted.

ME TAC’s 11E & 12E are always encrypted.

Metro region-wide ARMER talkgroups may only be in one patch at a time.

**3. Operational Context:**
These talkgroups are metro-region resources to facilitate communications between agencies that typically do not communicate with each other on a regular basis.

*ME TAC1-10 are available for use by all users.*

*ME TAC11E-12E are only available for use by law enforcement.*

Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of the ME TAC E talkgroups.

**4. Recommended Protocol/ Standard:**

<table>
<thead>
<tr>
<th><strong>ME TAC 1-10 TALKGROUPS</strong></th>
<th><strong>TG Requirements</strong></th>
<th><strong>For Whom?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Recommended</td>
<td>All public safety and public service mobiles, portables, PSAPs</td>
<td></td>
</tr>
<tr>
<td>Recommended</td>
<td>All public safety and public service mobiles, portables, PSAPs</td>
<td></td>
</tr>
<tr>
<td>Optional</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Not Allowed</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cross Patch Standard</strong></th>
<th><strong>YES / NO</strong></th>
<th><strong>To Talkgroups</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft Patch</td>
<td>Optional</td>
<td>As Needed</td>
</tr>
<tr>
<td>Hard Patch</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

In order to meet the communications needs for an event, the ME TAC1-10 talkgroups may be patched to:
- Conventional RF resources, such as VHF, UHF etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups etc.
- Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.
ME TAC11E-12E TALKGROUPS

<table>
<thead>
<tr>
<th>TG Requirements</th>
<th>For Whom?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Recommended</td>
<td>All law enforcement mobiles, portables, and PSAPs which primarily support law enforcement</td>
</tr>
<tr>
<td>Recommended</td>
<td>All law enforcement mobiles, portables, and PSAPs which primarily support law enforcement</td>
</tr>
<tr>
<td>Optional</td>
<td>None</td>
</tr>
<tr>
<td>Not Allowed</td>
<td>Non-law enforcement users</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross Patch Standard</th>
<th>YES / NO</th>
<th>To Talkgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft Patch</td>
<td>Optional</td>
<td>As Needed*</td>
</tr>
<tr>
<td>Hard Patch</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

ME TAC11E & 12E talkgroups may only be patched to another talkgroup encrypted by ADP, DES, or AES encryption.

The "Status Board" application will be used to manage the talkgroup resources.

_The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of these resources when needed for important events._

None of the ME TAC talkgroups shall be part of any system-configured multi-group.

The ME TAC recording procedure falls under Statewide ARMER Standard 3.7.0—Recording Interoperability Channels and Talkgroups.

It is highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching.

_If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency's responsibility to understand that it will be limiting its ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event._

5. **Recommended Procedure:**
The pool talkgroups may either be used directly, or be patched to other resources to meet the communications needs of an event.
The usage of ME TAC 1-10 will be reserved for public safety use only. The usage of these talkgroups for **EMERGENCY** or **IN PROGRESS** interoperability events should be ME TAC 1, 2, 3, 4...10 in that order.

The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC 10, 9, 8, 7...1 in that order. **ME TAC 1 will not be reserved for planned events.**

When formulating communications plans, COMLs should check with the agencies involved in interoperability events to see what shared resources are available.

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event the ARMER dispatch center will remove any patches that were used for the event, and update the Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

**NOTE:** Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.

**6. Management**

Metro region dispatch center managers & supervisors for agencies on the ARMER system shall insure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The Minnesota Status Board System Administrator shall be responsible for the Status Board application.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The Metropolitan Emergency Services Board will be responsible for the ME TACE encryption key.
RECOMMENDATION
The 9-1-1 TOC recommends including the following items as regional funding priorities for grants available in 2019 (in priority order):

- Study to determine feasibility of pooled testing for hiring telecommunicators
- Vendor-provided resiliency training for telecommunicators
- Creation of a business plan for CAD-to-CAD interoperability
- PSAP back-up equipment cache

The Radio TOC recommends including the following items as regional funding priorities for grants available in 2019 (in priority order):

- Vendor-provided technical training
- Assistance to attend 2019 Minnesota Public Safety Communications Conference
- Communications Response Task Force (CRTF) training/exercise
- Deployable interoperability equipment

BACKGROUND
Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities. These priorities are to include project/items/concepts for which regions can apply for grant funds through the SECB process. In the past, grants were only open to radio projects.

ISSUES & CONCERNS
9-1-1 projects are now eligible for grant funding. Due to this, both the 9-1-1 TOC and the Radio TOC develop their list of regional funding priorities. Grants are structured so that both 9-1-1 and radio projects apply for the same grant funds and are included in the same competitive structure.

Stated grant objectives and SECB funding hierarchy will determine which projects MESB staff will include in the grant applications. Generally, staff will apply for the highest priority project from both areas.

FINANCIAL IMPACT
None to the MESB other than staff time to apply for and process grants.
RECOMMENDATION
The Executive Committee recommends the Board approve the agreement with the City of Minneapolis pertaining to the MESB’s role as contract manager for the shared call handling equipment contract.

BACKGROUND
At its May 2014 Board meeting, the MESB approved entering into three agreements related to the shared call handling equipment with the Cities of Edina and Minneapolis, Hennepin County, Hennepin EMS and Allina Health EMS. One of these agreements, Ancillary Agreement 01 for Procurement of a Shared/Hosting 9-1-1 Call Handling System and Related Shared Wide Area Network Connectivity and Shared Data Center Usage, establishes the MESB as the contract manager for the system, with responsibilities to bill the system owners for their share of expenses related to the system.

ISSUES & CONCERNS
In September 2018, the MESB was notified by the City of Minneapolis that it required a new agreement with the MESB to pay its recurring costs related to the shared call handling system. These costs include Minneapolis’ share of contingency fund requirements and costs associated with the lease with Hennepin County for fiber. The agreement is effective June 1, 2018 and will expire on December 31, 2021, with a not to exceed amount of $151,000.00.

MESB Counsel reviewed the agreement and offered changes, which are included in the attached. At the time of this writing, staff has not heard from the City as to whether the changes proposed by the MESB will be accepted. It is anticipated that agreed upon language will be available in time for the November MESB meeting.

FINANCIAL IMPACT
None to the MESB.
City of Minneapolis

Contract for Professional Services
(Over $100,000 - Non-Grant Funded)

City Contract Number (Assigned by the City Contract Management Office):

City Department Responsible for the Contract: Information Technology

This Contract is made between the City of Minneapolis, Minnesota, a home rule charter city, ("City") and Metropolitan Emergency Services Board ("MESB" or "Consultant").

In consideration of the following terms, conditions and mutual promises, the parties hereby agree as follows:

I. **Scope of Service**
   MESB agrees to perform the following services for the City:

   Provide services as agreed upon in the Ancillary Agreement 01 for Procurement of a Shared/Hosted 9-1-1 Call Handling System and Related Shared Wide Area Network Connectivity and Shared Data Center Usage (“CHS1 agreement”) to purchase a Regional 911 Phone System. This includes fiber leased with Hennepin County.

II. **Compensation**
   MESB shall be reimbursed as follows:

   The recurring fiber lease costs with Hennepin County are paid by consortium of which the City will pay approximately 34% of actual costs to MESB.
There will be a contingency fund that is used by the Systems Owners Group for unexpected expenses related to managing the phone and ancillary systems. The City agrees to pay 35% of funds needed annually to maintain this contingency fund’s account balance at $60,000.

Compensation shall be limited as follows:
- 2018 – fiber lease will not exceed $21,000.
- 2019 – fiber lease will not exceed $30,000.
- 2020 – fiber lease will not exceed $30,000.
- 2021 – fiber lease will not exceed $30,000.
- Costs for the contingency fund throughout the life of the contract will not exceed $40,000.

Total compensation under this Contract shall not exceed $151,000.

A. **Invoices:** MESB, via its fiscal agent Washington County, shall submit itemized invoices for services rendered. The City is under no obligation to honor or pay any invoices submitted more than 120 days after the Termination Date indicated in Section III of the Contract.

B. **Travel Expense Reimbursement:** Not Applicable

### III. Effective Date and Termination Date

This Contract shall be in full force and effect from June 1, 2018 through December 31, 2021 unless terminated earlier through the paragraph entitled Termination (under General terms and conditions) or unless extended by the City Department Head signing this contract.

### IV. Notices

Communication and details concerning this contract shall be directed to the following contract representatives:

**MESB (include the complete mailing address here):**
Metropolitan Emergency Services Board  
Attn: Jill Rohret, Executive Director  
2099 University Avenue West  
St. Paul, MN 55104  
Phone: (651)643-8394  
Email: jrohret@mn-mesb.org

Copies of communication should also be sent to:  
Director of 9-1-1 Services  
Phone: (651) 643-8377  
911_Dir@mn-mesb.org
CITY OF MINNEAPOLIS (include the complete mailing address here):

Otto, Doll Department Head
Chief Information Officer
310 4th Av. S., Suite 400
Minneapolis, MN 55415
Contract Manager - Mary Meyer
Phone 612-673-3840
Email Mary.Meyer@minneapolismn.gov

V. **Terms and Conditions**
This Contract is subject to and incorporate all the terms and conditions set forth in the General Conditions attached hereto.

VI. **Closing**
IN WITNESS WHEREOF, said MESB and said City have caused this Contract to be executed in their behalf respectively by their proper officers as follows:
IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

FOR THE MESB:

By _____________________________
Its Chair

Approved as to Form

By _____________________________
Its Board Counsel

STATE OF __________________)
COUNTY OF ________________)

This instrument was acknowledged before me on ___________________________ (Date)
by _____________________________ as ____________________________ (Title)
(Printed Name)
of Metropolitan Emergency Services Board.
(Corporation Name, if corporation)

________________________________
Notary Public

35
IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

FOR THE CITY:

________________________________________
Finance Officer
City Purchasing Agent
Enterprise Contract Administrator

Approved as to Form

By: __________________________________
Assistant City Attorney

________________________________________
Department Head responsible for Administering and Monitoring this Contract
Otto Doll, Chief Information Officer
City of Minneapolis - General Conditions for Contracts over $100,000
(Revised: Aug, 2015)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. By contracting, the Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time the parties negotiate the Contract. Some negotiation is possible to accommodate the Consultant’s suggestions.

