METROPOLITAN EMERGENCY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING AGENDA

June 8, 2022, 10:00 a.m.

WebEx Meeting: Meeting Link
Phone Number: (408) 418-9388
Access Code: 2550 752 0356
Password: v7jZPjR2fe4 (87597572 from phones and video systems)

1. **Call to Order** – 2022 Board Chair, Commissioner Irene Fernando

2. **Approval of Agenda** – Commissioner Fernando

3. **Approval of April 13, 2022 Executive Committee Minutes (page 3)**

4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator – None

5. **9-1-1 Items** – Mike Mihelich, 9-1-1 Manager
   A. Informational Discussion – Draft MESB NG9-1-1 Transition Plan (**page 7**)
   B. Approval of Contract Amendment 2 with 911 Authority for On-Going Support Services for NG9-1-1 Transition (**page 41**)
   C. Informational Discussion – Need for GIS Services for GIS-derived MSAG Maintenance & GIS Data Hub (**page 45**)

6. **EMS Items** – Greg Hayes, EMS Coordinator – None

7. **Administrative Items** – Jill Rohret, Executive Director
   A. Approval of 2023 MESB Operational Budget **(page 53)**
   B. Approval of 2023-2027 MESB Capital Budget **(page 67)**
   C. Approval of 2023-2024 Lease with MMCD for Office Space **(page 71)**

8. **Old Business**
   A. Update on Meeting with DPS Commissioner John Harrington – Fernando/Matascastillo

9. **New Business**
   A. 40th Anniversary of E9-1-1 in Metro Region, December 1, 1982 – Rohret **(page 81)**

10. **Adjourn**

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Metropolitan Emergency Services Board Members

Anoka County
- Commissioner Mike Gamache*
- Commissioner Mandy Meisner

Carver County
- Commissioner Gayle Degler* (2022 Treasurer)
- Commissioner John Fahey

Chisago County
- Commissioner Richard Greene*

City of Minneapolis
- Council Member Andrew Johnson*

Dakota County
- Commissioner Joe Atkins*
- Commissioner Mary Hamann-Roland

Hennepin County
- Commissioner Irene Fernando* (2022 Chair)
- Commissioner Chris LaTondresse

Isanti County
- Commissioner Greg Anderson* (2022 Vice Chair)

Ramsey County
- Commissioner Trista Matascastillo* (2022 Secretary)
- Commissioner Jim McDonough

Scott County
- Commissioner Dave Beer
- Commissioner Tom Wolf*

Sherburne County
- Commissioner Barbara Burandt*

Washington County
- Commissioner Stan Karwoski
- Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES
April 13, 2022
Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County – **absent**
Joe Atkins, Dakota County
Barbara Burandt, Sherburne County
Gayle Degler, Carver County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Rick Greene, Chisago County – **absent**
Andrew Johnson, City of Minneapolis - **absent**
Trista MatasCastillo, Ramsey County
Fran Miron, Washington County – **absent**
Tom Wolf, Scott County

Staff Present: Tracey Fredrick; Mike Mihelich; Jill Rohret; and Martha Ziese.

Guests Present: Jay Arneson, *Board Counsel.*

1. Call to Order:
The meeting was called to order at 10:00 a.m. by MESB Chair Commissioner Irene Fernando.

2. Approval of the April 13, 2022 Agenda

3. Approval of the February 9, 2022 Minutes
Motion made by Commissioner Degler, seconded by Commissioner Wolf, to approve the MESB April 13, 2022, Executive Committee agenda and the February 9, 2022, Executive Committee meeting minutes. Motion carried.

Roll call for approval of agenda items 2 and 3

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

4. Radio Items
A. Approval City of Edina Waiver for State Standard LMR-53
Tracey Fredrick said the City of Edina requests approval to use push-to-talk over cellular use for up to six interfaces using a local solution called JPS Gateway. Hennepin County will provide technical support. All donor radios to be used for these interfaces comply with the state standard list of equipment and Edina staff will ensure compliance of these radios. The donor radios are backup radios that can call cell phones. The initial deployment is to be to the Edina Fire main talkgroup.

B. Approval of Amendments to Metro Standard 3.30.0 – METCOM

Fredrick said the amendments clarify the language about how this talkgroup may be used and who can use it. Additionally, these amendments address the types of devices that may be used for this talkgroup, and update language used for PSAPs and telecommunicators.

C. Approval of New Representatives to SECB LMR Committee and STR Workgroup
Fredrick said the previously approved MESB alternate representative to the SECB LMR Committee and primary representative to the STR Workgroup retired and the positions must be filled. The Radio TOC recommends Nick Schatz (Scott County) to serve as the primary STR Workgroup representative and as the alternate to the LMR Committee. Mike Parker (Hennepin County) is recommended as the alternate to the STR Workgroup.

Motion made by Commissioner Atkins, seconded by Commissioner Wolf to approve agenda items 4A, 4B, and 4C. Motion carried.

Roll call for approval of agenda items 4A., 4B., & 4C.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

5. 9-1-1 Items
A. Approval of Metro Region Participation in ECN RapidDeploy RadiusPlus Pilot Project
Mike Mihelich said the 9-1-1 TOC recommends approval of regional participation in ECN's RapidDeploy RadiusPlus pilot project. This project will provide participating PSAPs a with web-based automatic number identification (ANI)/automatic location identification (ALI) mapping solution paid for by ECN.

Mihelich said an edge device will be installed at each PSAP which will feed information to RapidDeploy and directs feeds to Apple and Google. This device assisst PSAPs by filling the gap during scheduled and unscheduled outages. The project will last for this year and, if successful, ECN will fund it indefinitely. Ramsey County is testing the tenant and then it will be spread out to the other participating PSAPs.

Commissioner Fernando asked Mihelich to give updates late summer-early fall on the pilot's progress.

B. Approval of Metro Region PSAP Representative to ECN NG9-1-1 RFP Evaluation Team
Mihelich said the 9-1-1 TOC recommends Jon Rasch, Ramsey County ECC Manager was recommended to represent metro PSAPs on the NG9-1-1 RFP evaluation team. The team includes Rasch, Mihelich, two representatives from Greater Minnesota, and two ECN representatives.

Motion made by Commissioner Degler, seconded by Commissioner Gamache to approve agenda items 5A and 5B. Motion carried.

Roll call for approval of agenda items 5A. & 5B.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

6. EMS Items

A. Approval of Amendment 1 to EMSRB Volunteer Training Reimbursement (VTR) Grant

Jill Rohret said the Emergency Medical Services Regulatory Board (EMSRB) is extending the termination date for $25,000.00 of the Volunteer Training Reimbursement (VTR) grant. The new termination date for that portion of the grant will be June 30, 2023.

Motion made by Commissioner Atkins, seconded by Commissioner Wolf to approve amendment 1 to the EMSRB Volunteer Training Reimbursement grant. Motion carried.

Roll call for approval of agenda item 6A.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

7. Administrative Items

A. Approval of Executive Director Travel Request

Rohret requests approval of a travel request for her attendance at the 2022 APCO Conference and MTUG National Meeting, August 7-12, 2022 in Anaheim, CA. Rohret estimates the trip to be $2,927.00, which was included in the 2022 operational budget.

Motion made by Commissioner MatasCastillo, seconded by Commissioner Wolf to approve the Executive Director's travel request. Motion carried.

Roll call for approval of agenda item 7A.

Name	County/City	Yes	No
Anderson, G.	Isanti		
Atkins, J.	Dakota	X	
Burandt, B.	Sherburne	X	
Degler, G.	Carver	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Greene, R	Chisago		
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
Miron, F.	Washington		
Wolf, T.	Scott	X	

Yea: 7 Nay: 0 Motion passes

8. Old Business

A. Discussion – MESB Meeting Format

Commissioner Fernando said hybrid meetings do not appear to comply with the Minnesota Open Meeting Law, so beginning in June for the Executive Committee meeting the MESB will resume in-person only meetings.

Commissioner Wolf asked if the Executive Committee meetings could be through WebEx. Jay Arneson will review that option but said it is most likely not within the requirements of statute. The board chair has the authority to determine if meetings are in-person or virtual, but they would all need to be same. Commissioner Fernando and Jay Arneson will continue to monitor the evolving meeting requirement policies.

9. New Business – None

10. Adjournment

The meeting adjourned at 10:27 a.m.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 5A. Discussion: Draft NG9-1-1 Transition Plan
Presenter: Mihelich

RECOMMENDATION

None – discussion item only. Staff would like to discuss the draft NG9-1-1 transition plan as it relates to other items on the agenda.

BACKGROUND

In 2021, the Board awarded an RFP for an NG9-1-1 Transition Plan to 911 Authority. The agreement with 911 Authority included three tasks as project deliverables:

- Task 1 – Develop an NG9-1-1 transition strategy (MESB accepted on March 9, 2022)
- Task 2 – Assess the current metro region 9-1-1 system (MESB accepted on March 9, 2022)
- Task 3 – Develop an MESB NG9-1-1 transition plan (slated for acceptance on September 14, 2022).

ISSUES & CONCERNS

The transition to NG9-1-1 will contain many variables as the state's RFP breaks up NG9-1-1 into multiple components: NG Core Services, ESInet Egress, and 9-1-1 Control Center. Respondents to the RFP can bid on one or more of the components, which could result in multiple vendors providing the overall NG9-1-1 system to the state. Each vendor has different methods on how they provide NG9-1-1 services, and 911 Authority has been contracted to assist us with the transition and its many variables. Task 3 will assist not only the MESB, but also metro region PSAPs with better understanding the operational and financial impacts that will come with the new NG9-1-1 system.

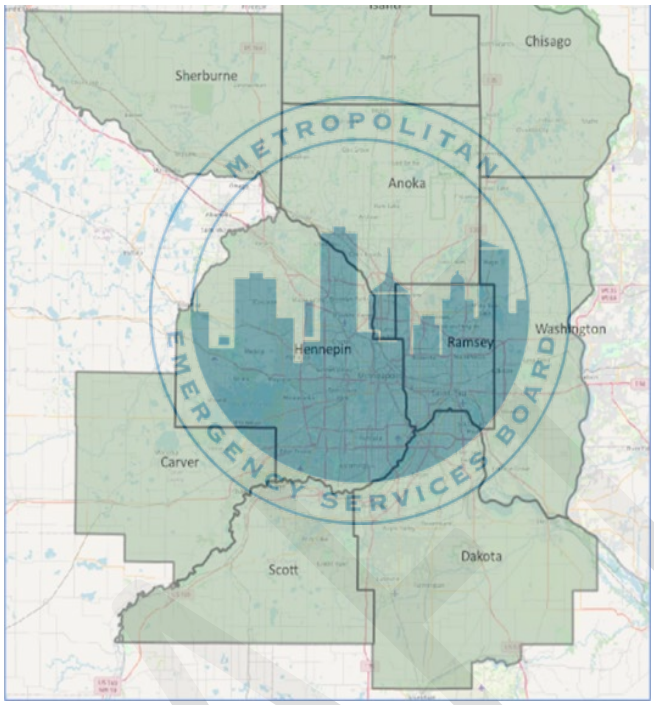
NG9-1-1 will provide enhanced capabilities such as the ability to send photos and videos through multi-media messaging on cellular phones. The new ESInet will allow PSAPs to use the NG9-1-1 system for more than just 9-1-1 phone calls, opening the possibilities of connecting data such as Computer Aided Dispatching (CAD) and online mapping solutions. All PSAPs in the State of Minnesota will need to evaluate these new capabilities and choose which of them to implement along with a strategy on how best to accomplish the roll-out while ensuring that residents have a consistent 9-1-1 experience throughout the state.

FINANCIAL IMPACT

None to the MESB for this item.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



MESB NG9-1-1 Transition Plan

2022-2025

Working Draft April 2022

Prepared by

911 Authority

Connecting Public Safety with Technology

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Executive Summary

The Metropolitan Emergency Services Board (MESB) supports public safety for the residents of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, and Washington Counties, and the City of Minneapolis. This support includes oversight and management of the metropolitan portion of the ARMER radio system; oversight and management of the regional 9-1-1 system; and coordination of the regional EMS system. This regional approach to planning and supporting Public Safety Answering Points (PSAPs), radio system users, and EMS providers ensures optimal response to emergencies and large-scale public safety events occurring within the metropolitan region.

The MESB provides regional leadership, planning, coordination, and support for public safety communications and EMS providers, resulting in efficiencies for local governments and consistent public safety response within the metropolitan region.

The MESB works closely with the Minnesota Department of Public Safety, Division of Emergency Communication Networks (ECN) to not only manage the current E9-1-1 system, but to plan and implement Next Generation 9-1-1 (NG9-1-1). NG9-1-1 is Internet protocol based and will provide increased functionality for 9-1-1 callers and Minnesota's public safety answering points, which answer 9-1-1 calls and dispatch public safety resources in response to those calls.

In preparation for the planned transition to NG9-1-1 in 2022 and beyond, the MESB commissioned an assessment report of the MESB regional PSAPs to provide a current analysis of 9-1-1 and PSAP operations across the MESB region. A key objective of that report was to establish a 9-1-1 technology baseline to use for planning and inform specific MESB NG9-1-1 RFP requirements. The data gathered for the report is also used here to focus and guide the completion of this MESB NG9-1-1 Transition Plan.

The purpose of this plan document is to articulate the vision of the MESB PSAPs as it relates to the transition of the regional PSAPs to a fully operational NG9-1-1 network in the metropolitan area. This document identifies initiatives requiring additional action and activity to achieve the stated goals and objectives established in this transition plan. The goals and objectives presented in this transition plan, some of which are in progress, are designed to step the MESB and the regional PSAPs through an orderly transition to full end state i3 NG9-1-1 operations, build on the existing common capabilities of the region and support a sustainable program for years to come.

The vision for the MESB NG9-1-1 Transition Plan is to facilitate a planned, diligent, and seamless transition from the current 9-1-1 system serving the MESB PSAPs to fully NG9-1-1 capable and compliant systems supporting the MESB PSAPs.

The table below provides a high-level summary of the goals and objectives established by the MESB Regional PSAPs for this plan, identifies actual and planned initiatives that support the plan goals and

objectives, and provides and identifies measurements and milestones to indicate progress toward achieving the goals and objectives of the plan.

MESB NG9-1-1 Transition Plan Goals and Objectives	Supporting Initiatives	Measurement / Milestone
1. The MESB desires a planned, diligent, and seamless transition from the current 9-1-1 system serving the MESB PSAPs to fully NG9-1-1 capable and compliant systems supporting the MESB PSAPs.	• Implement MESB NG9-1-1 Transition Strategy and Plan (Initiated Q4-2021)	• Execute NG9-1-1 transition plan identified in this document
2. The MESB requires reliable and resilient NG9-1-1 service and will leverage NG9-1-1 standards-based technology to support the eighteen primary and six secondary PSAPs serving the citizens of and visitors to the Minneapolis/St. Paul metropolitan area.	• MESB Participation in the 2022 ECN NG9-1-1 RFP and procurement process to include the evaluation of proposed solutions to the RFP	• Distribution of the MN-ECN NG9-1-1 RFP • (anticipated Q1-2022)
3. The MESB, in cooperation with Minnesota PSAPs and ECN, seeks to leverage common Minnesota NG9-1-1 operational, technical, and functional requirements in the procurement of any future NG9-1-1 systems to continue the long history of public safety interoperability across Minnesota.	• MESB Participation in the 2022 ECN NG9-1-1 RFP and procurement process to include the evaluation of proposed solutions to the RFP	• MN-ECN-NG9-1-1 RFP awarded and transition begins • (anticipated Q1-2023)
4. The MESB maintains a focus on offering PSAPs better continuity-of-operations (COOP) options as well as enabling resource sharing for the PSAPs that are interested in working together.	• Develop new regional processes for NG9-1-1 call overflow and backup scenarios between PSAPs • Establish regional COOP plans that leverage the NG9-1-1 network capabilities • Regional CAD to CAD initiatives will overlap during the transition time frame • Regional 988 initiatives will overlap during the transition time frame	• MESB Regional NG9-1-1 COOP Plan approved by the Board • COOP planning should include consideration for other MESB PSAP initiatives like CAD to CAD and radio interoperability
5. The MESB works with ECN to procure an NG9-1-1 network with enhanced support for the delivery of shared/hosted and cloud-based applications for PSAPs. (e.g. hosted call handling, CAD, CAD-to-CAD interoperability, logging/recording)	• MESB Participation in the 2022 ECN NG9-1-1 RFP and procurement process to include the evaluation of proposed solutions to the RFP	• MN-ECN-NG9-1-1 RFP awarded and transition begins • (anticipated Q1-2023)
6. The MESB sees the local, authoritative data maintained by its counties as a strategic asset for its PSAPs and seeks to create data processes that allow the region to effectively use and maintain high-quality geospatial data to support NG9-1-1.	• Continue investment in GIS data development projects • Plan for all PSAPs to transition to full geospatial location-based routing • Establish process and procedure • Operationalize the data	• All PSAPs transitioned to end state location-based routing as defined by the NENA i3 end state assumptions
7. The MESB works with the PSAPs in planning for the transition of their PSAP 9-1-1 technology to NG9-1-1 capable systems needed to operate on a fully standards compliant NG9-1-1 network.	• Formalize the coordination role of the MESB staff for the transition to NG9-1-1 • Establish a Call Handling Equipment (CHE) upgrade plan for all regional PSAPs and incorporate it into the	• Final MESB PSAP CHE Upgrade plan • Published MESB PSAP network cutover schedule

MESB NG9-1-1 Transition Plan Goals and Objectives	Supporting Initiatives	Measurement / Milestone
	overall network deployment and PSAP cutover schedule from the new ECNSP	
8. The MESB seeks a single-point of contact for PSAPs to report 9-1-1 issues and problems to have resolution proficiently coordinated among vendors and providers.	• The MESB work with ECN to establish a PSAP help desk function that supports and coordinates on behalf of the regional PSAPs with ECNSPs • Leverage the transition work done for Goal #7	• MESB participates in the service definition with ECN to facilitate the system wide help desk function necessary to support the PSAPs
9. The MESB, in partnership with Minnesota PSAPs and ECN, seeks to leverage common, statewide 9-1-1 funding and grant opportunities in the purchase and deployment of NG9-1-1 systems.	• MESB Participation in the 2022 ECN NG9-1-1 RFP and procurement process to include the evaluation of proposed solutions to the RFP • CHE Upgrade plan • All future procurements related to public safety	• Q1-2022 RFP awarded and transition begins • (anticipated Q1-2023)

These elements of the plan are explored in greater detail in Section 2 and Section 3 below.

1. NG9-1-1 Transition Plan Background

This section of the plan provides definitions relevant to the plan, establishes the methodology used to develop the plan and provides context for understanding the plan.

1.1 Relevant Legislative Definitions

Proposed changes to Chapter 403 of the Minnesota Statute, 911 Emergency and Public Safety Communications, include updated terminology in 403.2 that is referred to throughout this plan. Although there are many additions to 403.02 Definitions, the list below reflects those pertinent to this document.

1. **911 network.** "911 network" means (1) a legacy telecommunications network that supports basic and enhanced 911 service, or (2) the ESInet that is used for 911 calls, that can be shared by all public safety answering points, and that provides the IP transport infrastructure upon which independent public safety application platforms and core functional processes can be deployed, including, but not limited to, those necessary for providing next generation 911 service capability. A network may be constructed from a mix of dedicated and shared facilities and may be interconnected at local, regional, state, national and international levels.
2. **911 system**. "911 system" means a coordinated system of technologies, networks, hardware, and software applications that a PSAP must procure and maintain in order to connect to the state 911 network and provide 911 services.
3. **911 service**. "911 service" means the emergency response service a public safety answering point provides as a result of processing 911 calls through their 911 system
4. **Emergency Communications Network Service Provider** (**ECNSP**). "Emergency Communications Network Service Provider (ECNSP)" means a service provider, determined by the commissioner to be capable of providing effective and efficient components of the 911 network or its

management, that provides or manages all or portions of the statewide 911 emergency communications network. The ECNSP is the entity or entities that the state contracts with to provide facilities and services associated with operating and maintaining the Minnesota statewide 911 network.

5. **Emergency Services Internet (ESInet)** "ESInet" means a network which is Internet Protocol-based and multi-purpose in supporting local, regional, and national public safety communications services in addition to 911. The ESInet is comprised of 3 network components: ingress network, NGCS and egress network.

1.2 MESB NG9-1-1 Plan Development Methodology

The MESB commissioned the NG9-1-1 Transition Strategy and Planning Project leading to this transition plan in August 2021. The project consisted of three tasks. They are:

Task 1 – Develop a NG9-1-1 transition strategy document

A document that summarizes the MESB regional business needs, circumstances, and goals for the NG9-1-1 implementation. The strategy must recognize synergies, dependencies, and constraints of the metro regional 9-1-1 system's existence within the context of a statewide 9-1-1 system.

- *The MESB NG9-1-1 Transition Strategy Document [1]was published in November 2021 and established the goals and objectives used as a foundation for this plan*

Task 2 – Conduct an assessment of the current MESB 9-1-1 systems

For the ten-county metropolitan region, including:

a. Current state of the ESInet.
b. Current state of the GIS data available to support location-based call routing using NG9-1-1 Core Services functional elements.
c. Current state of the 9-1-1 system monitoring and management.
d. Current inventory of PSAP call handling equipment, computer aided dispatch, and mapping systems for NG9-1-1 readiness.

- *The MESB NG9-1-1 System Assessment Report [2]was published in February of 2022 and provides regional initiatives, actions and next steps for this plan*

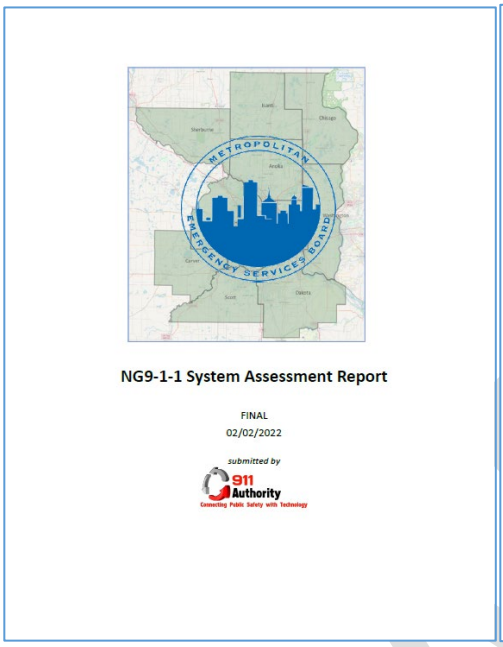
Task 3 – Develop an MESB NG9-1-1 Transition Plan

The plan should contain information related, but not limited, to clearly defined stages of transition, presented within an anticipated time horizon and noting specific sequencing dependencies and linkages. Additionally, the plan should specifically address the following areas

1) The MESB ESInet Transition

[1] MESB NG9-1-1 Transition Strategy Document, 11/15/2021
[2] The MESB NG9-1-1 System Assessment Report, 2/2/2022

2) The MESB NG9-1-1 Core Services Transition
3) The MESB NG9-1-1 Data Transition



2 MESB NG9-1-1 Transition Plan Scope

This section of the plan establishes the boundaries of the plan, begins to delineate roles and responsibilities in the region required to assist the region in the execution of the MESB NG9-1-1 Transition Plan.

2.1 MESB NG9-1-1 Transition Elements

Referencing the diagram below, there are three (3) primary points of 9-1-1 system that must be addressed in an NG9-1-1 transition. An additional way to view it is in terms of 9-1-1 call flow or how a 9-1-1 call gets to a PSAP

1. **Ingress** - getting the 9-1-1 call traffic (all types) to the NG9-1-1 network for routing to a PSAP
    - Getting a 9-1-1 call into the system
2. **Core** - anchoring, routing, and distributing the NG9-1-1 call traffic
    - Decides which PSAP to send the 9-1-1 call to
3. **Egress** - getting the NG9-1-1 call traffic routed to the PSAP with location data
    - Getting the 9-1-1 call to a PSAP

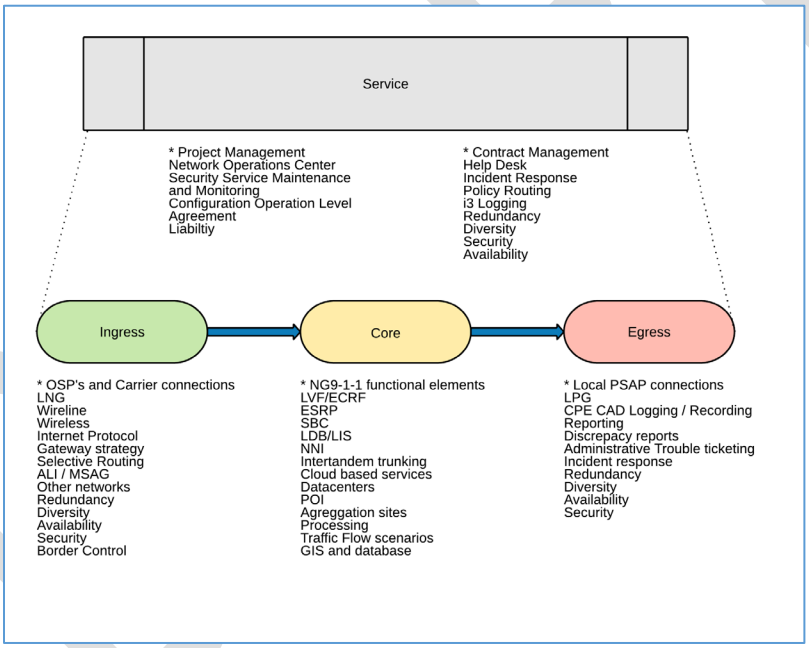


Figure 1 - Transition Elements Categorized by Ingress/Core/Egress

These three areas each have technical, operational, and administrative considerations that will be addressed in this end-to-end NG9-1-1 plan for a successful transition of the MESB PSAPs to NG9-1-1. Along with participating in the transitions occurring in the Ingress, Core and Egress components of the NG9-1-1 system, the local PSAPs will need to take the responsibility for updating the current technologies used in their operations to be NG9-1-1 ready.

The MESB identified planning emphasis around the following three areas of transition at the beginning of the project. They are:

1) The MESB ESInet Transition
2) The MESB NG9-1-1 Core Services Transition
3) The MESB NG9-1-1 Data Transition

As a result of the MESB Transition Strategy Document project coupled with the assessment report findings, the elements requiring planning, action and initiatives on the part of the MESB or MESB PSAPs in order to transition to a full NG9-1-1 end state expands to include the following:

1) 9-1-1 call origination network transition (ingress)
2) 9-1-1 call routing functions transition (core)
3) 9-1-1 call delivery network to the PSAPs transition (egress)
4) 9-1-1 PSAP system technology migrations and updates (egress)
5) 9-1-1 call database functions transition (core)
6) 9-1-1 network support and monitoring transition (all)
7) 9-1-1 network disaster recovery and continuity of operations (all)

These planning elements are translated to planning milestones with specific actions, timelines and activities necessary for a successful transition of the MESB PSAPs to NG9-1-1 in Section 3.

2.2 Transition Roles and Responsibilities in NG9-1-1

It is important to establish clearly defined roles and responsibilities during the transition to NG9-1-1.

The MESB

The MESB will provide the guidance and framework for ensuring that call delivery to each PSAP will meet operational requirements. In addition, the MESB will be instrumental in providing MESB PSAPs with implementation oversight and project management of the configuration and operation of ESInet and NG core services. In this capacity, the MESB will maintain a focus on call delivery to ensure that MESB PSAPs will be able to meet their requirements once the network is fully deployed.

The transition of MESB PSAPs to a new NG9-1-1 network will be managed through additional documented practices and procedures. During the transition, the MESB will:

- Support MESB PSAPs in coordinating the implementation of and transition to NG9-1-1.
- Assist PSAPs by coordinating with the NG9-1-1 ECNSP to ensure that guidelines and best practices will be followed during all transition and implementation activities.
- Support MESB PSAPs as 9-1-1 system changes occur during the transition to NG9-1-1 by applying established change management process, practices and procedures in order to plan for and mitigate any operational disruption during the transition to NG9-1-1.
- Support the MESB 9-1-1 Technical Operations Committee (TOC) in the engagement of the MESB stakeholders in the planning and implementation of the transition to NG9-1-1.
- Assist PSAPs/counties in meeting NG9-1-1 core services data requirements and coordinating the transition of legacy MSAG/ALI to NG9-1-1 data management processes.
- Assist PSAPs in ensuring that quality assurance and quality control measures performed by the ECNSP are met for all components of the NG9-1-1 network and services.

- Establish a baseline for connectivity among PSAPs.

Metro Regional PSAPs

The metro region PSAPs will be the end users of the NG9-1-1 network. In this user role, each PSAP will be a stakeholder and will collaborate with the MESB at various stages of transition. PSAPs will be responsible for ensuring that their requirements are communicated such that the NG9-1-1 network is operationally focused on their mission. PSAPs will be responsible for engaging with their county GIS support organization(s) to maintain quality geospatial data required for the operation of the NG9-1-1 network. PSAPs must coordinate with the MESB to configure changes to the NG9-1-1 network. PSAPs will be accountable to provide the information required by the ECNSP when they begin an upgrade or replacement of PSAP applications that affect call delivery or any other applications that are utilizing the NG9-1-1 network for connectivity. During the transition, and on an on-going basis, PSAPs must report issues with call delivery, routing, and location information.

During the transition Metro Region PSAPs will:

- Work individually and collectively with the MESB to plan, schedule and execute an orderly transition to NG9-1-1
- Be responsive to requests for information and input prior to and during the transition
- Be engaged stakeholders that participate in the transition planning process and are vested in the outcomes for the region
- Champion PSAP operational requirements to drive the technology decisions made in the transition to NG9-1-1
- Communicate plans and activities that could impact the operation of the PSAP NG9-1-1 systems or the NG9-1-1 network. Examples might include buying a new CAD system or moving into a new building

NG9-1-1 ECNSP(s)

The NG9-1-1 ECNSP(s) will be required to deliver a NG9-1-1 network that meets the technical specifications of the MESB, which will be developed in conjunction with the PSAPs. The ECNSP(s) will be required to support the transition of MESB PSAPs from legacy to NG9-1-1 and for maintaining the NG9-1-1 network to ensure that 9-1-1 service is available 99.999 percent of the time.

During the transition, the ECNSP(s) will:

- Coordinate with the MESB to plan, schedule and execute an orderly transition to NG9-1-1
- Work individually and collectively with MESB PSAPs throughout the transition
- Migrate and cutover individual MESB PSAPs from the current network to the new NG9-1-1 network
- Transition location data from current processes and platforms to those used for NG9-1-1, coordinating with originating service providers, as well as MESB and its PSAPs
- Coordinate and facilitate changes at the PSAP related to the operation of the NG9-1-1 network
- Provide 24x7x365 operational support to MESB PSAPs for the NG9-1-1 network

The figure below provides a visual representation of the roles and responsibilities involved in the migration to NG9-1-1. A successful transition will require the coordination and cooperation between and among these entities.

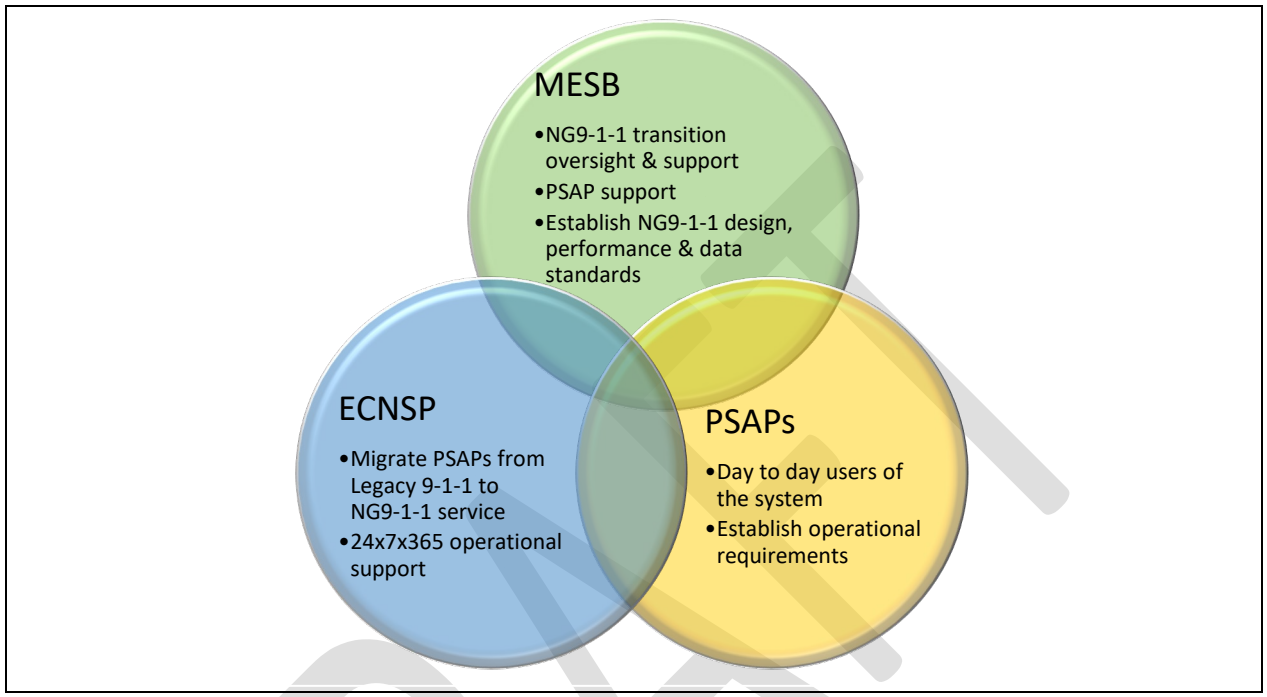


Figure 2 - NG9-1-1 Transition Roles and Responsibilities Diagram

2.3 2021 MESB PSAP Assessment Report Findings Relevant to NG9-1-1 Transition

In preparation for the planned transition to NG9-1-1 in 2022 and beyond, the MESB commissioned an assessment report of the MESB regional PSAPs in Q4-2021 to provide a current analysis of 9-1-1 and PSAP operations across the MESB region. A key objective of that report was to establish a 9-1-1 technology baseline to use for planning and to inform specific MESB NG9-1-1 RFP requirements. The data gathered during the report is also used here to focus and guide the completion of this MESB NG9-1-1 Transition Plan. The specific findings from the survey report include the following:

Assessment Report Finding	Planning Implications
1. The anticipated level of upgrades to systems and equipment necessary for MESB PSAPs to transition to full NG9-1-1, i3 operating capability is low to moderate from a PSAP cost, training and major equipment change out perspective.	• Assuming a transition to full NG9-1-1 capability occurs within the next 12 to 24 months (2023 – 2024) • Schedules are critical • Coordination is critical • Practice Risk management and apply sound project management methodologies at all times during the transition.
2. All MESB PSAPs will require some level of upgrade to transition away from the current 9-1-1 system provided	• Require Call Handling Equipment (CHE) upgrades be incorporated into the overall network deployment and PSAP cutover schedule from the

Assessment Report Finding	Planning Implications
under contract with Lumen to a system that fully supports the NENA NG9-1-1 i3 specification	new ECNSP
3. Staffing in a NG9-1-1 environment will require different skill sets like cybersecurity and networking or social media and texting. Personnel costs could be impacted by specialized skill sets or from the increased reliance on accurate data like GIS which will require an increase in maintenance activities.	• Establish a training subcommittee to periodically review new training requirements and cross jurisdictional training opportunities as the transition to NG9-1-1 occurs.
4. The MESB PSAPs are well prepared for the transition to NG9-1-1 as evidenced by the level of investment in technology, applications, resources and funding committed to public safety across the MESB region in addition to specific 9-1-1 funding from ECN	• Think regionally, act regionally, buy regionally. • Economies of scale, interoperability and consistency should drive regional decision making related to the continued investment in public safety and NG9-1-1 technologies in the region.
5. As more integration occurs across the MESB region on applications like Computer Aided Dispatch (CAD) and CHE the more efficient the MESB PSAPs will become at operating as one logical entity at the systems level. Examples include CAD to CAD interoperability, hosted CHE and alerting applications	• Think regionally, act regionally, operate regionally. • Leverage existing common applications and platforms in order to maximize new NG9-1-1 capabilities
6. The MESB PSAPs will benefit from a diverse, scalable, redundant NG9-1-1 system that delivers data and information about and from emergency events (calls, data and supplemental information)	• Impacts to policy, procedure, and training • New policies will need to be developed to take full advantage of NG9-1-1 capabilities
7. Once the NG9-1-1 system is operational, the MESB region will have the ability to prepare alternative arrangements, agreements including mutual aid for the PSAPs.	• Develop mutual aid agreements that enhance the operational polices of the PSAPs to aid in how each PSAP interoperates and shares NG9-1-1 information and/or systems where appropriate
8. The NG9-1-1 system will provide for a common approach for Cybersecurity across all MESB PSAPs in addition to the current local efforts. This will enhance the ability to recognize, divert or isolate DDoS, TDoS and intrusions that can compromise the entire operation.	• Develop a MESB Regional PSAP focused Cybersecurity plan • Establish new security policy and procedure as necessary to enable the NG9-1-1 transition
9. Establish a centralized monitoring and reporting capability that can manage all operational components within the NG9-1-1 network Service Level Agreement (SLA) and maintain service integrity across all MESB PSAPS.	• Establish this capability for the MESB PSAPs within the MESB. • Establish an MESB PSAP help desk function that supports and coordinates on behalf of the PSAPs. • Ensure consistent monitoring and management of the services provided (ESInet, Hosted Call Handling, GIS, Telecommunications, Radio, CAD, Recording, etc.) and quick resolution of any problem or trouble with the associated provider.

These findings and conclusions will be incorporated into the transition plan detailed in Section 3 below.

3 MESB NG9-1-1 Transition Plan

The transition to NG9-1-1 will be completed in a phased approach that will allow the PSAPs to use the ESInet and NG core services as they are operationally ready. The MESB PSAPs transition to NG9-1-1 is dependent on and subject to the results of the Q1-2022 MN-ECN RFP process that is anticipated to conclude by Q1-2023. That process will identify a single ECNSP vendor or multiple ECNSP vendors that will become part of the planning and scheduling of specific tasks and actions during the transition.

Specifically, the new ECNSP vendor(s) will play a role in planning, coordinating and transitioning all MESB PSAPs to a new NG9-1-1 end state system as envisioned by the Q1-2022 RFP requirements developed in cooperation between the MN-ECN and the MESB.

Regardless of the schedule established by the new ECNSP vendor(s), transitional milestones are identified for planning purposes and will need to be completed in order to transition from the current system to a new system achieving end state NG9-1-1. Additional planning, actions and activities may become evident as the Q1-2022 ECN RFP process completes by Q4-2022. The milestones presented below are derived from the planning elements identified in Section 2.1 above.

The MESB NG9-1-1 transition plan milestones can be used to measure progress and focus actions and activities of the region over the next 24 months. The milestones are as follows:

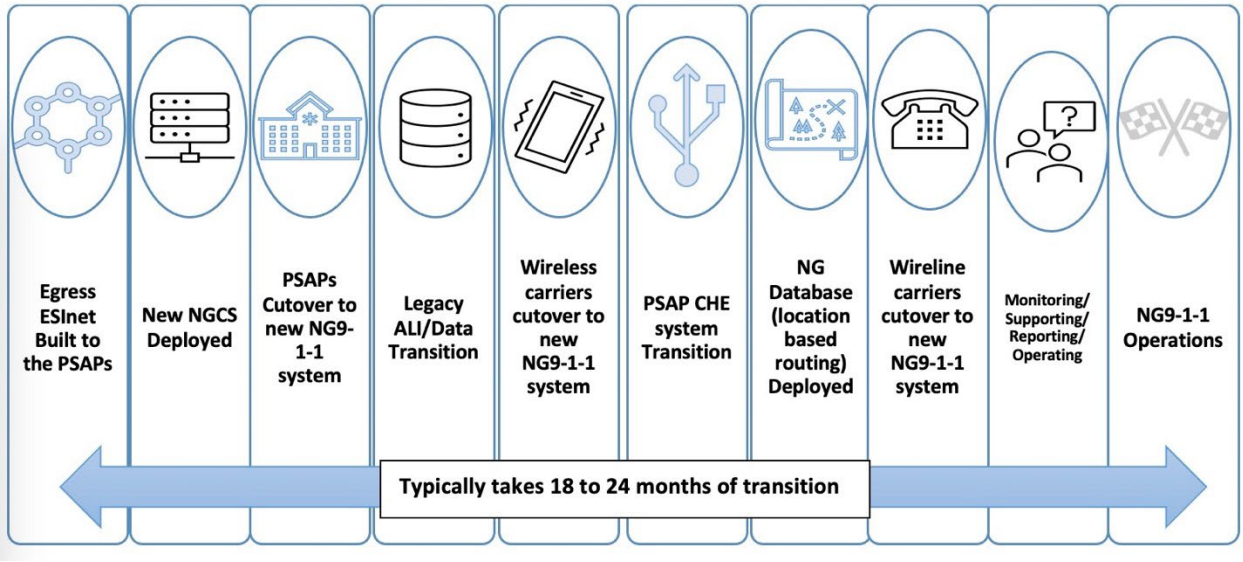


Figure 3 - NG9-1-1 Transition Milestones

3.1 NG9-1-1 Transition Sequencing and Schedule

NG9-1-1 Transition does not follow a straight line. The transition milestones listed above are displayed in order from left to right but that does not mean they must be completed in a sequential order. The first few milestones will need to be completed before the latter milestones can be achieved. Final sequencing will be determined in coordination with the new ECNSP.

The sequencing and scheduling of the transition will follow this basic timeline

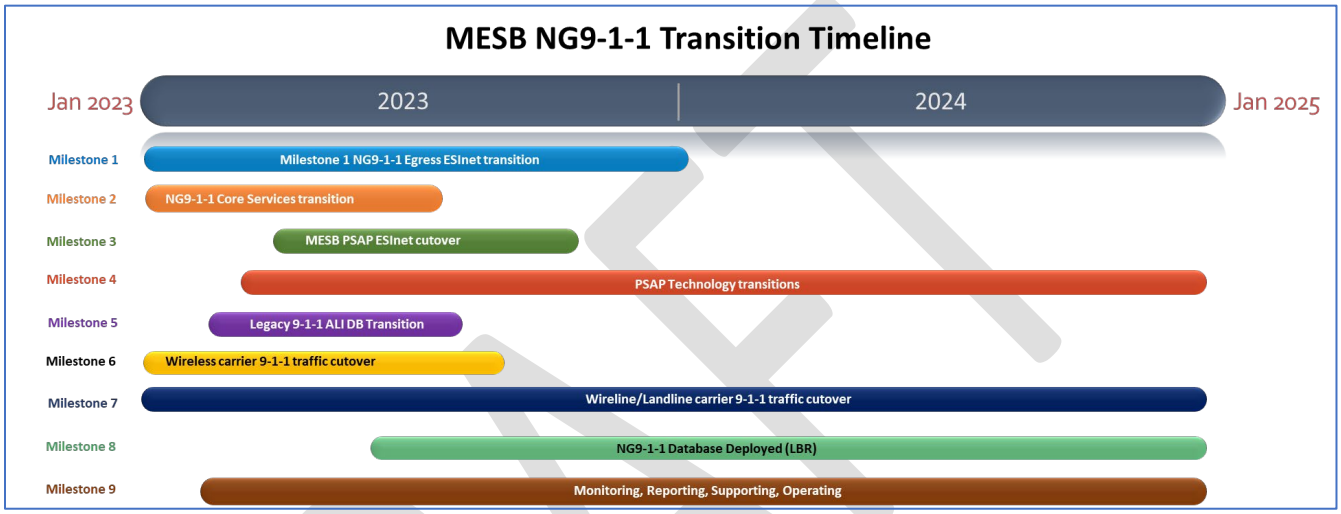


Figure 4 - MESB NG9-1-1 Transition Timeline

3.2 MESB NG9-1-1 Transition Plan

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Milestone 1 NG9-1-1 Egress ESInet transition	**1/1/2023**	**6/30/2023**	**MESB, MESB PSAPs, ECN, ECNSP-egress**
NG9-1-1 Egress ESInet transition is focused on establishing managed and secure ESInet connectivity to the MESB PSAPs and the PSAP CHE. The end result/outcome is to establish new 9-1-1 call paths from the new NG9-1-1 network to the MESB PSAPs. Milestone 1 is the foundational milestone that serves as a prerequisite for later transition milestones to be achieved. Milestone 1 is heavily dependent on the results of the current Q1-2022 ECN NG9-1-1 RFP award. All MESB PSAPs will be impacted by this milestone. This section identifies the actions and activities required of the MESB and the MESB PSAPs in order to facilitate the orderly completion of Milestone 1			
Transition project management - Egress Network	**1/1/2023**	**6/30/2023**	**MESB, MESB PSAPs, ECN, ECNSP-egress**
MESB supports the planning and coordination required to implement new ESInet Services to all MESB PSAPs as part of the transition to NG9-1-1. This involves the buildout of networks and installation of equipment throughout the region and at the PSAPs in 2023.			

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
MESB Coordination with Egress Network ECNSP	**1/1/2023**	**6/30/2023**	**MESB, MESB PSAPs, ECN, ECNSP-egress**
Discuss and coordinate Egress ESInet architecture considerations of the MESB PSAPs	**1/1/2023**	**1/31/2023**	
Discuss and coordinate Egress network failover specific to the MESB region	**1/1/2023**	**1/31/2023**	
Establish network security policies specific to the MESB region	**1/31/2023**	**3/31/2023**	
Determine remote access support requirements of the PSAPs	**2/1/2023**	**1/31/2023**	
Discuss and coordinate 9-1-1 Call/Traffic Flow Requirements specific to the MESB region	**2/1/2023**	**3/31/2023**	
Discuss and coordinate Egress network traffic routing and re-routing for the MESB region	**3/1/2023**	**5/31/2023**	
Coordinate connectivity to MESB PSAPs, align to statewide PSAP cutover schedule	**4/1/2023**	**6/30/2023**	
Coordinate PSAP site visits, power requirements, rack space, align to statewide schedule	**2/1/2023**	**4/30/2023**	
The configuration of the ESInet will be a constantly changing infrastructure that will require that all configuration information is documented and updated as the ESInet grows and evolves			
Establishing a formal change process that The MESB and the PSAPs can use to manage changes to the NG9-1-1 service during the duration of the contract.			
Session Initiation Protocol (SIP) delivery of Traffic	**1/1/2023**	**6/30/2023**	
Milestone 2 NG9-1-1 Core Services transition	**1/1/2023**	**6/30/2023**	**MESB, MESB PSAPs, ECN, ECNSP-core**
Milestone 2 ensures that the NG core service functional elements are implemented to support further migration to NG9 1 1. This transition is typically completed in two parts. One part is the NG core and turn up of the functional elements that create the NG9 1 1 capabilities that can be delivered to the PSAP. The second part is the migration of PSAPs from current services to the new NG9-1-1 core services.			
Transition project management - NGCS	**1/1/2023**	**6/30/2023**	**MESB, MESB PSAPs, ECN, ECNSP-core**
The MESB supports the planning and coordination necessary to transition the MESB PSAPs to the new ECNSP core services. Including the testing and validation of services prior to PSAP cutover to full operations on the new system	**1/1/2023**	**6/30/2023**	
Planning and coordination for MESB PSAP call handling equipment to ECN NGCS functional elements	**3/1/2023**	**5/31/2023**	
Verify functional element deployment and testing results with ECNSP prior to migration of MESB PSAPS	**5/1/2023**	**6/1/2023**	
Establish schedule with ECNSP for MESB PSAP cutover	**4/1/2023**	**5/31/2023**	
Coordinate operational readiness testing and acceptance testing with ECNSP and MESB PSAPs	**5/15/2023**	**6/1/2023**	

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Certify test results and document configuration management data	6/15/2023	6/30/2023	
Coordination with Inteliquent - Ingress network	1/1/2023	6/30/2023	
Discuss and coordinate legacy ALI database operations for MESB region	1/1/2023	3/31/2023	
Prepare and submit geodata and legacy ALI information to ECNSP for MESB PSAPS	4/1/2023	5/31/2023	
Participate in testing of LIS/LDB functionality with ECNSP	4/1/2023	5/31/2023	
Conduct an Originating Service Provider (OSP) Assessment - Conduct a regional assessment to identify the local OSPs and determine their ability to directly connect to the ESInet.	1/1/2023	3/31/2023	
Establish workflow for ALI and geodata maintenance with ECNSP and OSP	4/1/2023	6/1/2023	
Coordinate training of database maintenance operations / tools with MESB region	5/1/2023	6/1/2023	
Coordination with ECNSP - NGCS	1/1/2023	6/30/2023	MESB, MESB PSAPs, ECNSP-core
Verify NGCS configuration with ECNSP and coordinate communication with MESB PSAPs	1/1/2023	1/31/2023	
Establish timeline and project plan for MESB PSAP cutover	1/1/2023	1/31/2023	
Coordinate cutover with ECNSP and MESB PSAP's	4/1/2023	5/31/2023	
Milestone 3 MESB PSAP network cutover	4/1/2023	8/31/2023	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
The MESB supports the MESB PSAPs in the planning and coordination needed for the successful cutover from answering 9-1-1 calls on the old system to answering 9-1-1 calls on the new system. This will take place in coordination with the new ECNSP and the other PSAPs of greater Minnesota. Dates represented here are valid in terms of durations, but the actual start and end dates will be dependent on a larger cutover schedule controlled by the new ECNSP.			
Coordination with new ECNSP – Egress Network	4/1/2023	8/31/2023	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
Coordinate call flow testing between ECNSP and MESB PSAP's (legacy, NG, transfers, etc.)	4/1/2023	6/30/2023	
Certify acceptance of ECNSP operational testing results	6/1/2023	7/1/2023	
Discuss ECNSP cutover process and coordinate planning with ECNSP and MESB PSAP's	4/1/2023	6/1/2023	
Establish timeline and project plan for MESB PSAP cutover	4/1/2023	4/30/2023	
Develop rollback plans for MESB PSAP's with ECNSP as part of pre-cutover	7/31/2023	8/31/2023	
New system transition coordination	6/1/2023	6/30/2023	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Conduct outreach on transition to ECNSP NG system with all MESB PSAP's	6/1/2023	6/30/2023	
Collect individual MESB PSAP operation policies, procedures, agreements and data to be followed during transition and cutover to share with ECNSP	6/1/2023	6/15/2023	
New system PSAP cutover testing coordination and scheduling	6/15/2023	8/31/2023	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
Coordinate call flow testing between ECNSP and MESB PSAP's (legacy, NG, transfers, etc.)	6/15/2023	8/1/2023	
Certify acceptance of ECNSP operational testing results	8/1/2023	8/15/2023	
Milestone adjustment as needed based on ECN timeline	4/1/2023	6/1/2023	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
Participate as a stakeholder during the ECNSP NG system rollout on behalf of MESB PSAPs	4/1/2023	6/1/2023	
Milestone 4 PSAP technology transition	3/1/2023	12/31/2024	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
The MESB supports the planning, coordination, actions and activities necessary to manage the changes that will occur at the MESB PSAPs during the transition to NG9-1-1, especially as they relate to CHE systems			
Transition project management - MESB PSAP Technology Changes	3/1/2023	12/31/2024	MESB, MESB PSAPs, ECNSP-core, ECNSP-egress
Coordinate and communicate with MESB PSAPs on specific PSAP technology changes taking place during the transition to NG9-1-1 related to the Call Handling Equipment (CHE)	3/1/2023	7/1/2023	
Develop an MESB PSAP upgrade plan based on known/planned changes to PSAP CHE systems taking place during the transition to NG9-1-1	7/1/2023	8/31/2023	
Establish an MESB PSAP upgrade schedule. May need to align this with the ECN project schedule	9/1/2023	9/30/2023	
Transition changes at the PSAP will require coordination with other PSAP vendors like CAD, radio console, electrical	9/30/2023	12/1/2023	
Consider aligning PSAP upgrade schedules with the MESB PSAP cutover schedule established in Milestone 3	10/1/2023	12/1/2023	
Manage the MESB PSAP CHE upgrades and modifications	3/1/2023	12/31/2024	