1 City's Rights

The City reserves the right to cancel the Contract without penalty, if circumstances arise which prevent the City from commencing the project or any phase of the project and at any time if it is determined that the City was fraudulently induced to enter into the contract.

2 Equal Opportunity and Non-Discrimination Laws

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an “affirmative action plan” approved by the City prior to entering into the Contract.

3 Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The City does not represent that the insurance requirements are sufficient to protect the Consultant’s interest or provide adequate coverage. Evidence of coverage is
to be provided on a current ACORD Form, Insurance Declaration. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its sub-contractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

The Consultant and its sub-contractors shall secure and maintain the following insurance:

a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least $100,000 each accident, $500,000 disease - policy limit and $100,000 disease each employee.

b) **Commercial General Liability** insurance with limits of at least $2,000,000 general aggregate, $2,000,000 products - completed operations $2,000,000 personal and advertising injury, $300,000 each occurrence fire damage and $5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.

c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least $2,000,000 per accident.

d) **Professional Liability** Insurance or Errors & Omissions insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its sub-contractors and 2) the negligence or failure to render a professional service by the Consultant or its sub-contractors. The insurance policy should provide coverage in the amount of $2,000,000 each claim and $2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the services or work.

e) **Network Security and Privacy Liability** insurance for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Electronic Media Liability. Insurance will cover claims that arise from the disclosure of private information from files but not limited to: 1) the errors or omissions of the Consultant, its employees or Sub-contractors and 2) penetration of the Consultant’s electronic data network, “firewall” or other security devices by hackers or others. The insurance policy should provide minimum coverage in the amount of $1,000,000 per occurrence and $2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.

4 **Hold Harmless**

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney’s fees regardless of the Consultant’s insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of
the subcontractors and sub-consultant of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney’s fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statues, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the Data Practices section below, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

5 **Subcontracting**

The Consultant shall provide written notice to the City and obtain the City’s authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all sub-contractors for sub-contractor’s undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

6 **Assignment or Transfer of Interest**

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

7 **General Compliance**

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.

8 **Performance Monitoring**

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substandard performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the
approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9 **Prior Uncured Defaults**

Pursuant to Section 18.115 of the City’s Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10 **Independent Consultant**

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or sub-contractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Consultant.

11 **Accounting Standards**

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12 **Retention of Records**

The Consultant shall retain all records pertinent to expenditures incurred under this Contract for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13 **Audit Requirements for Cloud-Based Storage of City Data**
If the Consultant’s services include the storage of City data using a cloud based solution, then the Consultant agrees to secure the data as though it were “private data” as defined in Minnesota Statutes, Chapter 13. The Consultant shall provide the City with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 16 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Consultant agrees to provide a .pdf copy to the City’s Contract Manager, upon the Consultant’s receipt of the audit results.

14 **Data Practices**

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant’s sub-consultants or sub-contractors retained to provide Services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a “governmental entity.” The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant’s unlawful disclosure or use of data protected under state and federal laws.

15 **Inspection of Records**

Pursuant to Minnesota Statutes Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota Office of State Auditor or their designees upon written notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

16 **Living Wage Ordinance**

The Consultant may be required to comply with the “[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf), Chapter 38 of the City’s Code of Ordinances (the “Ordinance”). Unless otherwise exempt from the Ordinance as provided in Section 38.40 (c), any City contract for services valued at $100,000 or more or any City financial assistance or subsidy valued at $100,000 or more will be subject to the Ordinance’s requirement that the Consultant and its sub-contractors pay their employees a “living wage” as defined and provided for in the Ordinance.

17 **Applicable Law**
The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

18 **Conflict and Priority**

If this Contract was awarded by RFP and in the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

19 **Travel**

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City of Minneapolis Consultant Travel Reimbursement Conditions. [http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf).

20 **Billboard Advertising**

City Code of Ordinance 544.120 prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

21 **Conflict of Interest/Code of Ethics**

Pursuant to Section 15.250 of the City’s Code of Ordinances, both the City and the Consultant are required to comply with the City’s Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a “conflict of interest.” A “conflict of interest” will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City’s Code of Ethics will also apply to the Consultant in its role as an “interested person” since Consultant has a direct financial interest in this Contract. The City’s Code of Ethics prevents “interested persons” from giving certain gifts to employees and elected officials.

22 **Termination, Default and Remedies**

The City may cancel this Contract for any reason without cause upon thirty (30) days’ written notice. Both the City and the Consultant may terminate this Contract upon sixty
(60) days’ notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days’ written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay the Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by the Consultant, the City shall pay the Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

23 Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City’s payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

24 Intellectual Property

All Work produced by the Consultant under this Contract is classified as “work for hire” and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. “Work” covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the Work for its files in order to engage in future consultations with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of
other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the term of this Contract. This Contract does not affect the ownership of each party’s pre-existing intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party’s pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

25 Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and sub-contractor with 21 or more employees that enters into a “contract”, as defined by the ordinance that exceeds $100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed $100,000, but is later modified so the Contract does exceed $100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at: http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf. It is the Consultant’s and sub-contractor’s responsibility to review and understand the requirements and applicability of this ordinance.

26 City Ownership and Use of Data

The City has adopted an Open Data Policy (“Policy”). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City’s use of the software and/or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant’s subcontractors or sub-consultants involved in providing the Services, using whatever
means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

27 Cardholder Data and Security Standards

Should the Consultant collect revenue on behalf of the City through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Consultant represents and acknowledges that the Consultant will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Consultant represents that it will protect cardholder data. Consultant will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the City upon request. Consultant agrees at reasonable times to provide to the City or to its assigns, the audit rights contained in item 15 hereof for all physical locations, systems or networks that process credit cards on behalf of the City. Consultant also agrees to provide written notice to the City of any breach of a system owned, operated or maintained by the Consultant that contains cardholder data or information.

28 Small & Underutilized Business Program (SUBP) Requirements

Consultant must comply with the Small & Underutilized Business Program (SUBP), as detailed in Chapter 423 of the Minneapolis Code of Ordinances. The SUBP Ordinance applies to any contract for the provision of goods and services in excess of one hundred thousand dollars ($100,000).

29 Miscellaneous Provisions

1. Successors and Assigns – This Contract shall be binding upon and inure to the benefit of the successors and assigns of the City and of the Consultant.

2. Severability – If any provision of this Contract is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Contract shall be construed and enforced as if such invalid or unenforceable provision had not been included.

3. Amendments – This Contract may only be modified or changed by written amendment signed by authorized representatives of the City and the Consultant.

4. Waiver – Failure to enforce any provision of this Contract does not affect the rights of the parties to enforce such provision in another circumstance. Neither
does it affect the rights of the parties to enforce any other provision of this Contract at any time.

5. **Entirety of Contract** – This Contract and the Attachments/Exhibits thereto, constitute the entire and exclusive Contract of the parties.
RECOMMENDATION
Staff recommends the Board authorize the Chair to execute the one-year extension document for State Contract T-730 – 9-1-1 system, as allowed in the contract executed in November 2016, pending favorable review by MESB Counsel.

BACKGROUND
Traditionally, the MESB was party to a three-way contract for 9-1-1 services between the 9-1-1 service provider, the State of MN, and the MESB for the 9-1-1 service in the metropolitan area. The State was responsible for the monthly recurring costs associated with the 9-1-1 network and the 9-1-1 location database. The MESB and the PSAPs were responsible for one-time costs associated with changes to the 9-1-1 system they initiated.

In November 2016, the MESB approved and authorized the Chair to execute the T-730 contract for 9-1-1, with the MESB, State of Minnesota and CenturyLink as parties.

ISSUES & CONCERNS
The original T-730 contract document was a two-year contract, with three one-year extension options. It is the MESB and State’s intent to exercise the first of the three one-year extensions. It is unknown if the remaining two extension options will be exercised at a later date.

At the time of writing of this document, the contract extension document is not available and has not been reviewed by MESB Counsel. Before the extension document is executed it will be reviewed by MESB Counsel.

FINANCIAL IMPACT
There should be no additional financial impact beyond the normal operational expenses the MESB has traditionally incurred. The MESB will continue to be responsible for one-time costs associated with changes to the 9-1-1 system that are requested by the MESB. The State will continue to be responsible for the monthly recurring costs.

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

MOTION: 

MOTION: Approval of One-Year Extension of State Contract T-730 – 9-1-1 System
RECOMMENDATION
Staff recommends the Board accept and approve the 2018 State Homeland Security Program (SHSP) grant to the MESB in the amount of $50,000, which will be used to continue to provide regional 3ECHO training.

BACKGROUND
In 2009, the MESB-Metro Region EMS System was awarded federal Metropolitan Medical Response System (MMRS) funds to develop a regional post-blast response plan. Early in the planning process, a larger multi-discipline active shooter response gap was uncovered. The planning team noted similarities to both active shooter and post-blast response strategies and incorporated them into what now is 3ECHO Hostile Event training and response plan. Since 2009, the MESB-Metro Region EMS System has been awarded additional funding from various sources to continue 3ECHO development and training. During the last nine years, the MESB-Metro Region EMS System and the 3ECHO cadre of instructors have successfully trained over first responders to use this unique response strategy. The Minnesota Department of Public Safety and Minnesota Homeland Security Emergency Management (HSEM) have stated they are committed to continue funding 3ECHO training and have stated that this program is looked upon by them and other states as a “best practice” response strategy.

ISSUES & CONCERNS
The grant period is January 1 through December 31, 2019. This grant of $50,000.00 is administered by HSEM.

This grant provides funding for a minimum of six 4.5-hour 3ECHO didactic trainings and two 3ECHO hands-on sessions.