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Milestone 5 Legacy 9-1-1 ALI Database transition	**2/1/2023**	**5/31/2023**	**MESB, ECN, Inteliquent, ECNSP-core**
ALI database transition to the ESInet / NG9-1-1 core will require coordination with PSAPs that may already have an ESInet and NG9-1-1 core services. The State ESInet may allow for some ALI database services to be consolidated and provide redundancy. Each PSAP will need to be "audited" independently to determine which ALI services can be migrated. This type of ALI audit is typically done as part of the development of a Location Information Server (LIS).			
Transition project management - MESB ALI Database Data Transition	**2/1/2023**	**5/31/2023**	**MESB, ECN, Inteliquent, ECNSP-core**
The MESB supports the planning, coordination, actions and activities necessary to manage the migration of 9-1-1 call related data from the old system to the new system. This allows the MESB PSAPs to transition to full operation on the new system	**2/1/2023**	**5/31/2023**	
MESB coordinates the 9-1-1 call data transition of MESB PSAPs in preparation for cutover to the new NG9-1-1 ECNSP	**2/1/2023**	**4/1/2023**	
MESB coordinates with the new NG9-1-1 ECNSP to implement new 9-1-1 call data update procedures for the regional PSAPs	**3/1/2023**	**5/1/2023**	
MESB coordinates with MESB PSAPs and the new ECNSP on data formats, data availability and initial data loads necessary for cutover to the new system	**3/1/2023**	**5/1/2023**	
MESB coordinates with MESB PSAPs and the new ECNSP on the validation and ongoing maintenance of 9-1-1 call related data for the regional PSAPs	**5/1/2023**	**5/31/2023**	
MESB coordinates data transition with Inteliquent on behalf of the MESB PSAPs	**3/1/2023**	**5/1/2023**	
Milestone 6 Wireless carrier 9-1-1 traffic cutover	**1/1/2023**	**6/30/2023**	**MESB, ECN, Inteliquent, ECNSP-core**
MESB will help coordinate the transition of carriers to the NG9-1-1 System. During transition, collaboration with each PSAP will be necessary to ensure that PSAP services, particularly call handling, are implemented to support the delivery of 9-1-1 calls across the NG9-1-1 platform. Doing so will allow call transfer between PSAPs and others.			
Transition project management - MESB Wireless 9-1-1 call traffic cutover	**1/1/2023**	**6/30/2023**	**MESB, ECN, Inteliquent, ECNSP-core**
the MESB supports the MESB PSAPs in the cutover of wireless 9-1-1 call traffic from the old system to the new system in coordination with the Ingress ECNSP Inteliquent and the wireless carriers serving the MESB region	**1/1/2023**	**6/30/2023**	
MESB coordinates with MESB PSAPs and Inteliquent for any necessary Letters of Agency/Authorization required to legally facilitate the transition of wireless 9-1-1 traffic	**4/1/2023**	**5/1/2023**	
MESB coordinates with MESB PSAPs and Inteliquent for the testing of wireless carrier 9-1-1 traffic from the old system to the new system	**5/1/2023**	**6/30/2023**	
MESB coordinates with MESB PSAPs and Inteliquent for the migration of wireless carrier 9-1-1 traffic from the old system to the new system	**6/29/2023**	**6/30/2023**	

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Milestone 7 Wireline carrier 9-1-1 traffic cutover	**1/1/2023**	**12/31/2024**	**MESB, ECN, Inteliquent, ECNSP-core**
Wireline carrier transition is defined as the process of migrating all existing OSPs to direct connections to the ESInet and migrating the 9-1-1 service onto the ESInet. OSPs include those providing 9-1-1 service to PSAPs that may be integrated into the state system			
Transition project management - MESB Wireline 9-1-1 call traffic cutover	**1/1/2023**	**12/31/2024**	**MESB, ECN, Inteliquent, ECNSP-core, ECNSP-egress**
the MESB supports the MESB PSAPs in the cutover of wireline 9-1-1 call traffic from the old system to the new system in coordination with the Ingress ECNSP Inteliquent and the wireline carriers serving the MESB region	**1/1/2023**	**12/31/2024**	
MESB coordinates with MESB PSAPs and Inteliquent for any necessary Letters of Agency/Authorization required to legally facilitate the transition of wireline 9-1-1 traffic	**1/1/2023**	**7/31/2023**	
MESB coordinates with MESB PSAPs and Inteliquent for the testing of wireline carrier 9-1-1 traffic from the old system to the new system	**8/1/2023**	**12/31/2023**	
MESB coordinates with MESB PSAPs and Inteliquent for the migration of wireline carrier 9-1-1 traffic from the old system to the new system	**1/1/2024**	**12/31/2024**	
Milestone 8 NG9-1-1 Database Deployed (LBR)	**6/1/2023**	**5/31/2024**	**MESB, ECN, Inteliquent, ECNSP-core, ECNSP-egress**
The MESB supports the MESB region and the MESB PSAPs in preparing for and deploying additional data capabilities in the region as the transition to NG9-1-1 continues. Location Based Routing (LBR) focuses on the transition to geographic based location data used for 9-1-1 call routing in the NG9-1-1 system			
Transition project management - Geodata normalization / synchronization	**6/1/2023**	**12/31/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Identify Primary MESB PSAP stakeholders for NG9-1-1 Geodata transformation and support	**6/1/2023**	**6/30/2023**	
Establish communication strategy for all MESB PSAP stakeholders with ECNSP Geodata service	**6/1/2023**	**7/31/2023**	
Finalize the development of GIS dataset requirements for MESB PSAPs	**7/1/2023**	**9/1/2023**	
Invest in GIS training	**6/1/023**	**12/31/2024**	
Develop GIS for PSAP guidance documents and adopt PSAP mapping standards	**7/1/2023**	**9/1/2023**	
Determine scope of effort for MESB PSAP activities to modify data to ECNSP Geodata service standards	**8/1/2023**	**10/31/2023**	
Coordinate with MESB PSAP stakeholders for geodata, GIS and LBR transition activities	**11/1/2023**	**5/31/2024**	
Transition project management - Spatial Interface	**6/1/2023**	**12/31/2023**	**MESB, ECN, ECNSP-core, ECNSP-egress**

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Determine scope and effort for training MESB PSAPs on the use of the SI tools to manage and maintain GIS data	6/1/2023	6/30/2023	
Validate the Schema supported by ECNSP for geodata in the SI	6/1/2023	7/31/2023	
Coordinate ECNSP rollout of SI to MESB PSAPs	8/1/2023	12/31/2023	
Participate in the training of MESB PSAPs on the SI	11/1/2023	2/28/2024	
Establish testing and final approval of SI functions to MESB PSAPs	3/1/2024	5/31/2024	
Transition project management - Discrepancy / error handling	1/1/2024	3/1/2024	MESB, ECN, ECNSP-core, ECNSP-egress
Identify the ongoing requirements for discrepancy correction, reporting, and editing	1/1/2024	2/28/2024	
Modify GIS based workflows at the MESB PSAPs to accommodate the SI capabilities as necessary to support ECNSP	1/1/2024	3/1/2024	
Transition project management - LBR Testing	3/1/2024	5/31/2024	MESB, ECN, ECNSP-core, ECNSP-egress
Participate in testing and turn up of LBR with ECNSP	3/1/2024	4/1/2024	
Validate testing of LBR at the MESB PSAPs (legacy, NG, CAD, mapping, etc.)	4/1/2024	5/31/2024	
Transition project management - Maintenance	1/1/2024	6/30/2024	MESB, ECN, ECNSP-core, ECNSP-egress
Establish maintenance and management workflows using GIS based tools for all MESB PSAPs	1/1/2024	6/30/2024	
Milestone 9 Monitoring, Reporting, Supporting, Operating	4/1/2023	12/31/2024	MESB, ECN, ECNSP-core, ECNSP-egress
Many PSAPs currently have monitoring and management functions delivered through an existing provider. The new ECNSP vendor will be responsible for the transition from the current monitoring and management function to the new ESInet and NG9-1-1 System. As a result, the ECNSP will be required to support a framework for PSAPs as their contracts require.			
Transition project management - Reporting system deployment	4/1/2023	10/31/2023	MESB, ECN, ECNSP-core, ECNSP-egress
Identify MESB PSAP specific reporting system requirements	4/1/2023	7/31/2023	
Coordinate with ECNSP to establish reporting system requirements for MESB PSAPs	5/31/2023	7/31/2023	
Document MESB PSAP specific features that may be needed (individual PSAP differences)	5/31/2023	7/31/2023	
Determine data storage and retention expectations for MESB PSAPs	5/31/2023	6/30/2023	
Validate data collection of MESB PSAP reporting elements and system logging features	7/1/2024	12/31/2024	
Participate in reporting system implementation and deployment at MESB PSAPs	8/1/2023	12/31/2024	

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Transition project management - Customization	**6/1/2023**	**10/31/2023**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Determine the ability of the reporting system for customized reporting	**6/1/2023**	**7/31/2023**	
Coordinate custom reporting features based upon MESB PSAP expectations with ECNSP	**7/31/2023**	**12/31/2023**	
Transition project management - Testing	**10/31/2023**	**12/31/2023**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Perform testing of canned reports, ad hoc reports and available tools	**10/1/2023**	**11/31/2023**	
Validate testing of reporting system	**10/31/2023**	**12/31/2023**	
Transition project management - Training	**10/1/2023**	**12/31/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Document and review NG9-1-1 system training requirements at the MESB PSAPs and coordinate the delivery of training with the ECNSP	**10/1/2023**	**4/30/2024**	
Identify and close training gaps	**10/1/2023**	**11/1/2023**	
Conduct an internal needs analysis to assess gaps in staff skillsets and seek training to augment the current knowledge base	**10/1/2023**	**10/15/2023**	
Develop NG911 training requirements and establish a curriculum	**10/1/2023**	**12/31/2023**	
Conduct NG911 internal and external training as may be necessary	**10/1/2023**	**12/31/2024**	
As more types of digital media become available to public safety telecommunicators, training on how to process these calls and the different technologies will need to be developed	**10/1/2023**	**12/31/2024**	
Certify completion of training with MESB PSAPs	**10/1/2023**	**12/31/2024**	
Customer Support Services	**1/1/2024**	**12/31/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Determine the Customer Support framework from ECNSP	**1/1/2024**	**3/31/2024**	
Identify the prioritization, time scale and escalation strategy for ECNSP	**4/1/2024**	**7/31/2024**	
Review the customer support strategy with MESB PSAPs	**8/1/2024**	**11/30/2024**	
Ongoing review of customer support system	**11/30/2024**	**12/31/2024**	
Service Management	**1/1/2024**	**11/30/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Review Service strategy, Operation, Transition, and ongoing improvement tools utilized by ECNSP	**1/1/2024**	**3/31/2024**	
Participate in the training and education of ECNSP service management and SLA delivery to the MESB PSAPS	**4/1/2024**	**7/31/2024**	
Review all SLA items regularly with ECNSP and MESB PSAPs	**8/1/2024**	**11/30/2024**	
System administration	**1/1/2024**	**12/31/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**

MESB NG9-1-1 Transition Plan	Start	Finish	Coordination Points
Establish MESB PSAP trouble reporting / ticketing and input to the customer service system	**1/1/2024**	**3/31/2024**	
Document the customer service system operation and train the MESB PSAP on how to create an incident, event or ticket	**4/1/2024**	**7/31/2024**	
Develop a plan with the ECNSP for how troubles are reviewed, addressed and corrected	**8/1/2024**	**11/30/2024**	
Establish a notification process to document when a ticket has been resolved / closed	**11/30/2024**	**12/31/2024**	
Information Assurance	**1/1/2024**	**11/30/2024**	**MESB, ECN, ECNSP-core, ECNSP-egress**
Establish a plan with ECNSP to ensure information is protected in transit, and at rest throughout the system	**1/1/2024**	**7/31/2024**	
Create a Regional cybersecurity plan to address cybersecurity threats and vulnerabilities as a region.	**1/1/2024**	**4/1/2024**	
The plan should address network monitoring so that there is increased visibility and transparency to the MESB and the PSAPs.	**1/1/2024**	**4/1/2024**	
As part of the planning process, third-party audits of MESB PSAP systems, networks, and facilities should be required as well as regular reviews of security policies and procedures.	**1/1/2024**	**4/1/2024**	
Ensure Confidentiality, Integrity and Availability are maintained across the system	**8/1/2024**	**11/30/2024**	

3.3 Additional MESB NG9-1-1 Transition Plan considerations

3.3.1 NG9-1-1 Transition Governance

- Update MESB governance documents to clarify NG9-1-1 requirements, policies, etc.
- Updates should address cybersecurity, call routing, operations, data maintenance, quality assurance/quality improvement (QA/QI) and training
- Solicit feedback from PSAP stakeholders to identify and prioritize what requirements, policies, and best practices they seek to establish for NG9-1-1
- Engage the TOC and consider establishing subcommittees to help develop new NG9-1-1 requirements, policies, and best practices
- Formalize committee charters and missions
- Engage stakeholders already serving in governing bodies like the TOC 9-1-1 subcommittee in planning and coordination

3.3.2 Cybersecurity

- Utilize DHS-CISA and NIST security standards documents to create a plan to address cybersecurity threats and mitigate vulnerabilities as a region
- Include industry standards and best practices for PSAPs to apply to protect the ESInet and other PSAPs

- Develop a strategy for improving network monitoring that provides a regional snapshot of situational awareness related to the MESB PSAPs with better insight on outages or disruptions.

3.3.3 Staffing

- Identify and close staffing gaps
- Develop a succession plan to ensure continuity of operations at the MESB
- Cross-train staff members and/or provide training that helps build their depth of organizational Understanding

3.3.4 Continuity of Operations Plan (COOP)

- Develop a regional COOP plan
- Engage the region to develop a comprehensive COOP plan template for PSAPs that aligns with Federal Emergency Management Agency (FEMA) continuity communications recommendations, including an annual review process
- A COOP plan outlines the steps necessary to maintain operational capacity during a localized or region-wide disruption of normal operations.
- The key objectives for any COOP plan should include actions to:
    - Minimize disruption to normal PSAP operations and 9-1-1 service levels
    - Mitigate, to the extent possible, the effects of disruptive events to the PSAPs and the Region
    - Minimize the fiscal impacts of disruptive events to the PSAPs and the Region
    - Prepare PSAP and MESB staff to implement emergency procedures
    - Establish or define alternate methods to continue 9-1-1 service delivery regionally
    - Provide for the efficient and timely restoration of PSAP and regional operations
- The COOP plan should be responsive to known, emerging and immediate threats.
- The plan should cover all operational levels, include a succession plan, and be scalable from single PSAP, to multiple PSAPs to the entire region for varying durations and degrees of impact.

4. Tools to Manage the Transition to NG9-1-1

This section provides specific examples of tools and management practices designed to aid the MESB and the MESB PSAPs in the transition to NG9-1-1. Successful transition will be supported by implementing tools and best practices in the following areas:

1. Project Management
2. Risk Management
3. Change Management
4. Testing, Acceptance, Verification and Validation

4.1 Project Management

911 Authority recommends managing the transition to NG9-1-1 using industry best practice and methodologies aligned with the Project Management Institutes (PMI) approach to project management for the efficient and diligent execution of this vital project. The project should commence with an initialization ('kick-off') meeting. During the kick-off meeting, clarify the ECNSP project goals and objectives with the MESB PSAPs and primary stakeholders. Using this approach, a transition plan can be documented for the MESB PSAPs as the baseline and schedule. Consideration should be given and or plans developed around the following areas:

- Project management plan
- Stakeholder management plan
- Communications plan
- Schedule / Timeline
- Schedule management plan
- Resource management plan
- Change management plan
- Risk management plan
- Proposed Site by site implementation/work plan
- Acceptance testing and service validation plan

The Project Plan will be referred to on a regular basis during the transition phase of the project to ensure that implementation is completed in a timely fashion. Any changes to the ECNSP schedule and work plan that impact the MESB PSAPs must be communicated to the MESB stakeholders through the agreed upon change management process. The Project Plan shall clearly define the milestones attributable to the MESB PSAP migration timeline and clearly identify when the transition from ECNSP network implementation into service management occurs.

- **Project Work Plan** – A project work plan provides a detailed approach for the MESB PSAPs to follow in the transition to NG9-1-1, with specific tasks, timelines and deliverables broken out by transition milestone and scheduled in a timely manner. Organized in this manner, the work plan identifies the specific tasks necessary to successfully prepare for and complete each milestone, the resources assigned to each task, and other pertinent information such as the anticipated occurrence of on-site meetings

- **Baseline Project Schedule** – Use the transition plan to develop an initial project schedule based on the current understanding of the transition scope and review it during the kick-off meeting for acceptance as the baseline through which the project will be measured. The baseline schedule should be managed in MS Project (or other acceptable format) and will identify all known project phases, tasks, and work packages. The transition plan provides a preliminary project timeline to illustrate the current understanding of the transition project.

An additional recommended management tool to use for the purposes of delineating roles and responsibilities during the transition is to use what is known as a RACI Matrix. The RACI acronym stands for "Responsible, Accountable, Consulted, and Informed."

Responsible: Responsible designates the task as assigned directly to this role (or group of people). The responsible role is the one who does the work to complete the task. Every task should have at least one responsible person and could have several.
Accountable: The accountable role delegates and reviews the work involved in a project. Their job is to make sure the responsible person or team knows the expectations of the project and completes work on time. Every task should have only one accountable person and no more.
Consulted: Consulted provide input and feedback on the work being done in a project. They have a stake in the outcomes of a project because it could affect their current or future work.
Informed: Person who will be updated on decisions and actions during the project.

An example of the high level RACI matrix for the MESB transition plan is provided below. Population of the RACI matrix would be baselined on the NG9-1-1 system and service requirements established by the Q1-2022 NG9-1-1 RFP as incorporated into the final contract with the new ECNSP.

NG9-1-1 Transition Roles and Responsibilities Example Responsibility (RACI) Matrix R= RESPONSIBLE; A= ACCOUNTABLE; C= CONSULTED; I= INFORMED	MESB or in some cases ECN	ECNSP vendor(s)	MESB PSAPs
Overall Project Key Responsibilities			
Program Sponsor	A	R	C
Program Management	A	R	C
Project Management	R	A	C
Feature and System Acceptance	A	R	C
Contract Administration and Engagement	R	A	C
Example Network and Technical Requirements			
ESInet Services			
Implemenation of ESInet	I	A	C
Coordination with existing 911 Service Provider	I	A	C
Pre-Cutover Activities OSP	I	A	I
ESInet cutover with OSPs	I	A	I
ESInet traffic - OSP and Ingress	I	A	C
NG Core Services	I	A	I
Cutover of NG Core Functional Elements	I	A	I
ESInet Traffic - NG Core Services	I	A	I
Pre-Cutover Activities PSAP	C	A	C
ESInet cutover with PSAPs	C	A	C
ESInet traffic - PSAP and Egress	C	A	C
ESInet Testing and Acceptance process	C	A	C
ESInet Testing and Acceptance confirmation	C	A	R
Migration of Traffic to ESInet	C	A	C
ESInet Continuity of Operations plan	I	A	C

Figure 5 - Example NG9-1-1 Transition RACI Matrix

4.2 Risk Management Process

Because the MESB PSAPs are the primary users of NG9-1-1 services delivered by the ECNSP, the PSAPs will be instrumental in ensuring that the ESInet and NG9-1-1 core services meet their operational requirements. Transition to a new system always carries risk. Risks may arise at any point during the transition and will affect PSAPs more so than others. That being the case, the MESB and the PSAPs they serve play an important role with respect to minimizing transition risks. MESB and the PSAPs will need to collaborate with the ECNSP to manage and minimize risks throughout the process. PSAPs will be required to assist with:

- Risk identification, assessment, and review
- Risk documentation and identification of triggers
- Risk prioritization
- Risk response planning
- Risk management

- Risk mitigation

An example risk management matrix is provided below.

Risk Management Matrix (Risk Register)													
Project	Project title here							Project #	Project # here				
Project manager	Project manager name here							Sponsor	Sponsor name here				
Project artifacts	Location of project documents here							Updated	Date of update here				
ID	Risk Description	Probability	Impact	Detectability	Importance	Category	Trigger Event/Indicator	Risk Response and Description	Contingency Plan	Owner	Status	Date Entered	Date to Review
1	What is this risk?				0		What act or event initiates either the risk occurrence or precipitates the response strategy?	How will you respond to this risk and what actions will you take to match that response?	If the risk becomes a reality, what will you do in response, as a backup, or alternative/ workaround?	Who monitors this risk?			
2					0								
3					0								
4					0								
5					0								
6					0								
7					0								
8					0								
9					0								
10					0								

Figure 6 - Example Risk Register

4.3 Change Management Process

To effectively prepare for potential changes to the NG9-1-1 System, a change management process must be developed early, prior to transition. Changes are sure to occur during implementation and after transition. A formal change management process provides an assurance that changes are documented, coordinated, evaluated, prioritized, planned, tested, approved, and implemented as planned. During implementation and transition Change management may follow a typical waterfall or static process. Once transition has occurred and services are being delivered, the focus of Change management may change to accommodate how operational services are managed and maintained through the implementation of any change. PSAPs will work in conjunction with MESB to manage changes to their PSAP operations, and the ESInet. PSAPs will identify the changes required in accordance with the three primary types of change and coordinate the process of completing the change with the Vendor. Typically three types of changes can occur:

- Standard Change
- Normal Change
- Urgent/Emergency Change

The MESB will collaborate with each PSAP to create and monitor change requests with the ECNSP and provide support for documentation of changes as required. Change management contains multiple

perspectives to be effective. From the MESB perspective, the initial focus is on the NG9-1-1 transition and the creation of the infrastructure to support the PSAPs. For the PSAPs, the change management process becomes an essential management function that each PSAP uses to arrange the network to suit its individual missions and goals. The following diagram / swim lane shows the breakdown by role and responsibility during the change management process.

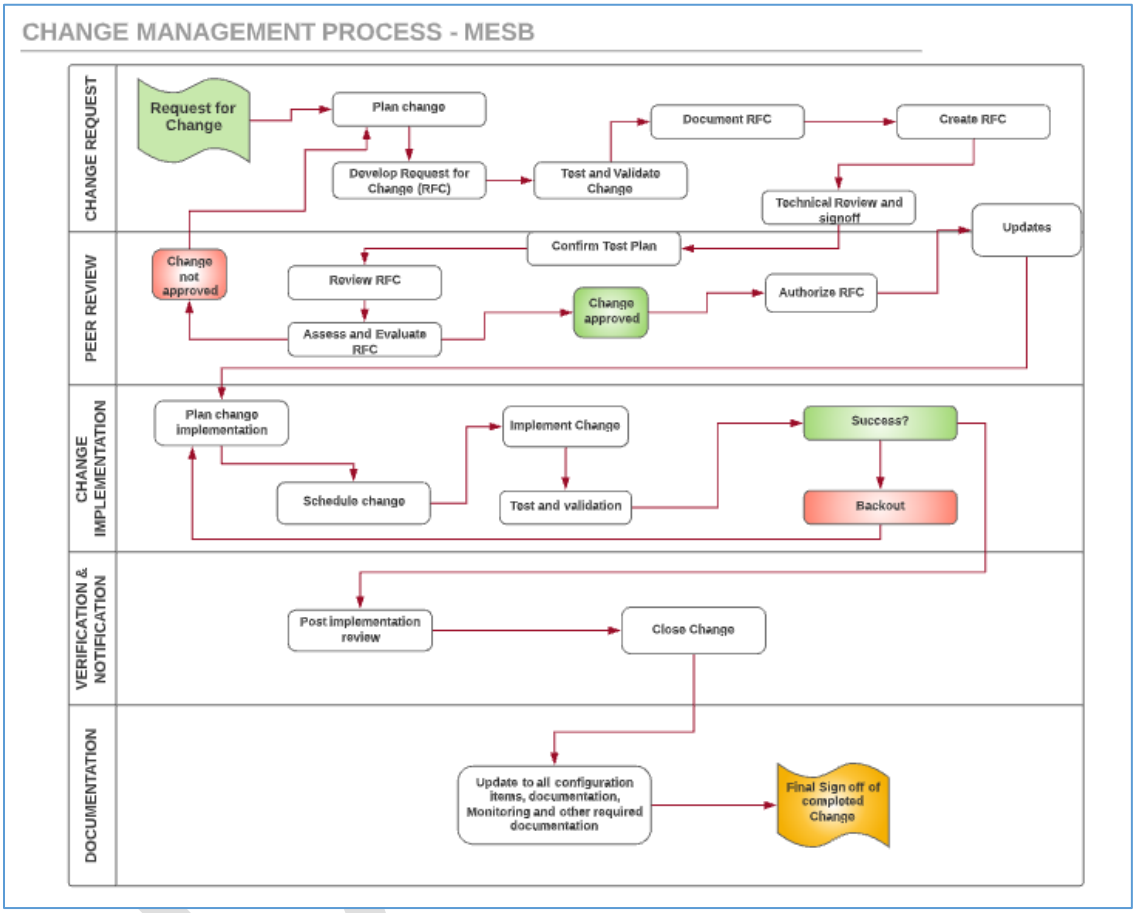


Figure 7 - Change Management Process

Plan and Establish Change Management Structure

- Identify the change, stakeholders and document the outcomes desired by making the change.
- Evaluate the impact of the change on the component projects and subsidiary project plans
- Prioritize the change using the program scope document, program management plan, governance structure and any subsidiary plans
- Determine impact of the change on the project execution, and if the service is in operation; the evaluate the risk of the change on all services to reduce the potential of a risk trigger
- Identify the cost of the change
- Document the change and provide recommendations that can aid in the acceptance process

- Prepare and test the changes prior to implementing and document the results to aid in the approval process
- Develop and manage a change log to ensure that planned, unplanned – and emergency changes are tracked.
- Ensure that the system delivered and all project documentation reflects all changes that occurred during implementation and track to the system and services installed (which may be different than what was proposed)
- Complete an update to the system documentation and configuration management database documenting what has changed across the system.

4.4 Testing, Acceptance, Verification and Validation

The MESB and the MESB PSAPs will need to be prepared for service testing as the transition to a new NG9-1-1 system takes place. Testing will evolve to cover many topics and areas that could impact operations at the PSAPs while some aspects will remain transparent to the PSAPs. Generally speaking all testing and service validation done on the new system will involve 9-1-1 test calls to the PSAPs. Any testing coordinated by the MESB should focus on use cases. Examples are provided in the diagrams below.

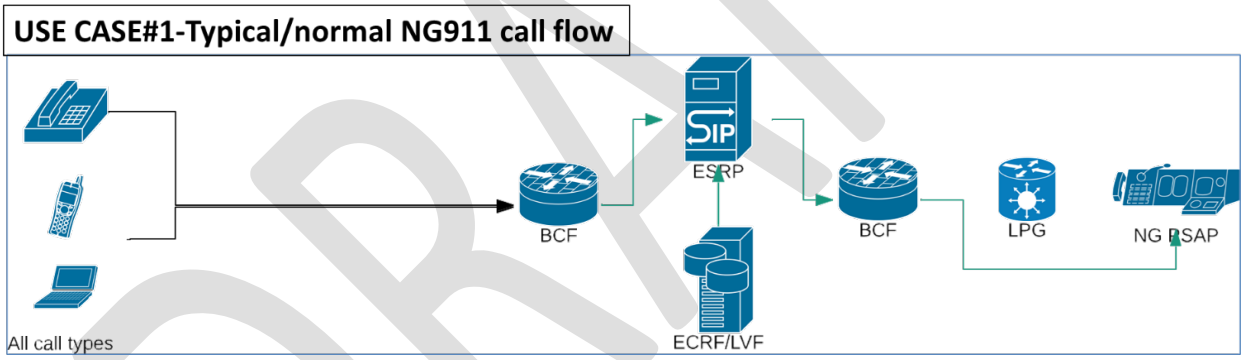


Figure 8 - Example 9-1-1 Test Call Use Case

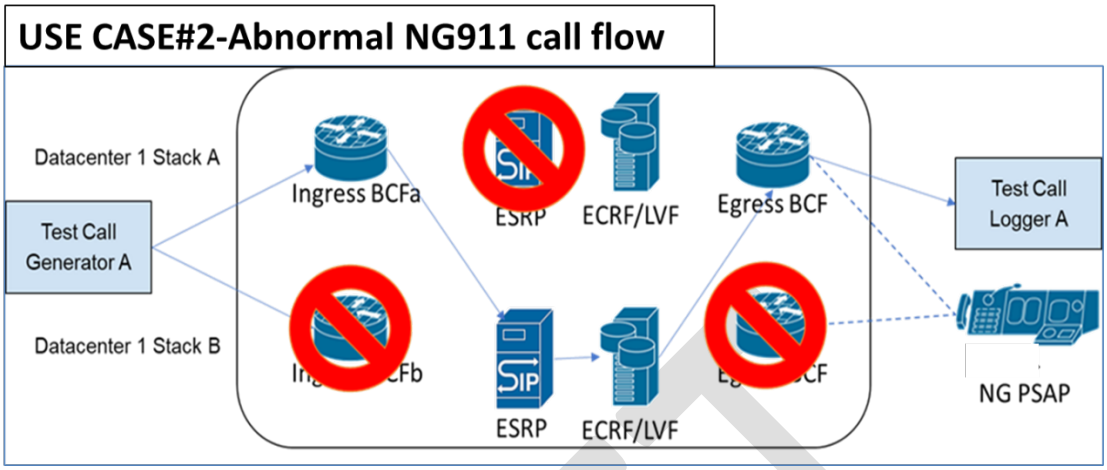


Figure 9 - Example 9-1-1 Call Failure Use Case Example

Additional Testing Considerations:

- Establish performance baselines in relation to the RFP requirements, industry and national standards, and metrics
- Improve compliance with the service objectives and the service level agreements
- Decrease and minimize risks while increasing the overall risk tolerance of the NG9-1-1 system
- Improving incident management and continuity of operations

a. Agree on methodology and framework
b. Develop expected results
c. Develop testing Method Of Procedure (MOP)
d. Develop draft Test Plan
e. Develop Final Acceptance Test Plan (ATP)
f. Finalize testing schedule

4.4.1 PSAP Acceptance Test Plan Elements

The following identifies areas of consideration for the MESB and MESB PSAPs in developing an acceptance test plan relative to the new NG9-1-1 system and services. This list is not meant to be all inclusive, but is representative of areas that will be impacted during the transition to a new NG9-1-1 system or the deployment of new NG9-1-1 services as part of a new NG9-1-1 system.

1. User Interface
    a. Workstation tools
2. Machine-to-Machine Interface
    a. PSAP systems to Network elements
    b. PSAP systems to PSAP systems (can be internal, or PSAP to PSAP)
    c. Network Element to Network Element
        i. Call processing functions
        ii. Call delivery functions

   iii. Location systems
   iv. Text-to-(and from) 911
   v. Logging systems
   vi. Recording systems
3. Call Answering functions
   a. Routing
   b. Call Control
   c. Traffic management
   d. Call functions (bridge, park, transfer, etc)
   e. Additional PSAP features
4. PSAP specific services
   a. Time-of Day and Day-of Week Decisions
   b. Scheduled Service Events
   c. User Interaction
   d. Timers
   e. Time-of-Day Routing
5. Call Services
   a. ANI Delivery
   b. ALI Delivery
   c. SIP location delivery
   d. Call indicators
      i. Ring
      ii. CAD alert
      iii. Visual Call waiting message Waiting
      iv. Call Waiting Features
6. Automatic Call Distributor (ACD)
7. Management Functional Areas
   a. Account Management
   b. Configuration Management
   c. Fault Management
   d. Performance Management (SLA)
   e. Security Management
   f. Applications and Functions
      i. Public Emergency Services
      ii. Enhanced 911/NG911
      iii. Call trace
8. Electronic Bonding
   a. Trouble administration and escalation
9. System Reliability and Quality Criteria
   a. Reliability and Quality Criteria
   b. Network element redundancy
   c. Transport Systems

d. Management Systems

4.4.2 Test Preparation

Test preparation and planning for the transition to NG9-1-1 will help document the expected results of the system that can then be compared to the actual results when using the new system. Many of these tests will be performed in the lab setting and within a controlled environment. Tests will be selected that will effectively test the primary components that make up the ESInet and NG9-1-1 system. The results of those tests will validate that the system is configured properly and meets requirements. In addition to testing the primary components of the ESInet, other tests must be prepared to verify the transmission and delivery of calls and data across the configuration. Following are verification tests that should be conducted by the ECNSP and the MESB PSAPs during the transition to the new NG9-1-1 system.

1. Network Routing Testing
    a. Primary
    b. Alternate
    c. Defaults
2. 9-1-1 Call Voice and Data Testing
3. Text to 9-1-1 Testing
4. NG9-1-1 Core Function Testing
    a. BCF/Security
    b. ECRF/LVF/Data
    c. ESRP/Routing
    d. LNG
5. Policy Routing Function Testing
6. Originating Service Provider Testing
    a. Inbound
    b. Outbound
    c. LIS/LDB
    d. ALI/Data
    e. MSAG
7. PSAP System Cutover Testing
    a. Hosted CHE
    b. Non-Hosted CHE
    c. CAD interface
    d. Logging / recording
    e. Statistics
8. Failover, Disaster Recovery and Contingency Testing
9. Reporting/Logging/Monitoring

Verification and Validation of Testing

Test procedures should be applied as agreed upon to verify and validate the NG9-1-1 service, software, and system from a capability, functionality, and application basis. Following are the suggested documentation requirements associated with testing procedures related to the transition.