FINANCIAL IMPACT
The MESB will pay costs associated with the classes and be reimbursed by the grant. Costs include paying instructor wages, lodging and mileage; class supplies; and staff time to administer the grant.
Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2018 State Homeland Security Program Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2018 State Homeland Security Program Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/egrants), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the
matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. **ENCUMBRANCE VERIFICATION**
   Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

   Signed: __________________________________________
   
   Date: ____________________________________________

   Grant Agreement No. A-SHSP-2018-MESB-EMS-013 / PO#3000056468

2. **GRANTEE**
   The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

   Signed: __________________________________________
   
   Print Name: ______________________________________
   
   Title: ____________________________________________
   
   Date: ____________________________________________

   Signed: __________________________________________
   
   Print Name: ______________________________________
   
   Title: ____________________________________________
   
   Date: ____________________________________________

3. **STATE AGENCY**

   Signed: __________________________________________
   
   Title: ____________________________________________
   
   Date: ____________________________________________
   
   (with delegated authority)

   Distribution: DPS/FAS
   
   Grantee
   
   State’s Authorized Representative
## 2018 (SHSP) State Homeland Security Program

### Budget Summary (Report)

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHSP-2018-IJ#05: Mass Casualties</strong></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Tourniquets</td>
<td>$6,660.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,660.00</td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Provide instruction to students</td>
<td>$43,340.00</td>
</tr>
<tr>
<td>Total</td>
<td>$43,340.00</td>
</tr>
<tr>
<td>Total</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Allocation</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
The Executive Committee recommends the Board approve the 2019 MESB Legislative Agenda.

BACKGROUND
In past years, the Metropolitan Emergency Services Board developed a legislative agenda which was approved by the Board. The agenda is MESB staff and the MESB lobbyist’s best estimate of items which may arise during the 2019 legislative session.

ISSUES & CONCERNS
The 2019 legislative session will begin on January 8, 2019. Almost all of the items on the 2019 agenda are the same as in 2018. The legislative agenda is divided into three sections: General Items, 911/ARMER Items, and EMS Items.

General Items include keeping the Statewide Emergency Communications Board under DPS rather than MN IT (it is unknown if this will be an item or not; it is being kept on the legislative agenda in the event it arises); and maintaining the 911 special revenue fund for public safety communications use only. These items have been included in the several previous legislative agendas as well.

911/ARMER Items includes amendments to MS 403 to update the composition of the Statewide Emergency Communications Board. The updates will restore the 1/3, 1/3, 1/3 balance of the board, and will add a seat for Tribal governments. Additionally, the amendments will update the definition of the metropolitan area to include Chisago, Isanti, and Sherburne Counties. No changes will be made to the 9-1-1 portions of the statute in 2019.

A bill will be introduced in 2019 sponsored by the American Heart Association (AHA) requiring Telephonic Cardio Pulmonary Resuscitation (T-CPR). MESB is working with the AHA on the language to make sure it does not place onerous requirements on PSAPs, including financial requirements. The final language is still being negotiated, but it is hoped that the language will mirror what was passed in 2017 in Wisconsin which allows PSAPs to transfer calls requiring T-CPR to a secondary PSAP, which is what is done in many Minnesota PSAPs today.

EMS Items include: establishing long-term sustainable funding, including requesting additional General Fund dollars to fully cover regions’ administrative/overhead expenses, as well as to restore old programs or provide new programs within the regions; seeking an increase in fines for distracted driving to allow for additional funding, like Seatbelt Funds, for the eight EMS regions (and would include allocating some amount to the Department of Public Safety); maintaining the regional
EMS grant program under the Emergency Medical Services Regulatory Board (EMSRB); repealing EMS Rules 4690.1900, which requires EMS communications plans separate from the ARMER plan; and allowing opiate tax revenues to be used at the discretion of individual EMS regions.

**FINANCIAL IMPACT**
No direct impact, except staff time at the Capitol.
## Metropolitan Emergency Services Board
### 2019 Legislative Agenda - DRAFT

<table>
<thead>
<tr>
<th>Item</th>
<th>Sponsor</th>
<th>Lobby</th>
<th>Support</th>
<th>Monitor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep SECB under DPS, rather than MN IT</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain the 911 Special Revenue Fund only for public safety communications use</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>911/ARMER Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Heart Association T-CPR bill</td>
<td></td>
<td>√*</td>
<td></td>
<td>√</td>
<td>*Support if MESB agrees with final language (to be determined at time of this writing).</td>
</tr>
<tr>
<td>DPS amendments to MS 403 to change/update SECB composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Anticipated introduction. Will add Department of Corrections to SECB (will restore 1/3, 1/3, 1/3 representation) and add a seat for Tribal Nations. Possible amendment to definition of metropolitan area to include Chisago, Isanti and Sherburne Counties.</td>
</tr>
<tr>
<td>VoIP provider legislation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Monitor to ensure compliance with 9-1-1 statutes.</td>
</tr>
<tr>
<td><strong>EMS Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term sustainable funding for EMS regions, including requesting an additional $2.8 million in General Revenue Funds to be divided among all 8 EMS regions</td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
<td>This passed both houses and was in Governor’s budget in 2017, but did not pass in Special Session. It is believed that this will be recommended to be in the Governor’s budget by the EMSRB, however it is possible the EMS regions will jointly introduce this measure.</td>
</tr>
<tr>
<td>Seek an increase in fines for distracted driving to allow for additional funding for all 8 EMS regions. As with seatbelt funds, a portion of the increase would go to the Department of Public Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This was introduced in 2017 and failed. It was mentioned again in 2018. It is currently unknown if it will be introduced in 2019 or in future sessions.</td>
</tr>
<tr>
<td>Maintain EMS regional grant program under EMSRB, rather than moving to MDH</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend EMS rules to repeal 4690.1900</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If opiate tax revenues are passed, insure EMS mission is preserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION
The Executive Director recommends the Board approve the renewal of the lease agreement with Metropolitan Mosquito Control District (MMCD) for MESB office and storage space.

BACKGROUND
MMCD owns and manages the Metro Counties Government Center building, from which the MESB leases office and storage space, as well as meeting rooms. The current lease is January 1, 2017 through December 31, 2018.

ISSUES & CONCERNS
The term of the proposed renewal agreement is January 1, 2019 through December 31, 2020. The agreement includes a three percent (3%) rent increase over the lease term, which will increase our monthly rent payment by $62.00, to $2,137.00 per month. The rent does include utilities, security, cleaning services and parking.

MESB Counsel has reviewed the lease agreement.

FINANCIAL IMPACT
The rent increase was included in the MESB’s 2019 operational budget.
LEASE

This lease, entered into as of the first day of January, 1, 2019, between Metropolitan Mosquito Control District; a government corporation (hereinafter called "Lessor") having an address of 2099 University Avenue West, St. Paul, Minnesota 55104-3431 and the Metropolitan Emergency Services Board, a Minnesota joint powers organization (hereinafter called "Lessee"). 2099 University Avenue West, St. Paul, Minnesota 55104.

1. DEMISE: Lessor leases to Lessee and Lessee leases from Lessor the following: the office space described in the attached document marked as Exhibit "A" and made a part hereof (the "Office Space"), located at 2099 University Avenue West, St. Paul, Minnesota. In addition, Lessee shall have the right, in common with Lessor and those lawfully claiming under Lessor, to use the driveways, sidewalks, parking areas, entryways, staircases, elevators, lavatories, and other common facilities on the Land and the Building (the "Common Areas"). See (Exhibit “B”).

2. TERM: To have and hold said Office Space together with all rights, easements, privileges and appurtenances thereunto belonging (all of which are hereinafter collectively referred to as the "Premises") unto Lessee for a term commencing January 1, 2019, the date that the Lessee takes possession of the Premises (the "Commencement Date") and ending on the last day of December 2020.

3. OPTION TO RENEW: It is agreed that Lessee is granted the option to renew this lease under the same terms and conditions, or modified terms and conditions as the Lessee and Lessor may mutually agree to, for additional periods agreed to.

To exercise said option Lessee must notify Lessor in writing no later than thirty (30) days before the expiration of this lease.

4. USE OF PREMISES: The Premises shall be used and occupied by Lessee for general office and for public meetings. Lessee shall be entitled to use the Board room in the Building, at no additional cost and shall have priority over non-tenants for scheduling use of the Board room. The Board room (room 205) may be used when an event occurred that interrupted or overwhelmed regional response capabilities as described in a Memorandum of Agreement between the Lessor and Lessee (Exhibit “C”).

5. RENT: Lessee covenants to pay Lessor, without demand, rent for the Premises in monthly payments of: $2,137.00, for the period from January 1, 2019 through December 31, 2020. Lessee and Lessor agree that they may, from time to time, share resources for their mutual benefit, and that any charges that they agree to for any items shared will not be part of this lease, but may be added to or subtracted from lease invoices for purposes of simplified payment.

6. BUILDING SERVICES: Lessor shall furnish Lessee the following services:

A. Maintenance, repair, cleaning/custodial/janitorial services including trash removal and snow and ice removal for Building and Land, (Exhibit C) including, but not limited to, the Common Areas and the Premises;

B. Heat and air conditioning service throughout the year for the Building and the Premises to the extent required to maintain comfortable interior temperatures, proper humidity and ventilation;

C. Public toilet facilities on each floor of the Building;

D. Gas, electricity and water (In the event gas, electricity or water rates are increased during the terms of this lease or its renewal, Lessee agrees to pay its proportionate share of any increase), which shall be payable as additional Rent.

Lessor shall make such repairs or replacements to Building utility distribution lines and other facilities as may be required to restore any such service interrupted or suspended. In the event of an interruption or suspension of, or fluctuation in, any Lessor provided building service which continues for a period of five (5) or more consecutive days of Lessee’s normal business operation and which, in the opinion of Lessee deprives Lessee of beneficial occupancy of the Premises, Lessee shall have the right to provide such substitute service at the sole cost, risk, and liability of Lessor, but such cost, risk, and liability not to exceed the rents payable for the applicable period, and deduct the actual cost thereof from the next payment(s) of rent.

7. LOSS OR DAMAGE TO PROPERTY: All personal property belonging to Lessee or any other person located in or about the Premises or the Building shall be there at the sole risk of Lessee or such other person, and neither Lessor nor Lessor’s agents or employees shall be liable for the theft or misappropriation thereof, or
for any damage or injury thereto, or for the death or injury of Lessee or any other persons or damage to property caused by water, snow, frost, steam, heat, cold, dampness, falling plaster, explosions, sewers or sewage, gas, odors, noise, the bursting or leaking of pipes, plumbing, electrical wiring, and equipment and fixtures of all kinds, or by any act or neglect of other tenants or occupants of the Building, or of any other person, or caused in any other manner whatsoever, unless the same shall proximately result from the negligence of Lessor or Lessor’s agents or employees or from failure of Lessor to perform its obligations hereunder.

8. HOLDING OVER: Should Lessee remain in possession of the Premises after the expiration of the term of this lease as the same may have been extended, then, unless a new agreement in writing shall have been entered into between the parties hereto, Lessee shall be a tenant from month to month. Lessee shall be required to give a sixty (60) day notice before vacating the Premises. Such tenancy shall otherwise be subject to all of the covenants and agreements of this lease, at a monthly rental equal to the last monthly installment of rent payable hereunder.

9. ASSIGNMENT AND SUBLetting: Lessee shall not assign, mortgage, hypothecate or convey this lease or any interest therein, or sublet the Premises or any part thereof, without in each case the prior written consent of Lessor which shall not be unreasonably withheld or delayed. Lessor hereby consents to the transfer of Lessee’s interests hereunder to a successor organization; provided, however, that such transferee shall assume the duties and obligations of Lessee hereunder, and provided, further, that Lessee shall not be relieved of liability therefore.

10. SURRENDER: At the expiration of the term hereof, Lessee shall quit and surrender the Premises, together with all installations, improvements, and alterations (including partitions) which may have been installed by Lessee, equipment that it has a right to remove from the Premises within thirty (30) days of the date Lessee is required to surrender the Premises, Lessee shall be conclusively presumed to have abandoned the same, and ownership thereof shall forthwith vest in Lessor without payment or credit to Lessee. If Lessee fails to remove said equipment at the expiration of the term hereof, Lessee shall be responsible for payment of rent on a per diem basis for so long as said equipment remains on the Premises, for up to thirty (30) days.

11. USE OF PREMISES BY LESSEE: Subject to the obligations of Lessor set forth in Paragraph 6 above, Lessee shall take good care of the Premises and the fixtures and improvements therein and will not sell or store therein any spirituous, malt or vinous liquors, or any narcotic drugs; will not make or permit any use of the Premises which is forbidden by ordinance, statute or government regulation or which may increase the premium cost of, or invalidate, any policy of insurance carried on the Building or covering its operation, and will comply with, the Rules and Regulations, if any. Lessee shall give prompt notice to Lessor in case of fire or accident in the Premises or of any defects, damage or injury thereto or to any fixtures or equipment.

12. LESSEE’S PROPERTY: Lessee shall have the right to place in the Premises at such locations therein as Lessee may from time to time determine, Lessee’s furniture, trade fixtures and business office machines and equipment. Such personal property shall be and remain the property of Lessee, and may be removed, replaced or supplemented by Lessee, at any time during the lease term, upon its expiration or upon its earlier termination in any manner; Lessee, however, agreeing to repair at Lessee’s expense any damage to the Premises and the Building caused by such placement or removal.

13. UNTENANTABILITY: If the Premises shall be partially damaged by fire or other casualty, acts of God or other cause, and such damage can reasonably be repaired within sixty (60) days after such damage occurs, then this lease shall remain in full force and effect and the damage to the Premises shall be promptly repaired by the Lessor within such period. Rent shall be abated until such repairs are completed and full possession of the Premises is restored to Lessee on a per diem basis proportionate to the extent and for the period that the Premises are unfit for occupancy. Provided Lessor commences promptly and proceeds diligently with such repair, Lessor shall incur no liability on account of any delay in the completion of such repairs which may arise by reason of labor difficulties or any other cause beyond Lessor’s control. If the Premises or the Building are made unfit for occupancy by fire or other casualty, acts of God or other cause, to the extent to which such cannot reasonably be repaired within sixty (60) days after such casualty, Lessor and Lessee shall each have the right to elect to terminate this lease as of the date when the Premises or the Building are so made unfit for occupancy, by written notice to the other within fifteen (15) days after that date. If this lease is not so terminated, Lessor shall repair, restore, or rehabilitate the Premises and the Building at Lessor’s expense within ninety (90) days after the damage, and rent shall be abated on a per diem basis proportionate to the extent and for the period that the Premises or the Building are unfit for occupancy. In the event Lessor shall not substantially complete the work within said 90-day period, Lessee shall again have the right to elect to terminate this lease, as of the date of such damage, by written notice to Lessor not later than ten (10) days after the
expiation of said 90-day period. Rent shall continue to be abated on a per diem basis to the extent and for the period that the Premises or the Building are unfit for occupancy. In the event of termination of this lease pursuant to this paragraph, rent shall be apportioned on a per diem basis to and including the date Lessee surrenders possession of the Premises.

14. EMINENT DOMAIN: If the whole or any part of the Premises, the Building or the Land shall be appropriated, condemned, taken or otherwise acquired by any public or quasi-public authority under the power of eminent domain, condemnation or other proceedings (a “Taking”), and, in the opinion of Lessee, such Taking makes it impractical for Lessee to continue beneficial occupancy of the Premises, then Lessee shall have the right and option to terminate this lease by giving written notice to Lessor within sixty (60) days next following notice for such Taking, in which event this lease and the estate hereby created shall terminate and wholly expire on the earlier of the date legal title shall vest in the appropriator, or, condemning or the date following Lessee’s notice of termination on which Lessee surrenders possession of the Premises, and all rent shall be prorated and adjusted as of said date. In no event shall Lessee have any claim against Lessor by reason of any Taking; provided, however, that Lessee hereby reserves the right to any award or compensation separately recoverable for loss of business, moving, and relocation expenses or otherwise.

15. DEFAULT: If the rent or any part thereof shall at any time be in arrears and unpaid, and shall so remain for twenty (20) days following written notice by Lessor to Lessee, or if Lessee shall fail to keep and perform any of the other covenants, agreements or conditions of this lease on its part to be performed within thirty (30) days following written notice of such default, except that Lessee shall not be in default hereunder if such performance shall require more than thirty (30) days to complete and Lessee undertakes such performance within such period and proceeds with completion of such performance or if Lessee shall abandon or vacate the Premises during the term hereof, or if the interest of Lessee in the Premises shall be sold under execution or other legal process; then, in any such event, Lessor may enter in and upon the Premises and again have and repossess and enjoy the same as if this lease had not been made, and therupon this lease and every obligation herein contained on the part of Lessee to be kept and performed shall cease, terminate and be utterly void; without prejudice, however, to the right of Lessor to recover from Lessee or its successors or assigns all rent due up to the time of such entry. The commencement of a proceeding or suit in forcible entry and detainer or in ejectment or otherwise, after any default by Lessee, shall be equivalent in every respect to actual entry by the Lessor. In case of any such default by Lessee and entry by Lessor, Lessor shall use best efforts to relet the Premises for the remainder of said term for the highest rent obtainable and may recover from Lessee any deficiency between the amount so obtained and the amount of rent hereinbefore reserved.

16. QUIET ENJOYMENT: Lessor and heirs, personal representatives, successors and assigns do hereby warrant that it/he/she/they have good and marketable fee simple title to the Land and Building and have the lawful authority to make this lease, and shall defend the Lessee in the quiet enjoyment and peaceable possession of the Premises during the term of this lease and any extension thereof against the claims of all persons whatsoever.

17. SIGNS: Lessor, at its expense, shall provide a sign in the parking lot and a sign at the front entrance of the Premises identifying the Building as the offices of the Metropolitan Emergency Services Board. Lessor, at its expense, shall install signs on the doors or walls outside of any rooms which are included in the Premises, identifying the Premises as the offices of the Metropolitan Emergency Services Board. Lessee may place meeting notices on the bulletin board in the lobby area of the Building. Lessee may also place temporary signs near the Board room on those days the Board room is used by Lessee.

18. LIABILITY: Lessor and Lessee agree that each will be responsible for its own acts and the results thereof, to the extent authorized by law, and shall not be responsible for the acts of the other and the results thereof. The liability of each shall be governed by the provisions of Minnesota Statutes Chapter 466.

19. WAIVER OF SUBROGATION: Lessor and Lessee each hereby release the other and their respective agents and employees, from any claim for damage or destruction to the Premises, the Building or the contents thereof belonging to either, or for business interruption of either, caused by fire or other peril usually covered by fire, extended coverage vandalism and malicious mischief insurance in the amount of the full replacement cost thereof, whether or not such insurance is maintained and in effect, and whether or not any proceeds of insurance are recoverable thereon, whether the loss shall be due to the negligence of either of them or otherwise. It is further agreed that this release or consent thereto shall be included (to the extent same is permitted by the chosen carrier and/or is legally effective) in any insurance coverage carried by either party on the Premises, the Building or property situated therein so that this release shall be binding upon the respective companies carrying such insurance on the Premises, the Building or the contents thereof.

20. INDEPENDENT CONTRACTOR: It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of a joint venture or partnership between the
parties hereto or as constituting the Lessor as the agent, representative or employee of the Lessee for any purpose or in any manner whatsoever. Lessor is to be and shall remain an independent contractor under this Agreement.

21. RECORDING: If either of the parties hereto desire to record this lease, Lessor and Lessee agree to execute a Memorandum of this lease, which Memorandum of Lease may then be recorded in the Office of the County Recorder of the county in which the Land and Building are located, at the expense of the party desiring recordation.

22. PARAGRAPH HEADINGS: The paragraph headings appearing in this lease are inserted only as a matter of convenience and for reference purposes, and in no way define, limit or describe the scope and intent of this lease, or any paragraph hereof, nor in any way affect it.

23. NOTICES: All notices which may be necessary or proper for either party to serve upon the other shall be effectively served if sent by certified mail, return receipt requested, to the parties hereto at the address set forth in the caption of this lease or at such other address of which one party may so notify in writing the other from time to time.

24. ENTIRE AGREEMENT: This lease contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by said parties or their respective successors or assigns in interest.

IN WITNESS WHEREOF, Lessee and Lessor have executed triplicate counterparts of this lease on the day, month and year first above shown.

Lessor: METROPOLITAN MOSQUITO CONTROL DISTRICT

Lessee: METROPOLITAN EMERGENCY SERVICES BOARD

By: ____________________________
   Chair

By: ____________________________
   Chair

________________________________________
   Business Administrator

Date: _________________

Approved as to form:

________________________________________
   MMCC Counsel

Date: _________________

Approved as to form:

________________________________________
   MESB Counsel

Date: _________________
Four (4) offices, #'s 222, 223, 224 & 225. 864 sq. ft.
Rm 227 conference room 334 sq. ft.
Rm 228 break/work room 140 sq. ft.
Rm 229 198 sq. ft.
Rm 208 Admin Asst. area 144 sq. ft.
Rm 221 200 sq. ft.
Rm 220 153 sq. ft.
Rm 230 Two (2) Cubicle (48sq. ft. each) 98 sq. ft.
GIS Technician (Rm 233) 120 sq. ft.
Rm 117 Garage Storage 254*.5 127 sq. ft.
Rm 119 Garage Storage 265*.5 132.5 sq. ft.
Rm 115 Pallet shelving 135*.75*.5 50.625 sq. ft.
Rm 115 Garage space (storage for trailers) 630 sq. ft.
Total 3,191.125 sq. ft.

Note: See Exhibit "B" for room locations in St. Paul Building.
EXHIBIT “B”

Building plan (room layout): 2099 University Avenue West, St. Paul, MN 55104
EXHIBIT “C”

Memorandum of Agreement between the Metropolitan Mosquito Control District (MMCD) and the Metropolitan Emergency Services Board (MESB)

I. Basis of Agreement.

A. The Metropolitan Emergency Services Board (MESB) has proposed using the board room (205) at the Metro Counties Government Center as a Multi-Agency Coordination Center (MACC). This room would be used when an event occurred that interrupted or overwhelmed regional response capabilities. The MACC would be the location used to assemble top representatives from multiple agencies and disciplines to coordinate the sustained response to an event or incident.

Examples of when a MACC may be needed:

- When an emergency extends beyond two or more jurisdictions and exceeds the local agency or hospital capacities, such as a large or multiple tornadoes, floods, or terrorist attacks.
- When a national, state-wide, or region-wide emergency occurs, such as an influenza pandemic.
- When multiagency coordination is needed to facilitate policy coordination, such as the 2008 Republican National Convention where the EMS entity of the MESB assembled, staffed, and operated an EMS specific MACC and deployed strike teams from the Metropolitan Counties Government Center.

II. Board room upgrades.

A. The board room can seat up to 50 individuals in a classroom setting and with a number of upgrades could provide state-of-the-art interoperable communications including data voice, radio access and video conferencing. The upgrades would be accomplished using Homeland Security and Emergency Management grant funds.

The proposed upgrades for the board room:

- SMART Board technology with HD projector
- HD projector for the existing big screen
- Technology podium and "Sympodium" technology for the SMART board
- Integrated sound/recording system
- Videoconferencing capability - interoperable with other systems in region; (portable - could be used in other conference rooms)
- Flat screen monitors for videoconferencing system;
- Additional 20-30 phone lines;
- Additional fiber optic data link; and
- Ancillary IT hardware/backup.

In addition, a backup power (automatically switched) station would be installed.
III. Guidelines for MACC use.

A. MMCD and MESB agree that the following guidelines shall apply in operating the board room as a MACC.

1. The Executive Directors of both MMCD and MESB after consultation with their respective board chairs must agree that an event or incident rises to the level of need to implement the board room to MACC status.

2. MMCD maintains ultimate control of who is authorized to enter its property at 2099 University Avenue West. MESB will provide MMCD a list of people who require access to the building and at what times for any particular event or incident. MMCD would also require those individuals to wear a badge or other visible identification. MMCD and MESB will work together to facilitate access to the building while maintaining a safe secure workplace for their employees and the public.

3. The MESB will be responsible for any maintenance or repair costs associated with operating the board room as a MACC.

4. If other meetings scheduled for the board room are impacted due to MACC status MMCD’s Administrative Secretary will contact the appropriate groups.

5. Any other expanded use of the board room would have to be mutually agreed upon by the governing boards of MMCD and MESB.

IV. Review of Memorandum of Agreement

A. This memorandum of agreement shall become effective as soon as it is signed by both parties and will remain in force until revised unless terminated by mutual consent or by either party after 30 days advance written notice to the other party.

B. This agreement may be modified at any time by mutual agreement. MMCD and MESB will review this agreement annually beginning December 1 and will be completed no later than January 31.
RECOMMENDATION
The Executive Director recommends the Board accept the Actuarial Valuation Report on Other Post-Employment Benefits under GASB Statement 75, prepared by Hildi, Inc.

BACKGROUND
GASB 75 requires an actuarial valuation for Other Post-Employment Benefits (OPEB) liability every two years, beginning in 2018. At its July 11, 2018 meeting the MESB granted an RFP award for conducting this report to Hildi, Inc.

ISSUES & CONCERNS
The report has been reviewed by both MESB staff and the MESB’s audit firm, Redpath & Associates. No surprises were seen in the report. The total liability is higher than previously calculated, but that was anticipated.

As a result of this report, staff took away two major points:

- Staff understanding of OPEB benefits for those on MESB staff prior to December 13, 2006 was incorrect. Staff understood the benefits to cease as of age 65 and that the one former employee receiving lifetime OPEB benefits was the result of her retirement negotiation. During the course of this study, staff received clarification of the Anoka County policy for its employees hired before January 1, 2007, which was lifetime OPEB. MESB has two current employees which will receive this benefit.

- Due to the confusion over the policy, MESB should have a written retirement policy so that future staff have a concrete policy understanding of the OPEB benefits. Staff anticipates this policy will be ready for Board action in either January or March 2019.

The valuation will be included in the 2018 audit, as well as future audits, on the government-wide statements. The valuation will require regular updates.

FINANCIAL IMPACT
The cost for future updates to the valuation study will be included in future budgets.
Metropolitan Emergency Services Board

Actuarial Valuation Report
Other Post-Employment Benefits
Under GASB Statement 75

Valuation Date: January 1, 2018
Measurement Date: January 1, 2018
Fiscal Year Beginning: January 1, 2018
Fiscal Year Ending: December 31, 2018
Actuarial Certification

We have prepared an actuarial valuation of the other post employment benefit plans for the Metropolitan Emergency Services Board as of January 1, 2018 to enable the plan sponsor to satisfy the accounting requirements under Statements of Governmental Accounting Standards No. 75. The results of the valuation set forth in this report reflect the provisions of the plan communicated to us through January 1, 2018. This report should not be used for other purposes or relied upon by any other person without prior written consent from Hildi Incorporated.

This valuation is based on participant and financial data provided by Metropolitan Emergency Services Board and is summarized in this report. An audit of the financial and participant data provided was not performed, but we have checked the data for reasonableness as appropriate based on the purpose of the valuation. We have relied on all the information provided, including plan provisions and asset information, as complete and accurate.

A range of results, different from those presented in this report, could be considered reasonable. The numbers are not rounded, but this is for convenience and should not imply precision. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements; and changes in plan provisions or applicable law. Due to the limited scope of this assignment, we did not perform an analysis of the potential range of such future measurements.

All costs, liabilities and other factors under the plan were determined in accordance with generally accepted actuarial principles and procedures using assumptions that we believe reasonably estimate the anticipated experience of the plan. The calculations reported herein are consistent with our understanding of the provisions of GASB Statement 75.

Actuarial computations under Statements of Governmental Accounting Standards are for the purposes of fulfilling employer accounting requirements and trust accounting requirements. Computations for other purposes may differ significantly from the results shown in this report.

We are available to answer any questions on this material, or to provide explanations or further details, as may be appropriate. The undersigned credentialed actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained in this report.

Jill M. Urdahl, FSA
Melanie Carlson
Hildi Incorporated
11800 Singletree Lane, Suite 305
Minneapolis, MN 55344
P 952.934.5554

Report finished in October 2018
Executive Summary
This report has been prepared for the Metropolitan Emergency Services Board, for the fiscal year ending December 31, 2018, to assist in complying with the reporting and disclosure requirements under GASB Statement 75.

Summary of Results
The results below assume an initial implementation date under GASB 75 for the fiscal year ending December 31, 2018. The discount rate is based on the estimated yield of 20-Year AA-rated municipal bonds. The overall single discount rate is 3.30%.

OPEB benefits have historically been funded on a pay-as-you-go basis (PAYGO). Under GASB 75, plan sponsors may set up a trust and pre-fund the benefits. There is no requirement to pre-fund benefits under GASB 75. However, continuing on a PAYGO basis will create a Total OPEB Liability (TOL) on the balance sheet. Results throughout the report assume continued funding under PAYGO.

GASB Accounting Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liabilities as of 01/01/2018</td>
<td></td>
</tr>
<tr>
<td>a. Total OPEB Liability (TOL)</td>
<td>$259,758</td>
</tr>
<tr>
<td>b. Valuation Salary</td>
<td>681,564</td>
</tr>
<tr>
<td>c. TOL as % of Payroll, a. / b.</td>
<td>38%</td>
</tr>
<tr>
<td>2. Annual Costs for the Year Beginning 01/01/2018</td>
<td></td>
</tr>
<tr>
<td>a. Estimated Pay-as-you-go Cost (PAYGO)</td>
<td>$5,985</td>
</tr>
<tr>
<td>b. OPEB Expense Under GASB 75</td>
<td>16,928</td>
</tr>
<tr>
<td>3. Discount Rate</td>
<td>3.30%</td>
</tr>
</tbody>
</table>

Key Dates
The results presented in this report are based on a January 1, 2018 valuation date. GASB 75 allows the use of a valuation date that is up to 30 months and one day prior to the most recent fiscal year end.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation Date</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>Measurement Date</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>Reporting Date</td>
<td>December 31, 2018</td>
</tr>
</tbody>
</table>
GASB Statement No. 75

In June 2015, the GASB issued two final Statements detailing how state and local governments should account for and report postemployment benefits other than pensions (OPEBs), such as retiree healthcare. GASB 75 is first effective for plan financial statements for fiscal years beginning after June 15, 2017.

The new standards differ in several ways from the previous applicable standard (GASB 45), including:

- **Balance Sheet Recognition**: GASB 45 recognized the Net OPEB Obligation, which smoothed costs over time and provided deferred recognition on certain items. GASB 75 requires the balance sheet to reflect the Total OPEB Liability.
- **Liability Discount Rate**: GASB 75 requires liabilities to be discounted based on a tax-exempt, high-quality 20-year municipal bond index.
- **Liabilities must now be calculated using a method called “Entry Age with level percent of pay”. This generally will increase liabilities for most plans.**
- **Employers are required to recognize a new measure of pension expense that accelerates recognition of benefit changes, actuarial gains and losses, investment gains and losses, and assumption changes.**
- **Replacing most of the current financial disclosures and required supplementary information with information based on new measures.**
- **Valuations are required to be completed every two years for all employers, regardless of the number of Plan Members.**
Plan and Employer Accounting

Reconciliation of Changes in Total OPEB Liability

Below is a reconciliation of the Total OPEB Liability for the fiscal year ending December 31, 2018. These exhibits should be used as the basis for financial reporting under GASB 75 for the fiscal year ending December 31, 2018. As described in the GASB 75 standard, a one-year lookback may be used when preparing financial disclosures under GASB 75.

<table>
<thead>
<tr>
<th>Fiscal Year Ending</th>
<th>December 31, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Measurement Year</td>
<td>January 1, 2017 to January 1, 2018</td>
</tr>
<tr>
<td>2. Used for Reporting Date</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>3. Total OPEB Liability (TOL) -- Beginning of Measurement Year</td>
<td>$246,671</td>
</tr>
<tr>
<td>a. Service Cost</td>
<td>8,568</td>
</tr>
<tr>
<td>b. Interest Cost</td>
<td>8,360</td>
</tr>
<tr>
<td>c. Assumption Changes</td>
<td>0</td>
</tr>
<tr>
<td>d. Plan Changes</td>
<td>0</td>
</tr>
<tr>
<td>e. Differences between Expected and Actual Experience</td>
<td>0</td>
</tr>
<tr>
<td>f. Benefit Payments</td>
<td>(3,841)</td>
</tr>
<tr>
<td>g. Other Changes</td>
<td>0</td>
</tr>
<tr>
<td>h. Net Change in Total OPEB Liability</td>
<td>13,087</td>
</tr>
<tr>
<td>4. Total OPEB Liability (TOL) -- End of Measurement Year</td>
<td>$259,758</td>
</tr>
<tr>
<td>5. Covered Employee Payroll</td>
<td>681,564</td>
</tr>
<tr>
<td>6. TOL as % of Payroll</td>
<td>38%</td>
</tr>
</tbody>
</table>

Assumptions as of the Measurement Date

<table>
<thead>
<tr>
<th>Measurement Date</th>
<th>1/1/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discount Rate</td>
<td>3.30%</td>
</tr>
<tr>
<td>2. Pre-65 Medical Trend Rate</td>
<td>6.50% decreasing to 5.00% over 6 years</td>
</tr>
<tr>
<td>3. Post-65 Medical Trend Rate</td>
<td>4.00%</td>
</tr>
</tbody>
</table>

Total OPEB Liability Sensitivity to Changes in Assumptions

<table>
<thead>
<tr>
<th>Measurement Date</th>
<th>1/1/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selected Discount Rate</td>
<td>$259,758</td>
</tr>
<tr>
<td>a. 1% Decrease in Discount Rate</td>
<td>306,899</td>
</tr>
<tr>
<td>b. 1% Increase in Discount Rate</td>
<td>222,271</td>
</tr>
</tbody>
</table>

2. Selected Healthcare Cost Trend Rates | $259,758 |
| a. 1% Decrease in Trend Rates | 219,747 |
| b. 1% Increase in Trend Rates | 311,061 |
Below is the OPEB Expense for the fiscal year ending December 31, 2018. These exhibits should be used as the basis for financial reporting under GASB 75 for the fiscal year ending December 31, 2018. As described in the GASB 75 standard, a one-year lookback may be used when preparing financial disclosures under GASB 75.

<table>
<thead>
<tr>
<th>Fiscal Year Ending</th>
<th>December 31, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Components of OPEB Expense</td>
<td></td>
</tr>
<tr>
<td>a. Service Cost</td>
<td>$ 8,568</td>
</tr>
<tr>
<td>b. Interest Cost</td>
<td>8,360</td>
</tr>
<tr>
<td>c. Liability Gain or Loss</td>
<td>0</td>
</tr>
<tr>
<td>d. Assumption Changes</td>
<td>0</td>
</tr>
<tr>
<td>e. Projected Investment Return</td>
<td>0</td>
</tr>
<tr>
<td>f. Investment Gain or Loss</td>
<td>N/A</td>
</tr>
<tr>
<td>g. Administrative Expenses</td>
<td>0</td>
</tr>
<tr>
<td>h. Plan Changes</td>
<td>0</td>
</tr>
<tr>
<td>i. Total</td>
<td>16,928</td>
</tr>
<tr>
<td>2. Deferred Outflows of Resources</td>
<td></td>
</tr>
<tr>
<td>a. Liability Losses</td>
<td>$ 0</td>
</tr>
<tr>
<td>b. Assumption Changes</td>
<td>0</td>
</tr>
<tr>
<td>c. Investment Losses</td>
<td>N/A</td>
</tr>
<tr>
<td>d. Estimated Employer Contributions*</td>
<td>5,985</td>
</tr>
<tr>
<td>e. Estimated Total*</td>
<td>5,985</td>
</tr>
<tr>
<td>3. Deferred Inflows of Resources</td>
<td></td>
</tr>
<tr>
<td>a. Liability Gains</td>
<td>$ 0</td>
</tr>
<tr>
<td>b. Assumption Changes</td>
<td>0</td>
</tr>
<tr>
<td>c. Investment Gains</td>
<td>N/A</td>
</tr>
<tr>
<td>d. Total</td>
<td>0</td>
</tr>
<tr>
<td>4. Future Recognition of Deferred Flows in OPEB Expense</td>
<td></td>
</tr>
<tr>
<td>(Fiscal Years Ending)</td>
<td></td>
</tr>
<tr>
<td>a. December 31, 2018</td>
<td>N/A</td>
</tr>
<tr>
<td>b. December 31, 2019</td>
<td>$ 0</td>
</tr>
<tr>
<td>c. December 31, 2020</td>
<td>0</td>
</tr>
<tr>
<td>d. December 31, 2021</td>
<td>0</td>
</tr>
<tr>
<td>e. December 31, 2022</td>
<td>0</td>
</tr>
<tr>
<td>f. December 31, 2023</td>
<td>0</td>
</tr>
<tr>
<td>g. Thereafter</td>
<td>0</td>
</tr>
</tbody>
</table>

* Under GASB 75, employer contributions made after the Measurement Date and before the Reporting Date must be disclosed as Deferred Outflows of Resources. The amount shown should be updated with the actual employer contributions when preparing the disclosures at fiscal year-end.
Projected Benefit Payments

The Projected Benefit Payments are based on the assumptions, plan provisions, and participant data as of January 1, 2018. The Projected Benefit Payments are prepared on a closed group basis (i.e. no new entrants).

<table>
<thead>
<tr>
<th>Year Beginning January 1 and Ending December 31</th>
<th>Implicit Subsidy Only Payments</th>
<th>Subsidized Payments</th>
<th>Total Projected Net Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$802</td>
<td>$5,183</td>
<td>$5,985</td>
</tr>
<tr>
<td>2019</td>
<td>1,797</td>
<td>6,772</td>
<td>8,569</td>
</tr>
<tr>
<td>2020</td>
<td>692</td>
<td>8,426</td>
<td>9,118</td>
</tr>
<tr>
<td>2021</td>
<td>977</td>
<td>8,680</td>
<td>9,657</td>
</tr>
<tr>
<td>2022</td>
<td>0</td>
<td>8,933</td>
<td>8,933</td>
</tr>
<tr>
<td>2023 - 2027</td>
<td>2,436</td>
<td>48,407</td>
<td>50,843</td>
</tr>
<tr>
<td>2028 - 2032</td>
<td>6,881</td>
<td>56,729</td>
<td>63,610</td>
</tr>
<tr>
<td>2033 - 2037</td>
<td>12,632</td>
<td>78,490</td>
<td>91,122</td>
</tr>
<tr>
<td>2038 - 2042</td>
<td>7,973</td>
<td>89,317</td>
<td>97,290</td>
</tr>
<tr>
<td>2043 - 2047</td>
<td>0</td>
<td>80,108</td>
<td>80,108</td>
</tr>
<tr>
<td>2048 - 2052</td>
<td>0</td>
<td>67,784</td>
<td>67,784</td>
</tr>
<tr>
<td>2053 - 2057</td>
<td>0</td>
<td>57,587</td>
<td>57,587</td>
</tr>
<tr>
<td>2058 - 2062</td>
<td>0</td>
<td>52,174</td>
<td>52,174</td>
</tr>
<tr>
<td>2063 - 2067</td>
<td>0</td>
<td>45,424</td>
<td>45,424</td>
</tr>
<tr>
<td>2068 - 2072</td>
<td>0</td>
<td>32,214</td>
<td>32,214</td>
</tr>
<tr>
<td>2073 - 2077</td>
<td>0</td>
<td>15,862</td>
<td>15,862</td>
</tr>
<tr>
<td>2078 - 2082</td>
<td>0</td>
<td>4,543</td>
<td>4,543</td>
</tr>
<tr>
<td>2083 - 2087</td>
<td>0</td>
<td>639</td>
<td>639</td>
</tr>
<tr>
<td>2088 - 2092</td>
<td>0</td>
<td>38</td>
<td>38</td>
</tr>
<tr>
<td>2093 - 2097</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2098 - 2102</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: The subsidized payment projections are estimates. When preparing fiscal year-end disclosures, the actual subsidized benefit payments that were made for the fiscal year from Metropolitan Emergency Services Board should be used. Please contact Hildi Inc. when preparing your fiscal year-end disclosures.
Plan Liabilities

GASB 75 Liabilities

The following table details the liabilities calculated as of the current valuation date under GASB 75.