- Document all test results and any additional findings.
    - Note any findings deemed not applicable or not desired.
    - Note any fixes performed by the Vendor and ensure that the fixes are documented.
    - Note any findings deemed as false positives.
    - These results and findings may lead to a change request or other potential configuration modifications prior to transition.
    - In addition, regression testing will need to be done in the event the modifications do not meet the desired specifications.
- Document the control mechanisms as needed to a scorecard or list.
- Document test limitations.
- Determine that all components, system functions, and services provided are operational and conduct functionality checks after completion of assessment.

- Nothing Follows -

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 5B. Approval of Amendment 2 to 911 Authority Contract
Presenter: Mihelich

RECOMMENDATION

Staff recommend the Executive Committee recommend the Board approve entering into Amendment 2 to the 911 Authority contract, to assist in the NG9-1-1 transition, not to exceed $143,720.00.

BACKGROUND

In 2021, the Board awarded an RFP for an NG9-1-1 Transition Plan to 911 Authority. The agreement with 911 Authority included three tasks as project deliverables:

- Task 1 – Develop an NG9-1-1 transition strategy (MESB accepted on March 9, 2022)
- Task 2 – Assess the current metro region 9-1-1 system (MESB accepted on March 9, 2022)
- Task 3 – Develop an MESB NG9-1-1 transition plan (slated for acceptance on September 14, 2022).

ISSUES & CONCERNS

As will be discussed in the previous agenda item, the transition to NG9-1-1 will be complex process, full of intricate tasks and detailed to which MESB staff, state ECN staff, and metro region PSAP staff must pay attention.

Due to the complexities of the transition process, MESB staff think it would be beneficial for the agreement with 911 Authority to be extended to allow MESB staff the ability to ask 911 Authority for advice or technical questions related to this complex transition.

FINANCIAL IMPACT

911 Authority provided a quote for $143,720.00, though it is not certain that the MESB will want to take advantage of the project management hours included in the quote (for a total of $30,600.00). This amount is not included in the 2023 operational budget but is included in the 2023-2027 capital budget. Staff recommend using investment funds held at Hennepin County as this is regionwide support for the region's NG9-1-1 transition, and therefore is a good use of those funds.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

911 Authority is pleased to provide this quote to support the MESB and the MESB PSAPs in the continued migration and transition to NG9-1-1. The support outlined below is provided for consideration in the planning and coordination of the upcoming NG9-1-1 transition resulting from the ECN NG9-1-1 system replacement RFP effort of 2022. The tasks, resources, estimated hours and costs assume a 24-month project commencing on the award of the ECN NG9-1-1 RFP contract to a new ECNSP.

911 Authority proposes to support the MESB and MESB PSAPs in the following way.

Project Approach:

Project Management / Technology Coordination and NG9-1-1 Network Implementation Oversite Support

Proposed High Level tasks for NG9-1-1 System Deployment:

- Develop and maintain a schedule for NG9-1-1 network project implementation for the MESB PSAPs in coordination with the ECN NG9-1-1 contractor
- Coordinate the planning, transition and implementation of NG9-1-1 network systems and services
- Provide technical and administrative support to MESB as needed in the coordination of the ECN NG9-1-1 network implementation and transition
- Support the MESB during the NG9-1-1 transition timelines, schedules, test plans and service management plans
- Provide deployment and implementation support as needed
- Provide onsite support when needed during PSAP cutovers
- Support the MESB in response to PSAP questions and concerns during the transition process
- Provide technical support and expertise to MESB regarding the implementation and deployment of new elements of the system into operation
- Work with MESB, ECN, vendors, PSAPs and other entities to assure strong project communication and support
- Ensure there is a balance of budget, schedule, and PSAP support throughout network implementation

Other Support Considerations once NG9-1-1 Operational (OPTIONAL, not priced)

- NG9-1-1 System Independent Validation and Verification (IVV)
    - Functional testing of the system
    - Acceptance testing

- Contract compliance
- PSAP Cybersecurity Assessment

Staffing and Budget

Resource Category	Estimated Hours (monthly avg/total)	Notes
Engagement Manager	12/month, 288 total	This resource also serves as a NG9-1-1 subject matter expert and resource to the implementation team
NG SME	10/month, 256 total	NG9-1-1 Subject Matter Expertise and Implementation support
PMP support	8.5/month, 204 total	Project Manager PMP certified to support overall project implementation management.
Senior Consultant-operations	5/month, 68 total	All PSAPs will be impacted by this project. Having resources experienced in PSAP operations will help with the management and coordination during the implementation.
NG911 Data Specialist	5/month, 68 total	Data specialist to support the transition to NG9-1-1 database and integration to NGCS geospatial data
NG911 Data Support	5/month, 68 total	Data support to aid the data specialist above in support of the transition to NG9-1-1 database and integration to NGCS geospatial data
Budgetary	**Hours/Rate**	**Costs**
Engagement Manager	288 * $165	$47,520
NG SME	256 * $150	$38,400
PMP support	204 * $150	$30,600
Senior Consultant-operations	68 * $150	$10,200
NG911 Data Specialist	68 * $150	$6,800
NG911 Data Support	68 * $100	$6,800
TOTALS	952 * $144 avg	$143,720

Budgetary notes:

- These costs assume a level of effort that is middle of the road in terms of involvement.
- Most of this time is coordination, communication and holding the ECN NG9-1-1 vendor accountable to their schedule and scope of work with respect to MESB PSAP implementation and cutover.
- We could reduce certain areas of support for example if you wanted your staff to take on specific roles during implementation. We could also scale up support if ECN were to run into trouble or the implementation team were particularly incompetent.
- This is a conservative estimate at this point in time.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 5C. Discussion: Need for GIS Services for GIS-Derived MSAG Conversion and Maintenance
Presenter: Mihelich/Broman

RECOMMENDATION
None – discussion item only. Staff would like to issue an RFP for these services in July 2022.

BACKGROUND
At the October 29, 2020 MESB meeting, the Board awarded an RFP for NG9-1-1 GIS-Derived MSAG Maintenance Process to GeoComm. This RFP was for a grant funded project; the grant and resulting contract with GeoComm terminated in March 2022.

The goal of that project was to further the integration of the metro area's existing legacy 9-1-1 data processes with those needed for NG9-1-1. In the instance of this project, such integration involved more closely aligning and streamlining those processes related to MSAG data management. The project:

- Identified and evaluated potential GIS-derived MSAG conversion and maintenance processes for use going forward during the transition to full implementation of NG9-1-1 Core Services
- Created tabular MSAG(s) fully consistent with validated authoritative source geospatial data
- Supported the replacement of legacy 9-1-1 MSAG(s) with tabular MSAG(s) that are fully consistent with validated geospatial data
- Established a process to maintain ongoing synchronization between the MSAG(s) used in legacy 9-1-1 data management and the source geospatial data as those datasets change.

In the October 29, 2020 meeting materials, it was noted that this grant project could identify needs for future expenditures by the MESB on behalf of the ten-county region.

ISSUES & CONCERNS
Lessons learned during the grant process identified a need to contract for GIS services to continue to support the conversion and maintenance of GIS-derived MSAGs, as well as to continue effective identification and management of vetted exceptions to data validations necessary for the region's transition to NG9-1-1 Core Services. Concurrent with this grant project, MESB staff learned that a GIS software tool used in-house would no longer be supported

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 5C. Discussion: Need for GIS Services for GIS-Derived MSAG Conversion and Maintenance
Presenter: Mihelich/Broman

and would not be compatible with future versions of ESRI GIS software, meaning the MESB would need to either purchase new software or procure a GIS services contract. Staff think that a GIS services contract would be the most efficient and cost-effective way to continue the region's GIS-Derived MSAG and NG9-1-1 data synchronization work.

The State of Minnesota has a GIS vendor providing some data validation services for NG9-1-1 data. However, these services do not currently provide all the functionality needed for the large, complicated metro regional datasets, nor any processes related to GIS-derived MSAG. The state's services do not provide the robust exception flagging and handling process vital for managing the region's known exceptions to NG9-1-1 data synchronization validations. MESB staff recommend a best-of-breed approach, using both the state's validation services, as well as those services procured through the GIS services contract, until such time as the state's solution fully meets regional needs.

FINANCIAL IMPACT

MESB staff received a quote for these services from GeoComm for five years, at $67,152.00 per year. Staff included this figure in its 2023 operational budget and 2023-2027 capital budget, which will be presented to the Executive Committee later in this meeting.

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GEOCOMM	**GIS Data Hub Ongoing Subscription** **Work Authorization # 20220422 – MESBMN** April 22, 2022
Geo-Comm, Inc. **601 West St. Germain** **St. Cloud, MN 56301** **Phone: (320) 240-0040** **www.geo-comm.com**	**Metropolitan Emergency Service Board, Minnesota** Marcia Broman, 9-1-1 Data Coordinator 2099 University Avenue S St. Paul, MN 55104 **Phone: (651) 643-8379** **Email: mbroman@MN-MESB.org**

Scope of Work

Upon execution of Agreement, GeoComm will provide solutions and services as described in the exhibits.

Pricing and Payment Terms

The Metropolitan Emergency Service Board (MESB) will pay GeoComm $335,760 plus applicable sales taxes* as further described in Exhibit A – Pricing.

MESB agrees to pay GeoComm on the following payment schedule:

- $67,152 invoiced net 45 upon signing of this agreement
- $67,152 invoiced net 45 days at the start of year two maintenance
- $67,152 invoiced net 45 days at the start of year three maintenance
- $67,152 invoiced net 45 days at the start of year four maintenance
- $67,152 invoiced net 45 days at the start of year five maintenance

Metropolitan Emergency Service Board, Minnesota Authorization	
Signature	
Print Name	
Purchase Order # (if required)	
Date	

**If entity is tax exempt, please email tax exemption certificate to dhaus@geo-comm.com.*

Ongoing GIS Data Hub Subscription

Description	Total Non-Recurring	Monthly Recurring	# Months	Total Recurring	TOTAL Line Item
Ongoing GIS-derived MSAG Maintenance & Synchronization with Source Geospatial Data for all MESB ECC's	n/a	$2,388	60	$143,280	$143,280
Ongoing GIS Data Hub (GDH) transformation, QC and reporting for all MESB ECC's	n/a	$3,208	60	$192,480	$192,480
Notes: Pricing to add the GeoComm Spatial Interface (SI) to the MESB's GIS Data Hub account is estimated to be $30,272 in one-time fees and $112,736 annually. The SI would enable the MESB to directly provision GIS updates to the Next Generation 9-1-1 Core Service Provider (NGCS) in the future.					

GeoComm will provide the MESB ongoing operational support for the following services:

- GIS Data Hub GIS Data Transformation, QC, and Reporting
- Synchronization with the MSAG and ALI Database
- MSAG Delta Processing Services
- GIS Data Hub Error Report Review A description of each service follows.

GIS Data Hub GIS Data Transformation, QC, and Reporting

The ongoing services workflow will follow a similar workflow of that which will occur with the initial data upload and QC. As follows:

- The MESB uploads GIS data updates to GIS Data Hub on an up-to-monthly basis (different submission frequencies are available upon request, with varying fees, including daily, weekly, and quarterly)
- GIS data will undergo multiple configured QC checks
- Data quality reports will be delivered to the MESB
- The MESB counties will correct the GIS data errors outlined in the data quality reports provided by GIS Data Hub and resubmit updated data back to the system
- Data will again undergo configured QC checks. After the data is evaluated with the QC checks, it will be transformed into the Minnesota Geospatial Advisory Council data standard and made available to the MESB for download

This process will result in a continuous feedback loop of GIS data updates from the MESB, GIS data performance measurements and reporting, and data transformation.

Synchronization with the MSAG and ALI Database

As part of every map data upload, GIS Data Hub will perform a comparison between the GIS data and the MSAG and the GIS data and the ALI Database and report results back to the MESB. The results will be a valuable resource for the MESB GIS data authorities in keeping your GIS data synchronized with the MSAG and ALI databases, as well as a metric for measuring progress toward required synchronization levels. Results will be compiled into reports and made accessible to the MESB. A new ALI and MSAG are not required for each upload. Comparisons will be completed on the most recent data, ALI, and MSAG submitted. If the MSAG and ALI are frequently updated, it is best to submit the most current copy available.

MSAG Delta Processing Services

GeoComm will utilize the MESB's GIS data to build a tabular MSAG using attributes within in the data. The data will undergo QC and verification processes to ensure the tabular MSAG meets established requirements. After the GIS derived MSAG has been built, ongoing processes to detect and deliver deltas between the GIS data and GIS derived MSAG will begin. The workflow will include:

- Retrieving the MESB's most current GIS data from GIS Data Hub
- Generating MSAG deltas via changes detected in the regional GIS dataset once per month
- Modifying the delta file to follow NENA 2.1 format described in NENA Standard Data Formats for 9-1-1 Data Exchange & GIS Mapping NENA-STA-015.10-2018 (originally 02-010)

- Retain any additional MSAG entries from the PSAP's legacy MSAG that are necessary to support non- address related ALI records (e.g. MSAG entries associated wireless and VoIP ESRK/ESQK ALI records, as well as some error conditions)
- Retain MSAG entries for ALI database records which are not covered in the GIS data (road centerlines or address points) and remove these additional records as the ALI database to GIS data synchronization improves as identified by the ongoing GIS Data Hub QC processes
- Performing QC checks to ensure the GIS changes create logical MSAG modifications
- Delivering the MSAG back to the MESB for incorporation into your public safety GIS operations

The MSAG will be provided in .csv format, encompassing all of the MESB ALI database addresses utilizing road centerlines as provided by the MESB. Address point addresses will be converted to MSAG records as necessary for ALI database records not covered by the submitted road centerline ranges. Note that no modifications or updates to the regional GIS dataset will be provided as part of this process.

GIS Data Hub Error Report Review

As necessary, GeoComm will provide services, via conference call, to review GIS Data Hub error reports with the MESB staff to provide GIS data error remediation recommendations. The service does not include GIS data remediation services. The MESB will be responsible for resolving data condition errors outlined in the error reports.

GeoComm Deliverables

General Project Deliverables

- Project schedule
- Regular status reports and conference calls
- Project Management Services
  - Project plan and schedule, updated as the project progresses
  - Monthly status calls with the MESB and ECC/County GIS representatives as appropriate
  - Monthly status report documentation
  - Online meeting coordination, as required

GeoComm GIS Data Hub

- Ongoing monthly GIS Data and MSAG Management Workflow Collaboration Meetings (remote)
- Remote configuration and training services
- Ongoing access to GIS Data Hub for monthly data transformation, and QC reporting
- Current MSAG and ALI Database Synchronization report

MSAG Delta Processing Services

- Ongoing monthly MSAG delta processing using most recent data, following the MESB's regional specifications, with delivery to the MESB for upload to the Intrado system

GIS Data Hub Error Report Review

- Ongoing, as requested GIS Data Hub Error Report Review services using the balance of the 275 hours remaining from Contract #10.20 MESB-MN between GeoComm and the MESB will be available for use over the term of this new agreement (remote)

Exhibit C – Customer Responsibilities

It is requested that the MESB provide the following project support:

- Provide pertinent project information and documentation
- Assist in ongoing quality control as requested
- Provide a single point of contact at the MESB available for communication throughout the project
- Submit required GIS information (e.g. GIS map data, public safety databases, and/or other resources) to our website (http://www.geo-comm.com/industries/gis/data-submission/)
- Assist in coordinating and attend periodic conference calls as requested
- Provide existing GIS data in Esri format including map projection information
- Provide current copies of your ALI database and MSAG in Microsoft Excel format

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 7A. Approval of the 2023 Operational Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the 2023 MESB Operational Budget.

BACKGROUND

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

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

ISSUES & CONCERNS

Beginning with the 2016 budget, the MESB resumed this budget process; the Board grants preliminary budget approval annually in July, with final budget approval occurring in November, if any portion of the budget can be reduced. The July approval provides the maximum assessment amount for the following year. Approving the budget in this fashion allows staff to refine the budget throughout the year, prior to implementation, which is helpful in years when contracts are subject to RFP.

The 2023 operational budget contains increases due to changing resource needs, primarily related to 9-1-1, and funding sources (radio). In December 2021, the Executive Committee discussed and recommended adding $30,000.00 to the budget so the MESB could continue to provide ARMER technical training, which has previously been paid for via grant funds, which are no longer received. This amount was included in the 2023 operational budget.

The budget also includes increases related to GIS software and data hub services needs, as well as funds for staff computer replacement, which would replace four computers in 2023.

FINANCIAL IMPACT

See Issues and Concerns and attached 2023 Budget Notes. Additionally, alternatives related to

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
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Presenter: Rohret

county assessments will be presented during the Executive Committee meeting. Staff would like to have a discussion with the Committee regarding the level of investment funds used to assist in offsetting county assessments.

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Metropolitan Emergency Services Board
2023 Operational Budget Considerations

Budget

- 2023 budget reflects an 8% increase ($218,331) in the operational budget (not including pass-through radio system expenses) from 2022.
- Since 2016 budget, budget increases have been kept to 3% or less, with the exception of 2020 which included a new staff member for this first time (6.5% increase).
- Staff have also worked to minimize any increases in assessments to member counties since 2016.
- A 3% merit increase and 2% lump sum for merit ($38,683.00) for staff is included in the 2023 budget. Note: the 2022 Dakota County Merit Compensation Plan has a 2% base increase and a 1% lump sum for Meets Standards Performance Reviews (lump sums increase by 1% each with Exceeds and Greatly Exceeds Standards ratings; 2022 Cost of Living Adjustment was 5.9%. Overall, the salaries line increases by 5.65% ($44,229.00). At this time, the budget also includes more funds in the contingency line to adequately cover more staff cashing out FTO hours during open enrollment.
- The benefits line reflects a .83% increase; Dakota County recommended a 10% increase in health benefits for 2023 budget purposes. Health insurance benefits changed for several staff positions for 2023.
- Professional/Contract Services line is a 61% increase from 2022 ($70,370.00). This amount includes a $30,000 increase for radio technical training, which is to accommodate the loss of grant funds for this training; this was discussed with the Executive Committee in December 2021. The current rate for lobbying services was adjusted to reflect the actual rate and there was a minor increase for IT services.
- Professional/Contract Services line also contains a $35,000 increase for NG9-1-1 project support, related to the need for contracted GIS

software services (which will be discussed earlier in the Executive Committee meeting). This amount is only 50% of the cost, the remainder of the cost is included in the capital budget.

- The rent line reflects a 3% ($673.00) increase in rent, which is what MMCD will propose in its 2023-2024 lease agreement.
- Communications line decreased 33% ($8,750.00), which is partially the result of the change to office phone service.
- Equipment increased 171% ($10,500.00) as the staff computer replacement cycle is beginning. Four new computers for staff will be replaced in 2023, include two for GIS staff (which require more powerful computers).
- Insurance increases 13% (6,900.00) to reflect increases in the technology errors and omissions policy and general liability for the metro portion of the ARMER system and an increase to MCIT liability coverage.
- Board Meeting Expenses decreased by 8% ($600.00).

Assessments

- As seen in the following materials, the budget increase creates a 12.20% ($180,429) increase in assessments.
- The amount of Radio fund related interest used to offset assessments was lowered by $2,000.00 due to low interest rates resulting in low interest rate returns. No state insurance rebate as included because those rebates are not guaranteed from year to year.
- For the 9-1-1 and Administrative areas, the anticipated MCIT insurance dividend was included to offset assessments. Funds were included to offset 40% of the new GIS Specialist position, per Board action in 2019 (this will be fully incorporated into the operational budget in 2025).
- The biggest reason for the assessment increase is that currently, no retained earnings from 2022 or use of Investment Funds are included to offset assessments. This needs to be discussed by the Executive Committee. Staff will present some options for amounts which could be used to offset assessments.

- Lastly, the population figures used for this budget are from 2019, as at the time of the budget creation, the 2020 figures are not available on the State Demographic Center’s website.

Metropolitan Emergency Services Board
2023 DRAFT Budget Summary
(Excludes Radio System Expenses)

2023 BUDGET SUMMARY - DRAFT

ACCOUNT	2022 Budget	2023 Administration	2023 Radio Administration	2023 Dollar/Percentage Change	
SALARIES					
Proposed merit increase	15,062	38,683	3,774	**23,621**	**157%**
Executive Director	132,202	134,846	0	**2,644**	**2%**
Regional Radio Services Coordinator	73,687	75,470	75,470	**1,783**	**2%**
911 Data Coordinator	88,946	90,730	0	**1,784**	**2%**
GIS Specialist	59,540	60,809	0	**1,269**	**2%**
GIS Specialist	58,341	59,610		**1,269**	**2%**
911 Manager	88,000	97,874		**9,874**	**10%**
Senior Administrative Assistant	64,405	65,692	0	**1,287**	**2%**
MESB Financial Services Specialist	91,800	93,628	0	**1,828**	**2%**
EMS Coordinator	96,130	95,000		**(1,130)**	**-1%**
Additional Staff Salaries, Merit, OPEB, FTO, PCA	15,000	15,000	2,000	**-**	**0%**
MESB STAFF SALARIES	768,051	788,659	77,470	**20,608**	**3%**
MESB STAFF BENEFITS	293,225	295,671	23,410	**2,446**	**1%**
***** TOTAL SALARIES, BENEFITS**	**1,076,338**	**1,123,013**	104,654	**46,675**	**4%**
TRNG/PROF'L DEVEL/TECH SEMINARS	9,225	9,225	1,375	**-**	**0%**
LOCAL TRAVEL	3,700	3,700	1,200	**-**	**0%**
***** TOTAL PERSONNEL COSTS**	**1,089,263**	**1,135,938**	107,229	**46,675**	**4%**
Travel for Conferences	25,900	25,600	3,800	**(300)**	**-1%**
Dues & Subscriptions	2,550	2,550	400	**-**	**0%**
Professional & Contractual Services	115,880	186,250	61,550	**70,370**	**61%**
Rent	22,451	23,124	4,081	**673**	**3%**
Communications	26,250	17,500	2,775	**(8,750)**	**-33%**
Office Supplies	9,700	9,700	550	**-**	**0%**
Printing & copying	1,500	1,500	250	**-**	**0%**
Postage	500	500	100	**-**	**0%**
Equipment	6,150	16,650	2,450	**10,500**	**171%**
Equipment Maintenance	14,000	14,000	0	**-**	**0%**
Advertising and public information	1,650	1,650	250	**-**	**0%**
Insurance	53,100	60,000	48,000	**6,900**	**13%**
Other Operating Costs	3,000	3,000	1,000	**-**	**0%**
***** TOTAL OPERATING COSTS**	**282,631**	**362,024**	**125,206**	**79,393**	**28%**
Audit	22,000	22,000	10,000	**-**	**0%**
Meeting Expenses	7,850	7,250	2,000	**(600)**	**-8%**
Contingency	12,000	12,000	10,000	**-**	**0%**
***** TOTAL OTHER EXPENSES**	**41,850**	**41,250**	**22,000**	**(600)**	**-1%**
***** BUDGET (excluding Radio System Expenses)**	**1,413,744**	**1,539,212**	**254,435**	**125,468**	**8.9%**

2023 Oper. Admin. Total	**1,284,777**
2023 Radio Admin. Total	**254,435**

Source of Funds	2023	2022
Interest revenue	20,000	19,000
Unspent previous year's earnings	0	37,000
Insurance Dividend	3,000	6,000
EMS rent, admin, office supplies, etc.	15,000	15,000
MMCD Shared	3,000	2,000
GIS Position funding from Investment Acct	18,757	35,718
Total from other sources	**59,757**	**114,718**
Funded from Assessments	1,479,455	1,299,026
Total all sources	**1,539,212**	**1,413,744**

ASSESSMENT SCHEDULE

MEMBERS	DRAFT 2023 Assessment	2022 Assessment	*Percentage Change Between 2022/2023*
ANOKA	**160,287**	**140,739**	12.2%
CARVER	**47,372**	**41,595**	12.2%
CHISAGO	**25,022**	**21,971**	12.2%
DAKOTA	**191,515**	**168,158**	12.2%
HENNEPIN	**531,303**	**469,565**	11.6%
ISANTI	**17,930**	**15,743**	12.2%
RAMSEY	**246,740**	**216,648**	12.2%
SCOTT	**65,617**	**57,614**	12.2%
SHERBURNE	**43,103**	**37,846**	12.2%
WASHINGTON	**116,132**	**101,969**	12.2%
CITY OF MINNEAPOLIS	**34,435**	**27,178**	21.1%
TOTALS:	**1,479,455**	**1,299,026**	12.20%

2023 Budget Detail	Administrati	911	Radio	2023 Detail	2023 Budget	2022 Detail	2022 Budget	% Change	$ Change
Salaries									
2023 Proposed MESB merit increases	19,458	15,451	3,774	38,683	38,683	15,062	**783,113**		
Executive Director	134,846			134,846		132,202			
Regional Radio Communications Coordinator			75,470	75,470		73,687			
911 Data Coordinator		90,730		90,730		88,946			
911 Manager		97,874		97,874		88,000			
Senior Administrative Assistant	65,692			65,692		64,405			
MESB Financial Services Specialist	93,628			93,628		91,800			
GIS Specialist		60,809		60,809		59,540			
GIS Specialist		59,610		59,610		58,341			
EMS Coordinator	95,000			95,000		96,130			
Contingency eg. (fto payout)	8,000	5,000	2,000	15,000	**788,659**	15,000			
TOTAL SALARIES	**416,624**	**329,474**	**81,244**		**827,342**			5.65%	44,229
Benefits									
Executive Director	32,355			32,355		30,881	**293,225**		
Pollock Benefits (OPEB sgl coverage)	4,000			4,000		4,000			
Regional Radio Communications Coordinator			22,910	22,910		21,839			
911 Data Coordinator		35,743		35,743		40,590			
Eggimann Benefits (OPEB sgl coverage)		4,000		4,000		4,000			
911 Manager		26,474		26,474		33,970			
Senior Administrative Assistant	21,354			21,354		20,405			
MESB Financial Services Specialist	41,970			41,970		40,055			
GIS Specialist		30,984		30,984		29,572			
GIS Specialist		31,193		31,193		29,787			
EMS Coordinator	42,188			42,188		35,626			
Contingency eg. (HR administrative fees)	1,000	1,000	500	2,500		2,500			
TOTAL BENEFITS	**142,867**	**129,394**	**23,410**		**295,671**			0.83%	2,446
Training/Professional Development/Tech Seminars							**9,225**		
Executive Director	1,100			1,100		1,100			
Regional Radio Communications Coordinator			1,375	1,375		1,375			

GIS Specialist		1,000		1,000	1,000		
GIS Specialist		1,000		1,000	1,000		
911 Data Coordinator		1,250		1,250	1,250		
911 Technology Coordinator		1,500		1,500	1,500		
Senior Administrative Assistant	1,000			1,000	1,000		
MESB Financial Services Specialist	1,000			1,000	1,000		
Total Training/Professional Development/Tech Semi	**3,100**	**4,750**	**1,375**		**9,225**	0%	0
Local Travel						**3,700**	
Exec Director local travel & expenses	450			450	450		
911 Tech Coordinator local travel & expenses		800		800	800		
Regional Radio Communications Coordinator			1,200	1,200	1,200		
GIS Specialist		200		200	200		
GIS Specialist		200		200	200		
911 Data Coordinator		700		700	700		
Senior Administrative Assistant local travel & expense	100			100	100		
MESB Financial Services Specialist	50			50	50		
TOTAL	**600**	**1,900**	**1,200**		**3,700**	0%	0
Travel for Conferences						**25,900**	
MN MSA/NENA/APCO 911 Conf - 911 Data Coordinator		0		0	0		
MN MSA/NENA/APCO 911 Conf - 911 Tech Coordinator		400		400	400		
Conference, Republic, Exec Dir	1,200			1,200	1,200		
Conference, NENA Best Practices, Exec Dir	1,200			1,200	1,200		
Conference, NENA Best Practices, 911 Tech Coordinator		1,200		1,200	1,500		
Conference, NENA Best Practices, 911 Data Coordinator		1,200		1,200	1,200		
Conference, APCO, Exec Dir	1,900			1,900	1,900		
Conference, APCO, Regional Radio Coord.			1,900	1,900	1,900		
Conference, APCO, 911 Tech Coordinator		1,500		1,500	1,500		
Conference, NENA, Natl, Exec Dir	1,500			1,500	1,500		
Conference, NENA, Natl, 911 Tech Coordinator		1,500		1,500	1,500		
Conference, NENA, Natl, 911 Data Coordinator		1,500		1,500	1,500		
Conference, NENA, Natl, GIS Specialist		1,500		1,500	1,500		
Conference, NENA, Joint Comm, 911 Tech Coordinator		1,100		1,100	1,100		
Conference, NENA, Joint Comm, 911 Data Coordinator		1,100		1,100	1,100		
Conference, IWCE, Regional Radio Coord.			1,650	1,650	1,650		
Conference, GFOA, Annual Conf - Finance	1,500			1,500	1,500		
State, Regional Conferences, Meetings or Symposiums			250	250	250		

Conference, GIS/LIS MN GIS Specialist		800		800		800		
Conference, GIS/LIS MN 911 Data Coordinator		800		800		800		
Conference, GIS/LIS MN GIS Specialist		800		800		800		
Conference, ESRI GIS Specialist		1,100		1,100		1,100		
TOTAL	**7,300**	**14,500**	**3,800**		**25,600**		-1%	-300
Dues & Subscriptions						**2,550**		
Executive Director	700			700		700		
911 Technology Coordinator		300		300		300		
Regional Radio Communications Coordinator			400	400		400		
GIS Specialist		300		300		300		
GIS Specialist		300		300		300		
911 Data Coordinator		300		300		300		
MESB Financial Services Specialist	250			250		250		
TOTAL	**950**	**1,200**	**400**		**2,550**		0%	0
Professional/Contract Services						**115,880**		
Engineering consulting services		0		0		0		
Computer/Technical Support and Consulting Services	12,100	12,100	6,050	30,250		28,080		
Legal Services/Advocacy/Regulatory Affairs		16,500	16,500	33,000		30,000		
Web Site Maintenance/Other	7,750	7,750	4,000	19,500		19,300		
Accounting Services	6,000			6,000		6,000		
Dakota County Payroll/HR Services	2,500			2,500		2,500		
Radio Training			30,000	30,000		0		
MESB Project Support(NG 911 Network,		60,000	5,000	65,000		30,000		
System Design, Radio & GIS)								
TOTAL	**28,350**	**96,350**	**61,550**		**186,250**		61%	70,370
Rent						**22,451**		
Metro Counties Government Center	10,882	8,162	4,081	23,124		21,800		
TOTAL	**10,882**	**8,162**	**4,081**		**23,124**		3%	673
Communications						**26,250**		
Office communication service	2,500	2,500	1,000	6,000		15,000		
Cellular service	500	1,200	500	2,200		2,200		

Outlook/Office365/Drop Box/Adobe	3,625	2,100	1,025	6,750		6,500			
Misc communications fees (Conference Bridge Svc, B	1,800	500	250	2,550		2,550			
TOTAL	**8,425**	**6,300**	**2,775**		**17,500**			-33%	-8,750
Office Supplies							**9,700**		
Cellular & Telephone Supplies	200			200		200			
Copy Paper	1,200	-	-	1,200		1,200			
Printer Paper	500	500	300	1,300		1,300			
Software(Anti-Malware,Network scanning)	1,500	0	0	1,500		1,500			
Supplies, general.	2,000	-	-	2,000		2,000			
Computer supplies	2,250	500	250	3,000		3,000			
Plotter supplies	500			500		500			
TOTAL	**8,150**	**1,000**	**550**		**9,700**			0%	0
Printing & copying					**1,500**		**1,500**		
TOTAL	**750**	**500**	**250**	1,500		1,500		0%	0
Postage					**500**		**500**		
TOTAL	**300**	**100**	**100**	500		500		0%	0
Equipment							**6,150**		
Misc Small Office Equipment	2,500	1,000	500	4,000		3,000			
Computer Upgrades	1,700	7,000	1,700	10,400		1,200			
Printers, Scanners, PDA	1,000			1,000		700			
Contingency	500	500	250	1,250		1,250			
TOTAL	**5,700**	**8,500**	**2,450**		**16,650**			171%	10,500
Equipment Maintenance							**14,000**		
Copier maintenance/lease	4,000			4,000		4,000			
Postage Meter Lease/Maintenance	1,000			1,000		1,000			

Conference rooms equip maint.	1,000			1,000		1,000		
GIS Software/Hardware Maintenance		8,000		8,000		8,000		
TOTAL	**6,000**	**8,000**	**0**		**14,000**		0%	0
Advertising & Public Information						**1,650**		
Advertising for meetings	250			250		250		
ARMER System			250	250		250		
Public Information--Emerging Issues	250	500		750		750		
Public information -- 911 brochure		200		200		200		
911 For Kids Program		200		200		200		
TOTAL	**500**	**900**	**250**		**1,650**		0%	0
Insurance						**53,100**		
General Property & Liability	10,000			10,000		9,000		
Workers Compensation Insurance	2,000			2,000		2,000		
Radio GL & TE - O			48,000	48,000		42,100		
TOTAL	**12,000**	**0**	**48,000**		**60,000**		13%	6,900
Radio Site Expenses						**1,681,043**		
Rent			362,670	362,670		**360,371**		
Utilities			296,816	296,816		**294,572**		
Insurance			25,421	25,421		**26,100**		
Motorola Maintenance			1,089,000	1,089,000		**1,000,000**		
TOTAL			**1,773,906**		**1,773,906**		6%	92,863
Other Operating Costs					**3,000**	**3,000**		
TOTAL Miscellaneous unbudgeted expenses	**1,000**	**1,000**	**1,000**	3,000		3,000	0%	0
Audit					**22,000**	**22,000**		

TOTAL	**6,000**	**6,000**	**10,000**	22,000		22,000		0%	0
Board Meeting Expenses							**7,850**		
Board Mileage & Per Diem	1,700	1,000	1,000	3,700		3,900			
Executive Committee Meeting Mileage & Per Diem	1,200	600	600	2,400		2,800			
911 & Radio TOC, GIS Advisory Committee		250	200	450		450			
Miscellaneous Meeting Expense	200	300	200	700		700			
TOTAL	**3,100**	**2,150**	**2,000**		**7,250**			-8%	-600
Contingency	1,000	1,000	10,000		**12,000**		**12,000**		
TOTAL	**1,000**	**1,000**	**10,000**	12,000		12,000		0%	0
Totals	**663,598**	**621,180**	**2,028,340**		**3,313,118**		**3,094,787**	7%	218,331

MESB BOARD ASSESSMENT SCHEDULE 2023 BUDGET - DRAFT

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

	2019	% of 2019	DRAFT 2023 DUES	2019	% of 2019	DRAFT 2023 DUES	DRAFT		*Difference from 2022 assessment*
COUNTY	**Population for Radio Admin.**	**Population for Radio Admin**	**Radio. Admin**	**Population for Operational Admin.**	**Population for Oper. Admin**	**Oper. Admin**	**2023 ASSESSMENT TOTAL**	**2022 ASSESSMENT TOTAL**	
Anoka	362,648	10.83%	$28,649	362,648	10.83%	$131,637	$160,287	$140,739	*$19,548*
Carver	107,179	3.20%	$8,467	107,179	3.20%	$38,905	$47,372	$41,595	*$5,777*
Chisago	56,613	1.69%	$4,472	56,613	1.69%	$20,550	$25,022	$21,971	*$3,052*
Dakota	433,302	12.94%	$34,231	433,302	12.94%	$157,284	$191,515	$168,158	*$23,356*
Hennepin	844,096	25.22%	$66,684	1,279,981	38.24%	$464,620	$531,303	$469,565	*$61,739*
Isanti	40,566	1.21%	$3,205	40,566	1.21%	$14,725	$17,930	$15,743	*$2,187*
Ramsey	558,248	16.68%	$44,102	558,248	16.68%	$202,638	$246,740	$216,648	*$30,091*
Scott	148,458	4.44%	$11,728	148,458	4.44%	$53,889	$65,617	$57,614	*$8,002*
Sherburne	97,520	2.91%	$7,704	97,520	2.91%	$35,399	$43,103	$37,846	*$5,257*
Washington	262,748	7.85%	$20,757	262,748	7.85%	$95,375	$116,132	$101,969	*$14,163*
Minneapolis	435,885	13.02%	$34,435	-	0.00%	$0	$34,435	$27,178	*$7,257*
TOTAL	3,347,263	100.00%	$264,434	3,347,263	100.00%	$1,215,021	$1,479,455	$1,299,026	

$180,429

increase/ *decrease in assessments from 2022*

12.20%

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 7B. Approval of the 2023-2027 Capital Budget
Presenter: Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of 2023 – 2027 Capital Budget.