<table>
<thead>
<tr>
<th>Liabilities at Valuation Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Valuation Date</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>2. Discount rate</td>
<td>3.30%</td>
</tr>
<tr>
<td>3. Medical trend rate</td>
<td></td>
</tr>
<tr>
<td>a. Current year</td>
<td>6.50%</td>
</tr>
<tr>
<td>b. Ultimate year</td>
<td>5.00%</td>
</tr>
<tr>
<td>c. Years to ultimate trend</td>
<td>6</td>
</tr>
<tr>
<td>4. Present value of benefits</td>
<td>$ 325,020</td>
</tr>
<tr>
<td>5. Accrued liability (Total OPEB Liability)</td>
<td></td>
</tr>
<tr>
<td>a. Split by implicit rate liability vs. direct subsidy liability</td>
<td></td>
</tr>
<tr>
<td>i. Implicit rate liability</td>
<td>10,400</td>
</tr>
<tr>
<td>ii. Direct subsidized liability</td>
<td>249,358</td>
</tr>
<tr>
<td>iii. Total</td>
<td>259,758</td>
</tr>
<tr>
<td>b. Split by status</td>
<td></td>
</tr>
<tr>
<td>i. Actives</td>
<td>167,038</td>
</tr>
<tr>
<td>ii. Retirees and beneficiaries</td>
<td>92,720</td>
</tr>
<tr>
<td>iii. Total</td>
<td>259,758</td>
</tr>
<tr>
<td>6. Service Cost</td>
<td>8,825</td>
</tr>
<tr>
<td>7. Estimated net benefit payments</td>
<td></td>
</tr>
<tr>
<td>a. Actives (from expected retirements)</td>
<td>2,118</td>
</tr>
<tr>
<td>b. Retirees and beneficiaries</td>
<td>3,867</td>
</tr>
<tr>
<td>c. Total</td>
<td>5,985</td>
</tr>
</tbody>
</table>

Events & Decisions

**Plan Changes**: None. However, prior liability calculations did not include the post-65 subsidy for future retirees. Adding the post-65 subsidy increased the liability by $142,000.

**Assumption Changes**: See the Methods and Assumptions section for details on all assumptions used in this actuarial valuation.

**Method Changes**: The entry age actuarial cost method was used as prescribed by GASB 75.
Plan Assets

None.
Other Information

Plan Participants

<table>
<thead>
<tr>
<th>1. Participant counts</th>
<th>January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Actives</td>
<td>8</td>
</tr>
<tr>
<td>b. Retirees receiving payments</td>
<td>1</td>
</tr>
<tr>
<td>c. Spouses receiving payments</td>
<td>0</td>
</tr>
<tr>
<td>d. Total participants</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Active participant statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Average age</td>
<td>54.7</td>
</tr>
<tr>
<td>b. Average hire service</td>
<td>8.1</td>
</tr>
<tr>
<td>c. Total expected pay for year</td>
<td>$ 681,564</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Retirees (excludes spouse)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Average age: Pre-65</td>
<td>0.00</td>
</tr>
<tr>
<td>b. Average age: Post-65</td>
<td>67.32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Number of retirees by age</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Under 50</td>
<td>0</td>
</tr>
<tr>
<td>b. 50 to 54</td>
<td>0</td>
</tr>
<tr>
<td>c. 55 to 59</td>
<td>0</td>
</tr>
<tr>
<td>d. 60 to 64</td>
<td>0</td>
</tr>
<tr>
<td>e. 65+</td>
<td>1</td>
</tr>
<tr>
<td>f. Total</td>
<td>1</td>
</tr>
</tbody>
</table>

Covered Population: All of the active employees who have access to health insurance and all retirees who have elected to continue coverage on the employer’s medical plan after retirement have been included in this valuation. Post-age 65 retirees and their spouses are assumed to have Medicare as the primary health insurance so no Implicit Rate Subsidy applies.
### Active Participants Age/Service Grid

<table>
<thead>
<tr>
<th>Attained Age</th>
<th>Under 1</th>
<th>1 to 4</th>
<th>5 to 9</th>
<th>10 to 14</th>
<th>15 to 19</th>
<th>20 to 24</th>
<th>25 to 29</th>
<th>30 to 34</th>
<th>35 to 39</th>
<th>40 &amp; up</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>25 to 29</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30 to 34</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>35 to 39</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>40 to 44</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>79,231</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>45 to 49</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>85,998</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>50 to 54</td>
<td>1</td>
<td>53,753</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>55 to 59</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>60 to 64</td>
<td>1</td>
<td>80,273</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>59,746</td>
<td>1</td>
<td>115,487</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>65 to 69</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>88,339</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>70 &amp; up</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>67,013</td>
<td>1</td>
<td>79,231</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>88,205</td>
<td>1</td>
<td>115,487</td>
<td>0</td>
</tr>
</tbody>
</table>

The average compensation shown in each cell represents the average for the number of active participants in that cell.
## Methods and Assumptions

### Summary of Methods

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation/Census Data Date</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>Measurement Date</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>Actuarial Cost Method</td>
<td>Entry Age, level percentage of pay</td>
</tr>
<tr>
<td>Actuarial Assets</td>
<td>None</td>
</tr>
<tr>
<td>Amortization of Deferred Resource Flows</td>
<td>Average of expected remaining service on a closed basis for differences between expected and actual experience and assumption changes.</td>
</tr>
</tbody>
</table>

### Economic Assumptions

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Rate</td>
<td>3.30%</td>
</tr>
<tr>
<td>20-Year Municipal Bond Yield</td>
<td>3.30%</td>
</tr>
<tr>
<td>Inflation Rate</td>
<td>2.50%</td>
</tr>
<tr>
<td>Salary Increases</td>
<td>3.00%</td>
</tr>
<tr>
<td>Pre-65 Medical Trend Rate</td>
<td>6.50% as of January 1, 2018 grading to 5.00% over 6 years</td>
</tr>
<tr>
<td>Post-65 Medical Trend Rate</td>
<td>4.00%</td>
</tr>
<tr>
<td>Dental Trend Rate</td>
<td>NA</td>
</tr>
</tbody>
</table>

### Other Assumptions

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortality</td>
<td>RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale</td>
</tr>
<tr>
<td>Disability</td>
<td>None</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>See sample rates</td>
</tr>
<tr>
<td>Retirement</td>
<td>See sample rates</td>
</tr>
<tr>
<td>Expenses</td>
<td>Assumed paid outside of Plan</td>
</tr>
<tr>
<td>Percent Married</td>
<td>Current Retirees: Actual retiree/spouse elections used. Future Retirees: Males 85%, Females 65%</td>
</tr>
<tr>
<td>Age Difference</td>
<td>Actual spouse birthdate for current retirees (if provided). For all others, males assumed to be 3 years older than females.</td>
</tr>
<tr>
<td>Retiree Plan Participation</td>
<td><strong>Future Retirees Electing Coverage:</strong></td>
</tr>
<tr>
<td></td>
<td>Pre-65 subsidy available: 100%</td>
</tr>
<tr>
<td></td>
<td>Pre-65 subsidy not available: 50%</td>
</tr>
<tr>
<td>Percent of Married Retirees Electing Spouse Coverage</td>
<td><strong>Percent Future Retirees Electing Pre-65 Spouse Coverage:</strong></td>
</tr>
<tr>
<td></td>
<td>Spouse subsidy available: 25%</td>
</tr>
<tr>
<td></td>
<td>Spouse subsidy not available: 25%</td>
</tr>
<tr>
<td>Benefits Not Included</td>
<td>Metropolitan Emergency Services Board provides access to dental insurance during retirement. However, the implicit rate liability is not significant for dental insurance and has not been included in this valuation.</td>
</tr>
</tbody>
</table>
Analysis of Prescribed Assumptions

None.

Analysis of Non-prescribed Assumptions

Unless otherwise specified below, all non-prescribed assumptions have been determined with input from the actuary, even though the plan sponsor may be ultimately responsible for selecting the assumption.

<table>
<thead>
<tr>
<th>Economic Assumption</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Economic Assumptions</td>
<td>Economic assumptions are based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information as well as for consistency with the other economic assumptions.</td>
</tr>
<tr>
<td>Discount rate</td>
<td>Since the plan is not funded by an irrevocable trust, the discount rate is equal to the 20-Year Municipal Bond Yield.</td>
</tr>
<tr>
<td>20-Year Municipal Bond Yield</td>
<td>The municipal bond rate assumption was set by considering published rate information for 20-year high quality, tax-exempt, general obligation municipal bonds as of the Measurement Date.</td>
</tr>
<tr>
<td>Salary Increases</td>
<td>The salary scale has been determined based on the long-term inflation assumption plus any additional wage increase assumption in excess of inflation. The additional wage assumption is based on a review of increases in the taxable wage base compared to inflation. Any additional information on expected salary increases provided by the client is also reflected in the assumption.</td>
</tr>
<tr>
<td>Inflation</td>
<td>The long-term inflation assumption has been chosen based on a review of historical changes in the Consumer Price Index (CPI.) Published projections of future inflation rates were also considered.</td>
</tr>
<tr>
<td>Mortality</td>
<td>The rates used are recent tables developed and recommended by the Society of Actuaries.</td>
</tr>
<tr>
<td>Retirement &amp; Withdrawal</td>
<td>The retirement and withdrawal assumptions used to value GASB 75 liabilities are similar to those used to value pension liabilities for Minnesota public employees. The state pension plans base their assumptions on periodic experience studies.</td>
</tr>
<tr>
<td>Disability</td>
<td>Plan disability benefits are of similar value to other plan benefits. Therefore, disability incidence is presumed to be included in retirement and withdrawal incidence.</td>
</tr>
<tr>
<td>Medical Trend Rate</td>
<td>The medical trend rates have been chosen based on a review of historical health care increase rates, projected health care increase rates, and projected health care expenditures as a percentage of GDP. The components of health care costs were considered when developing the aggregate set of trend rates.</td>
</tr>
<tr>
<td>Retiree Plan Participation &amp; Percent of Married Retirees Electing Spouse Coverage</td>
<td>The plan participation percentages for retirees and their spouses reflect past, current, and expected future expectations of medical plan enrollment for current actives and retirees. These amounts are adjusted to reflect population changes, differences in actual versus expected liabilities, and changes in enrollment/participation patterns.</td>
</tr>
</tbody>
</table>
### Sample Withdrawal Rates

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Withdrawal % for Males</th>
<th>Withdrawal % for Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>25.00%</td>
<td>25.00%</td>
</tr>
<tr>
<td>1</td>
<td>20.00%</td>
<td>20.00%</td>
</tr>
<tr>
<td>2</td>
<td>15.00%</td>
<td>15.00%</td>
</tr>
<tr>
<td>3</td>
<td>10.00%</td>
<td>11.00%</td>
</tr>
<tr>
<td>4</td>
<td>9.00%</td>
<td>10.00%</td>
</tr>
<tr>
<td>5</td>
<td>7.00%</td>
<td>9.00%</td>
</tr>
<tr>
<td>6</td>
<td>5.50%</td>
<td>7.50%</td>
</tr>
<tr>
<td>7</td>
<td>5.00%</td>
<td>6.50%</td>
</tr>
<tr>
<td>8</td>
<td>4.50%</td>
<td>5.50%</td>
</tr>
<tr>
<td>9</td>
<td>4.00%</td>
<td>5.00%</td>
</tr>
<tr>
<td>10</td>
<td>3.25%</td>
<td>4.25%</td>
</tr>
<tr>
<td>15</td>
<td>2.25%</td>
<td>3.00%</td>
</tr>
<tr>
<td>20</td>
<td>1.50%</td>
<td>2.25%</td>
</tr>
<tr>
<td>25</td>
<td>1.00%</td>
<td>1.75%</td>
</tr>
<tr>
<td>30</td>
<td>1.00%</td>
<td>1.50%</td>
</tr>
</tbody>
</table>

### Sample Retirement Rates

<table>
<thead>
<tr>
<th>Attained Age</th>
<th>Retirement % Rule of 90</th>
<th>Retirement % Not Rule of 90</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>20%</td>
<td>5%</td>
</tr>
<tr>
<td>56</td>
<td>15%</td>
<td>5%</td>
</tr>
<tr>
<td>57</td>
<td>15%</td>
<td>5%</td>
</tr>
<tr>
<td>58</td>
<td>15%</td>
<td>6%</td>
</tr>
<tr>
<td>59</td>
<td>15%</td>
<td>7%</td>
</tr>
<tr>
<td>60</td>
<td>50%</td>
<td>8%</td>
</tr>
<tr>
<td>61</td>
<td>50%</td>
<td>10%</td>
</tr>
<tr>
<td>62</td>
<td>50%</td>
<td>20%</td>
</tr>
<tr>
<td>63</td>
<td>50%</td>
<td>20%</td>
</tr>
<tr>
<td>64</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>65+</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Summary of Plan Provisions

Following is a summary of the major plan provisions used to determine the plan’s financial position. It should not be used in determining plan benefits.

<table>
<thead>
<tr>
<th>Contract Group</th>
<th>All Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Plan Provision Information</td>
<td>Benefit policy effective December 13, 2006</td>
</tr>
<tr>
<td>Access to Group Insurance</td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>Age* 55</td>
</tr>
<tr>
<td>Service**</td>
<td>5</td>
</tr>
<tr>
<td>Monthly Blended Premium</td>
<td>Medical</td>
</tr>
<tr>
<td></td>
<td>Blended premium is $575 for single and $1,265 for family / Valued to Medicare eligibility</td>
</tr>
<tr>
<td>Subsidized Benefits</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>Eligibility Age 55</td>
</tr>
<tr>
<td>Service</td>
<td>10</td>
</tr>
<tr>
<td>Retiree Benefit</td>
<td>Hired before December 13, 2006: The board will contribute the same as actives (50% of benefit with 10-15 years of service) toward medical insurance premium. Current monthly blended board contribution is $535. Benefit is limited to the cost of a supplement after Medicare eligibility.</td>
</tr>
<tr>
<td>Spouse Benefit</td>
<td>The Board will contribute an additional amount x years of service if spousal coverage is elected:</td>
</tr>
<tr>
<td></td>
<td>Years of Service</td>
</tr>
<tr>
<td></td>
<td>10 - 15</td>
</tr>
<tr>
<td></td>
<td>16 - 21</td>
</tr>
<tr>
<td></td>
<td>22 - 29</td>
</tr>
<tr>
<td></td>
<td>30 +</td>
</tr>
<tr>
<td>Dental and Life</td>
<td>Hired before December 13, 2006: With 10 years of service, Board contributes the full premium for a $2,000 life insurance policy</td>
</tr>
</tbody>
</table>

* The access to medical, dental, and life insurance for retirees could possibly happen prior to age 55 (due to certain pension provisions). For OPEB valuation purposes, we have assumed the first access eligibility age to be 55.

** Service requirement is 3 years for employees hired before July 1, 2010.

Changes since prior valuation: N/A
Claim Cost Development

<table>
<thead>
<tr>
<th>Estimated Annual Average Claims</th>
<th>Medical</th>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-65</td>
<td>$9,809</td>
<td>NA</td>
</tr>
<tr>
<td>Post-65</td>
<td>$0</td>
<td>NA</td>
</tr>
</tbody>
</table>

Pre-65 Healthcare Claims

Starting claim costs were developed by age adjusting the premium information provided by the Metropolitan Emergency Services Board. The method to develop claims costs under the Alternative Measurement Method was employed for this valuation under GASB 74/75.
Glossary

**Actuarial Cost Method:** Sometimes called ‘funding method,’ a particular technique used by actuaries to establish the amount and incidence of the annual actuarial cost of OPEB plan benefits, or normal cost, and the related unfunded liability.

**Actuarially determined contribution (ADC):** A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in conformity with Actuarial Standards of Practice based on the most recent measurement available when the contribution for the reporting period was adopted. GASB has not defined an ADC, rather this needs to be defined/developed by the employer.

**Collective deferred outflows of resources and deferred inflows of resources related to OPEB:** Deferred outflows of resources and deferred inflows of resources related to OPEB arising from certain changes in the collective net OPEB liability or collective total OPEB liability.

**Defined benefit OPEB:** OPEB for which the benefits that the employee will receive at or after separation from employment are defined by the benefit terms. The OPEB may be stated as (a) a specified dollar amount; (b) an amount that is calculated based on one or more factors such as age, years of service, and compensation; or (c) a type or level of coverage such as prescription drug coverage or a percentage of health insurance premiums. (OPEB that does not have all of the terms of defined contribution OPEB is classified as defined benefit OPEB.)

**Defined contribution OPEB:** OPEB having terms that (a) provide an individual account for each employee; (b) define the contributions that an employer or nonemployer contributing entity is required to make (or the credits that it is required to provide) to an active employee’s account for periods in which that employee renders service; and (c) provide that the OPEB an employee will receive will depend only on the contributions (or credits) to the employee’s account, actual earnings on investments of those contributions (or credits), and the effects of forfeitures of contributions (or credits) made for other employees, as well as OPEB plan administrative costs, that are allocated to the employee’s account.

**Discount Rate:** The single interest rate that will calculate the same Total OPEB Liability as the rates used to calculate the funded and unfunded portion of Total OPEB Liability.

**Fiduciary Net Position:** Plan assets based on market value as of the measurement date including receivable contributions and offset by plan payables. Market values are sometimes smoothed to soften the impact of investment gains and losses.

**Healthcare Cost Trend Rate:** The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.

**Investment Return Assumption:** The rate used to adjust a series of future payments to reflect the time value of money. The long-term expected rate of return should be based on the nature and mix of current and expected OPEB plan investments over a period representative of the expected length of future benefit payments. The long-term expected rate of return should be determined net of OPEB plan investment expense but without reduction for OPEB plan administrative expense.

**Net OPEB Liability:** The difference between Total OPEB Liability and Net Fiduciary Position.
Other Post-employment Benefits: Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

Plan Members: The individuals covered by the terms of the plan. The plan membership generally includes employees in active service, terminated employees who have accumulated benefits but are not yet receiving them, and retired employees and beneficiaries currently receiving benefits.

Post-employment Healthcare Benefits: Medical, dental, vision, and other health-related benefits provided to terminated or retired employees and their dependents and beneficiaries

Required Supplementary Information (RSI): Schedules, statistical data, and other information that are an essential part of financial reporting. RSI should be presented with, but is not part of, the basic financial statements of a governmental entity.

Service Cost: The portions of the actuarial present value of projected benefit payments that are attributed to valuation years.

Total OPEB Liability: The portion of the present value of prospective benefits allocated to service before the valuation date in accordance with the actuarial cost method.