BACKGROUND

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

In the past, the Board approved a preliminary budget in July, to meet the assessment notification requirements, and then approve a final budget by the end of the year. The final budget amount could not create an increase in the noticed assessments.

ISSUES & CONCERNS

For a number of years, the MESB did not have a capital budget. Starting in 2016, a capital budget was reintroduced into the budgeting process. The capital budget does not affect assessment levels, as capital projects are funded from the Hennepin County Investment Fund.

FINANCIAL IMPACT

The 2023-2027 Capital Budget uses less investment funds than the capital budget approved in 2021. Several projects were eliminated due to changing priorities for PSAPs and the state's RFP process for NG9-1-1 core services.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metropolitan Emergency Services Board
2023 - 2027 Capital Budget Considerations

- For 2023, there are no planned capital needs for administrative needs.
- In the 9-1-1 area, several lines were zeroed out for this capital budget due to changing needs.
- Three items were included for 9-1-1 needs. The first priority is to use capital funds to pay for a portion of the GIS software services needs. This budget includes $33,000 in each of four years, though the Executive Committee may recommend gradually including the entire contract amount in the operational budget over these four years. (This item will be discussed in the Executive Committee meeting prior to the budget.)
- The second priority is the contract with 911 Authority to assist MESB staff, as needed, for the complex transition to NG9-1-1 for metro region PSAPs. (This item will be discussed in the Executive Committee meeting prior to the budget.)
- The third priority is for the board to plan to pay for some cloud-based mapping services. At this time, it is unknown what, if any, sort of these services may be included by the selected NG9-1-1 Core Services vendor. It is possible this will not need to be an MESB purchase/expense.
- The remaining lines under 9-1-1 are zeroed out lines to show you that these were in the 2022 - 2026 capital budget but have since been removed going forward.
- The radio area includes funds to replace the last half of the cache radio equipment. The first half of the replacements will be made in 2022.
- This 2023 – 2027 capital budget plans to use less funds from the Hennepin County Investment fund than previous years. As always, staff works to minimize the amount of funds transferred from the investment fund each year.

Metropolitan Emergency Services Board
Capital Budget Forecast
Five Year 2023 - 2027

Project	Project Rank	Current Year (2022) Budget*	2023	2024	2025	2026	2027	Total Est. Cost
Administrative								
IT Upgrades (Network)	1	10,000	0					**0**
AV Equipment	2	35,000	0					**0**
Total		**45,000**	**0**	**0**	**0**	**0**	**0**	**0**
NG 9-1-1								
Network Transition Plan Management*	2		143,720					**143,720**
Integrated GIS/MSAG Maintenance/Transition**	1	30,000	33,000	33,000	33,000	33,000		**132,000**
Cloud-based Mapping App./ESRI Features/Services***	3		33,000	33,000	33,000	33,000	33,000	**165,000**
Quality Assurance Tool for 9-1-1 Data		5,000	0	0	0	0	0	**0**
Independent System Integration (SD-WAN)		35,000	0	0	0	0	0	**0**
ESInet WAN Equipment for PSAPs		308,600	0	0	0	0	0	**0**
Wireless Routing Database		25,000	0	0	0	0	0	**0**
CAD-to-CAD Interoperability Funding/Gov. Plan		75,000	0	0	0	0	0	**0**
Total		**478,600**	**209,720**	**66,000**	**66,000**	**66,000**	**33,000**	**440,720**
Radio								
Cache Radio Replacement	1	**52,500**	52,500	0				52,500
Total		**52,500**	**52,500**	**0**	**0**	**0**	**0**	**52,500**
Total Cost of Capital Projects		**576,100**	**262,220**	**66,000**	**66,000**	**66,000**	**33,000**	**493,220**

Funding Source		Current Year Budget	2023	2024	2025	2026	2027	Total Est. Cost

Hennepin County Investment Fund		**448,600**	**262,220**	**66,000**	**66,000**	**66,000**	**33,000**	**493,220**

*One time contract to get the metro PSAPs through NG9-1-1 transition.

**This could an expense for a couple of years or longer; it will depend on what services the NG9-1-1 core services vendor will provide.

***Uncertain if this will be needed as part of ECN's RapidDeploy Mapping project or the metro PSAPs' CAD-to-CAD interoperabilty project; MESB may not be the agency to pay for this?

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 7C. Approval of the 2023-2024 Lease with MMCD for Office Space
Presenter: Rohret

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of the 2023 – 2024 lease with Metropolitan Mosquito Control District (MMCD) for 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, 2021 through December 31, 2022.

ISSUES & CONCERNS
The term of the proposed renewal agreement is January 1, 2023 through December 31, 2024. The agreement includes a three percent (3%) rent increase over the lease term, which will increase our monthly rent payment by $66.00, to $2,267.00 per month. The rent includes utilities, security, cleaning services and parking.

MESB Counsel has reviewed the lease agreement.

FINANCIAL IMPACT
The rent increase is included in the 2023 Operational Budget.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

LEASE

This lease, entered into as of the first day of January, 1, 2023, 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, 2023, the date that the Lessee takes possession of the Premises (the "Commencement Date") and ending on the last day of December 2024.

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: $2,267.00, for the period from January 1, 2023 through December 31, 2024. 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 Lessor or Lessee (except Lessee's property as provided for in Paragraph 12 below), broom clean and in as good condition as when possession was accepted by Lessee; reasonable use, wear and tear, loss or damage by fire, the elements or other casualty and taking by eminent domain excepted. If Lessee fails to remove Lessee's 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 therein 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

expiration 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, condemnor 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 thereupon 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

By: _____
Chair

_____
Business Administrator

Date: _____

Approved as to form:

_____
MMCD Counsel

Date: _____

Lessee: METROPOLITAN EMERGENCY SERVICES BOARD

By: _____
Chair

Date: _____

Approved as to form:

_____
MESB Counsel

Date: _____

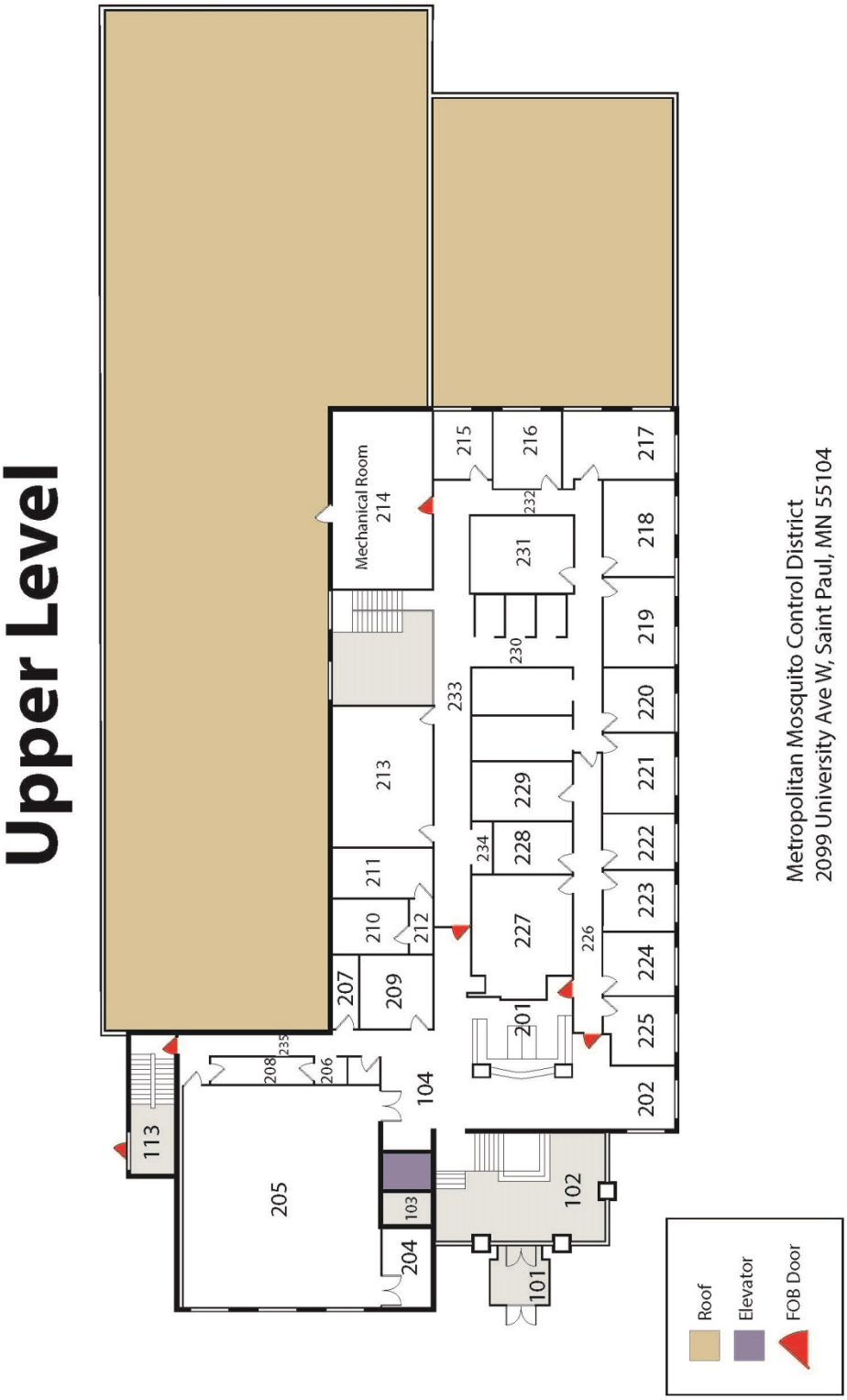
EXHIBIT “A”

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.

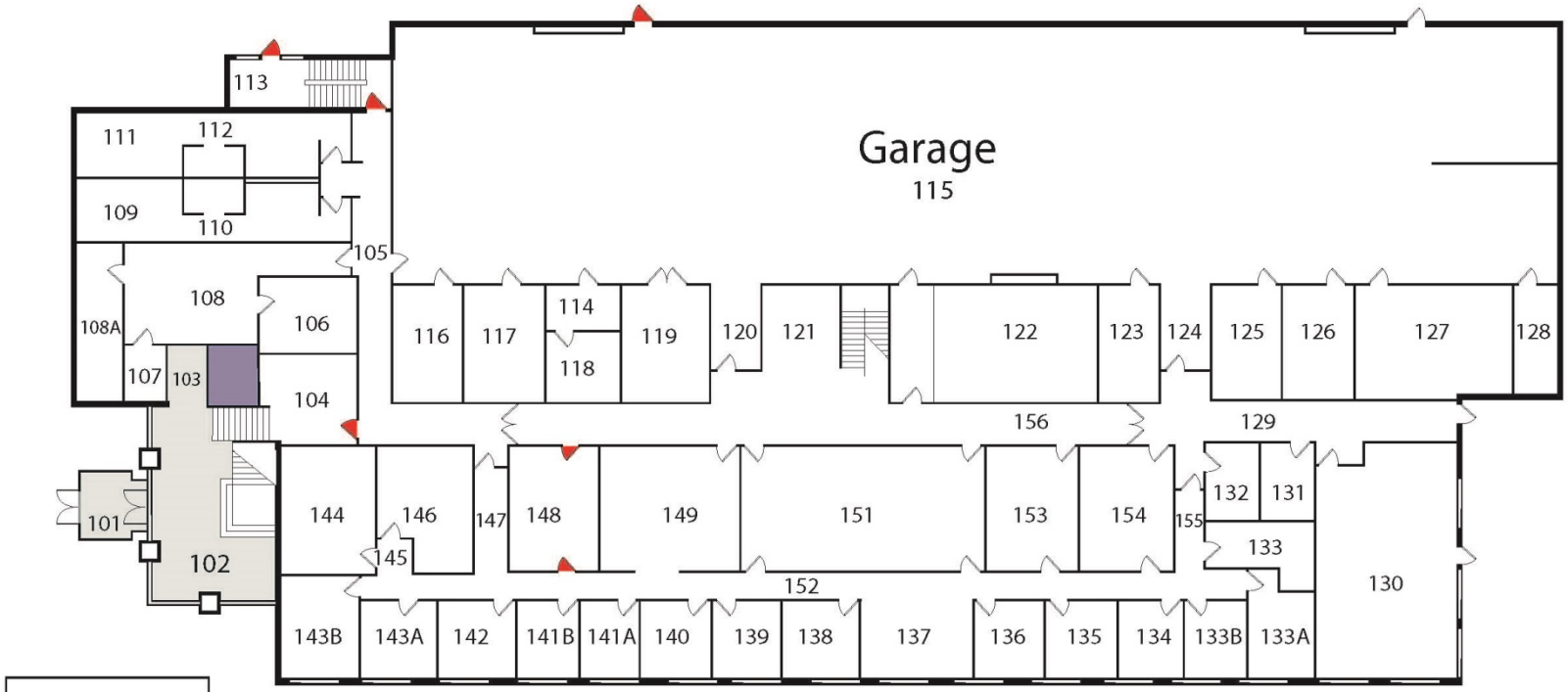
Note: See Exhibit “B” for room locations in St. Paul Building.

EXHIBIT “B”

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



Lower Level



Metropolitan Mosquito Control District
2099 University Ave W, Saint Paul, MN 55104

METROPOLITAN MOSQUITO CONTROL DISTRICT

Website: www.mmcd.org

Metro Counties Government Center
2099 University Avenue West
Saint Paul, MN 55104-3431

Phone: 651-645-9149
FAX: 651-645-3246
TTY use Minnesota Relay Service

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.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 8, 2022
Agenda Item: 9A. Discussion – 40th Anniversary of E9-1-1 in Metro Region
Presenter: Rohret

RECOMMENDATION

Discussion item only. The Executive Director would like to discuss with the Executive Committee what, if anything, should be done to commemorate the 40th anniversary of E9-1-1 in the metro region.

BACKGROUND

The 9-1-1 Telephone Board (precursor to the MESB) was formed in 1979 to procure and implement E9-1-1 services in the seven-county Twin Cities metropolitan area. The E9-1-1 system was turned on at midnight on December 1, 1982. This was the first E9-1-1 system implemented in Minnesota.

At this time, only two counties in the United States had implemented E9-1-1, Orange County, Florida and Orange County, California. Each of these implementations were for a single county.

The cutover in the Twin Cities was the largest multi-jurisdictional E9-1-1 system anywhere in the world at that point in time. The project also included a rural addressing project, which was done in conjunction with eh Metropolitan Council, so that every phone that was plugged in to a jack had an actual address which would accompany any 9-1-1 call made from those phones. The rural addressing project focused on vast portions of rural Anoka, Carver, Dakota, Scott, and Washington Counties.

ISSUES & CONCERNS

The Executive Committee should discuss how the 40th anniversary should be commemorated. A resolution was passed for the 20th anniversary; for the 25th anniversary the board held an open house lunch after its meeting. For the 30th anniversary, folks from PSAPs across the region participated in the Holidazzle parade as an entry highlighting 9-1-1.

FINANCIAL IMPACT

No funds were included in the 2022 budget for a 40th anniversary celebration. It is possible that there will be funds available (unspent) which could be used for some sort of celebration in December.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL