



METROPOLITAN EMERGENCY SERVICES BOARD EXECUTIVE COMMITTEE MEETING AGENDA

October 14, 2020, 10:00 a.m.

WebEx Meeting:

<https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=m1a250b8600441361c85dd78c582845cf>

Meeting Access Code: 126 822 8221

Meeting Password: GjBP2gac78p (45272422 from phones and video systems)

1. **Call to Order** – Board Chair, Commissioner Trista Matascastillo
2. **Approval of Agenda** – Commissioner Matascastillo
3. **Approval of July 8, 2020 Executive Committee Minutes (page 3)**
4. **Radio Items** – Tracey Fredrick, Radio Services Coordinator
 - A. Approval of Amendments to Appendix C of Metro Radio Standards **(page 11)**
 - B. Approval of Metro Transit Bi-Directional Amplifier Addition **(page 17)**
 - C. Approval of 2021 Regional Grant Priorities **(page 19)**
5. **9-1-1 Items** – Pete Eggimann, Director of 9-1-1 Services
 - A. Approval of Ramsey County's 9-1-1 Plan Amendment **(page 21)**
 - B. Recommendation of RFP Award for NG9-1-1 Grant GIS Project **(page 31)**
6. **EMS Items** – Ron Robinson, EMS Coordinator – None
7. **Administrative Items** – Jill Rohret, Executive Director
 - A. Approval of 2021-2022 Lease with MMCD **(page 49)**
8. **Old Business** – None
9. **New Business**
10. **Adjourn**



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Metropolitan Emergency Services Board Members

Anoka County

Commissioner Mike Gamache*
Commissioner Mandy Meisner

Carver County

Commissioner Gayle Degler
Commissioner Jim Ische*

Chisago County

Commissioner George McMahon*

City of Minneapolis

Council Member Andrew Johnson*

Dakota County

Commissioner Tom Egan* (2020 Vice Chair)
Commissioner Mary Liz Holberg

Hennepin County

Commissioner Irene Fernando* (2020 Secretary)
Commissioner Jeff Johnson

Isanti County

Commissioner Greg Anderson* (2020 Treasurer)

Ramsey County

Commissioner Trista MatasCastillo* (2020 Chair)
Commissioner Jim McDonough

Scott County

Commissioner Dave Beer
Commissioner Tom Wolf*

Sherburne County

Commissioner Felix Schmiesing*

Washington County

Commissioner Wayne Johnson
Commissioner Fran Miron*

*Denotes Executive Committee member

METROPOLITAN EMERGENCY SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

June 10, 2020

Meeting held via WebEx

Commissioners:

Greg Anderson, Isanti County
Tom Egan, Dakota County
Irene Fernando, Hennepin County
Mike Gamache, Anoka County
Jim Ische, Carver County
Andrew Johnson, City of Minneapolis - **absent**

Trista Matascastillo, Ramsey County
George McMahon, Chisago County
Fran Miron, Washington County
Felix Schmiesing, Sherburne County - **absent**
Tom Wolf, Scott County

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

Guests Present: Jay Arneson, *Board Counsel*; and Kristin Mellstrom, *Hennepin Co. Public Health*.

1. Call to Order:

The meeting was called to order at 10:02 a.m. by MESB Chair Trista Matascastillo.

2. Approval of June 10, 2020 Agenda

Motion made by Commissioner Egan, seconded by Commissioner Fernando to approve the MESB June 10, 2020 Executive Committee Agenda. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

3. Approval of Minutes

Motion made by Commissioner McMahon, seconded by Commissioner Miron to approve the MESB Executive Committee April 8, 2020 minutes. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	

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McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

4. Radio Items

A. Approval of Amendment to Carver County's ARMER Participation Plan

Tracey Fredrick said Carver County requests approval of an amendment to its ARMER participation plan to change the connection to the ARMER system from microwave radio links to a fiber optic network.

The Radio Technical Operations Committee recommended the Executive Committee recommend approval of the request.

Motion made by Commissioner Ische, seconded by Commissioner Egan to approve the amendment to Carver County's ARMER participation plan. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

B. Approval to Delete Metro Radio Standard 6.4.0 – Entry Costs for New Participants

Fredrick said that a review of Metro Radio Standard 6.4.0 – Entry Costs for New Participants showed that language is out-dated and the standard was never put into practice. The Radio TOC recommends deletion of the standard.

Motion made by Commissioner Miron, seconded by Commissioner Ische to delete Metro Radio Standard 6.4.0 – Entry Costs for New Participants. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
Matascastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	

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Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

C. Approval of City of Edina's Waiver Request for EMS_COORD in Fire Radios

Fredrick said the City of Edina seeks approval of a waiver for SECB Standard IOP-13 – EMS_COORD Talkgroup for its fire department radios. Edina Fire Department is a fully licensed EMS provider, though its radios only indicate fire. SECB Standard IOP-13 restricts the EMS_COORD talkgroup to EMS use only. Having the ability to utilize the EMS_COORD talkgroup would greatly assist the Edina Fire Department during incidents.

Motion made by Commissioner Wolf, seconded by Commissioner Egan to approve City of Edina's Waiver Request for EMS_COORD for its fire radios. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

D. Discussion – Metro Radio Standards

Fredrick said this discussion is to determine if the Board would prefer to not have standards brought before them for approval if there were no substantive changes, only grammatical changes or updated references to SECB standards. The SECB is changing how its standard numbering scheme, which will require changes to references to SECB standards in the metro radio standards.

Commissioner Ische said he would recommend that change. Commissioner Miron agreed but to keep them informed when there are changes. This discussion will be brought to the full board next month.

5. 9-1-1 Items

A. Approval of M Health Fairview 9-1-1 Plan

Pete Eggimann said the 9-1-1 TOC recommends the approval of M Health Fairview (MHF)'s 9-1-1 plan. Approval of this plan will necessitate a change to the metro area regional 9-1-1 plan and would allow MHF to connect its communication center to the 9-1-1 system. MHF is expanding its service areas both in the metro and greater Minnesota; the metro changes are occurring mainly in Anoka, Chisago and Washington Counties. MHF plans to use the shared Motorola CPE system being used across the state; it includes redundant and diverse connectivity to the 9-1-1 system.

METROPOLITAN EMERGENCY SERVICES BOARD

Eggimann said the SECB would like 9-1-1 plan changes/requests to be approved in a similar process to that which occurs for ARMER participation plans. This is the first metro 9-1-1 plan change to follow that process. MHF will also need to submit an ARMER change plan.

Commissioner Egan said Dakota County staff members have raised concerns about the correlation between MHF plan and the problems identified with Metro Transit's excessive usage of the ARMER system.

Eggimann said there have been discussions about those concerns, but those issues are related to the radio system, not 9-1-1.

Fredrick said that until MHF purchases new equipment, they will be using consolettes drag traffic to other metro subsystems. This is a concern for system administrators. MHF's usage could become a concern especially as they expand in the metro. As of today, they have not submitted a request to amend its ARMER participation plan.

Jill Rohret stated that this plan on the agenda for approval today is MHF's 9-1-1 connectivity plan, which will allow for transfers of 9-1-1 calls between PSAPs with the associated caller location data. Despite requests from MESB staff for an amended ARMER participation plan, one has not been submitted. MHF does have a subscriber agreement for the ARMER system. Rohret said the MESB has little control over whether MHF decides to service EMS PSAs which it owns its own service nor can it control the date when such service changes begin. These changes will have an effect on MHF's radio usage; such changes will affect local subsystems. Subsystem owners may file a complaint regarding MHF's usage, particularly because it has not submitted for approval an ARMER participation plan amendment. Rohret noted it is unfortunate that the 9-1-1 and ARMER plans were not submitted sooner. MHF has engaged a consultant for amendments to its ARMER participation plan, though the timeline for its submittal is unknown.

Commissioner McMahon asked if denial of this 9-1-1 plan would lead to quicker action from MHF to provide amendments to its ARMER participation plan.

Rohret said she does not know if denial of the 9-1-1 plan would spur MHF on the ARMER side. However, if MHF's 9-1-1 plan is not recommended for approval, 9-1-1 calls could not be transferred to MHF on the 9-1-1 system and the transfers would have to use the public telephone system with location information relayed verbally between the primary PSAP and the MHF communications center.

Rohret said the SECB will also need to approve the plans, contingent on MESB approval.

Commissioner Gamache asked if there were any other areas MHF operated that had ARMER system problems.

Rohret said before the merger with Fairview, HealthEast Transportation operated primarily in Dakota County. With the merger, MHF now has an EMS service which can provide service to EMS PSAs owned by MHF.

Commissioner Miron said he would recommend sending a letter stating MESB concerns about MHF's ARMER participation plan along with the approval of the MHF 9-1-1 system plan.

Motion made by Commissioner McMahon, seconded by Commissioner Miron to approve the

METROPOLITAN EMERGENCY SERVICES BOARD

M Health Fairview Plan. Rohret is to draft a letter to MHF indicating the MESB's concerns regarding its ARMER participation plan for review at the July board meeting. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

6. EMS Items – None

7. Administrative Items

A. Approval of MESB's 2021 Operational Budget

Rohret said the 2021 budget reflects a 3% increase in the operational budget. The primary reason for this is the additional 20% of salary expenses for the GIS Specialist position which was added in 2019. A 3% merit increase for staff is included in the 2021 budget. She noted the 2020 federal cost of living adjustment was 1.6%.

The benefits line reflects a 4.26% increase; Dakota County recommended a 7% increase in benefits for 2021 budget purposes.

Professional/Contract Services increased by 5%. One reason is due to new expense for HR services. Additionally, there will be a slight increase in accounting services related to the audit.

The office supplies line was decreased by 30% which reflects the lack of need to upgrade as much software in 2021 as was needed in 2020.

Equipment decreased 28% the staff computer replacement cycle is complete for the time being. Equipment maintenance line was reduced by 7% as on-going maintenance is no longer available for one software program used.

The board meeting expenses line was reduced by 8%. Staff generally plans for a cancellation of one Executive Committee meeting and one Board meeting; this budget includes the cancellation (or virtual meeting) of two Executive Committee meetings, which reduces expenses.

The interest revenue contribution to reduce assessments included in the 2020 budget was removed from the 2021 budget, due to concerns over the interest rates related to the coronavirus. The budget includes using anticipated insurance dividends to reduce assessments, totaling \$6,000.00.

METROPOLITAN EMERGENCY SERVICES BOARD

Per January 2019 Board action, the 2021 budget includes a contribution from the Hennepin County Investment Fund to cover 3/5 of the salary and benefits for the new GIS Specialist position added in 2019.

Finally, the 2021 budget includes using forecasted unspent funds from the 2020 budget, due to changes in travel, conferences, meetings, etc. due to the coronavirus as a way to keep 2021 assessments from increasing.

The 2021 operational budget results in a 0% increase in assessments in 2021. The effect on assessment amounts varies by county/city due to population shifts, however the overall total amount of assessments did not change from the 2020 amount.

Motion made by Commissioner Miron, seconded by Commissioner McMahon to approve the MESB 2021 Operational Budget. Motion carried.

Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

B. Approval of MESB 2021-2025 Capital Budget

Rohret said the five-year capital budget is broken up into administrative projects, NG9-1-1 projects, and radio projects. This capital budget will be updated annually through the regular budgeting process; EMS items may be added in the future.

The biggest change in the 2021 – 2025 capital budget is that there are no administrative projects. The change to Windows 10 occurred in 2020, as will AV updates.

NG9-1-1 includes six line-items. The timing of each project is an estimate as projects could slip in coordination with the State of Minnesota. The lines are the same as were seen in previous years' capital budgets, though one line was removed.

Regarding the GIS-based MSAG transition and maintenance, the MESB proposed a trial project as a use of national 9-1-1 grant funds being sought by the State of Minnesota. It is expected that the MESB will have resulting action items from the grant, once it is completed, which is why there are funds included in 2021 for the transition.

The ESInet SD-WAN project was delayed due to the forthcoming State of Minnesota RFP for a portion of the NG9-1-1 network. As such, expenses were shifted by one year.

Motion made by Commissioner Egan, seconded by Commissioner Fernando to approve the MESB 2021-2025 Capital Budget. Motion carried.

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Name	County/City	Yes	No
Anderson, G.	Isanti	X	
Egan, T.	Dakota	X	
Fernando, I.	Hennepin	X	
Gamache, M.	Anoka	X	
Ische, J.	Carver	X	
Johnson, A.	Minneapolis		
MatasCastillo, T.	Ramsey	X	
McMahon, G.	Chisago	X	
Miron, F.	Washington	X	
Schmiesing, F.	Sherburne		
Wolf, T.	Scott	X	

Yea: 9 Nay: 0 Motion passes.

C. Discussion – Per Diem Payments for Virtual Meetings

Rohret asked members for guidance regarding whether per diem payments should be made for virtual meetings; staff has not processed such payments since March but can certainly go ahead and do so. There was some discussion of per diem payments vs. mileage payments. Members agreed that in light of the current pandemic situation, per diems will be suspended until face-to-face meetings resume.

Rohret suggested that this topic could be re-visited during the JPA renewal in 2021.

D. Discussion – How to Hold Remaining 2020 Meetings

Rohret sought guidance from members regarding how the remaining meetings in 2020 should be held. She noted that in discussion with the Department of Administration, the open meeting law provisions regarding pandemics are not tied to the Governor's emergency declaration. She wondered if remaining meetings should be held in person, virtually, or via some sort of hybrid method. Committee members discussed how their counties are handling county board meetings. The consensus was that MESB meetings should be held via a hybrid virtual/in-person method starting in August, to give staff time to ensure it could be technologically accomplished; the July Board meeting will be held via WebEx.

8. Old Business – None

9. New Business – None

Commissioner Fernando asked if staff could put together a comprehensive view of the impact on the 9-1-1 system due to recent civil unrest events. The report will be presented to the Board at its July meeting.

10. Adjournment

The meeting adjourned at 11:17 a.m.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

**4A. Approval of Amendments to
Appendix C of Metro Radio
Standards
Fredrick**

Presenter:

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval of changes to Appendix C of the Metro Radio Standards.

BACKGROUND

The Metropolitan Emergency Services Board has established 43 standards for operating the ARMER system in the Metro Region. These standards range from how utilities are billed to how to request changes on the system. Several standards were updated after the merger of the 9-1-1 and Radio Boards and the creation of the MESB but have not had language or content changes for over 10 years.

ISSUES & CONCERNS

One Metro Radio Standard has been reviewed for content and language changes.

Updates to Appendix C were mainly made to include references for encryption, as several entities are considering encryption for radios, or have already made the transition. Other changes include references to State LMR standard and temporary access for talkgroups.

The standard will also be made ADA compliant.

The Radio TOC has reviewed the standard and has approved the changes outlined.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	Appendices	Radio TOC Approval – Signature:
Sub-Section:	METRO Appendix C	
Procedure Title:	TALK-GROUP PERMISSION LETTER TEMPLATE	
Date Established:	5/12/01	
Replaces Document Dated:	5/21/01	MESB Approval - Signature:
Date Revised:	2/25/09 6/11/20	

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. ~~Note that this is a two-sided, one sheet document.~~ Procedure for use of this letter is found in SECB Standard LMR-13 ~~ARMER Standard 2.7.0—Use of Shared Talk Groups.~~

(See next page)

Date: ~~FINAL~~

Requesting Agency: ~~FINAL~~

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK-GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request

☐ Add Talk Group(s) to Radios

Add Talkgroup(s) to Dispatch Console

☐ Scan Talk Group(s)

☐ Other _____

I. Request permission to ADD the following talk-groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:	<u>If encrypted, CKR #</u>

II. Request permission to SCAN/ MONITOR the following talk-groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only	<u>If encrypted, CKR #</u>

III. For Encrypted Talkgroup Requests

A. If you are given permission for a talkgroup that is encrypted, neither the talkgroup nor the encryption key will be shared without written permission from the grantor entity.

B. The encrypted talkgroup will be granted and programmed via:

In-person Encryption Key transfer

Keyloader to Keyloader transfer

Loaded by granting agency keyloader only

Other: please specify

IV. Other Request/ Requirements (Explain)

IV. Reason for Request

METRO Metro Appendix C - TG Permission Letter 2Template w edits 090120

~~Metro Appendix C~~

Letter Template

Date:~~FINAL~~

Requesting Agency:~~FINAL~~

Note: If given permission for talkgroups on a temporary or event basis, the permission will be rescinded on dd/mm/yyyy.

(Attach supporting documentation)

Name of individual completing application _____

Address _____

Phone _____ E-mail address _____

Date: ~~FINAL~~

Requesting Agency: ~~FINAL~~

This ~~Page~~Side for Authorizing Agency ~~Use~~ Only

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved _____ Approved with Conditions _____ Denied _____

Conditions:

Authorized Signature: _____

Name of Authorizing Individual _____

Address _____

Phone _____

E-mail address _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

**4B. Approval of Metro Transit
Bi-Directional Amplifier Addition**

Presenter:

Fredrick

RECOMMENDATION

The Radio TOC recommends the Executive Committee to recommend the Board approve the Metro Transit request for a bi-directional amplifier equipment addition.

BACKGROUND

Metro Transit is requesting a bi-directional amplifier (BDA) to be added at the Mall of America transit facility. This addition will provide coverage across the facility where there is little to no coverage currently. This BDA will also provide coverage for the City of Bloomington Police Department, which shares the facility.

ISSUES & CONCERNS

The requested BDA equipment will connect to the ARMER system, utilizing the City Center site.

Since the writing of the letter to the Radio TOC, Metro Transit has received FCC registration for these devices.

FINANCIAL IMPACT

None to MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

September 10, 2020

Bob Shogren, Chairman
Radio Technical Operations Committee
Bi Directional Amplifier Request

Metro Transit is seeking permission to add Bi Directional Amplifiers at the Mall of America Transit facility.

This unit will be installed at the Mall of America Transit Center located at 60 East Broadway in the city of Bloomington. This unit is needed to enhance the coverage in the hallway, bathrooms, Transit platform and Police Department office where there is little to no coverage. This will also provide coverage for the City of Bloomington who have a police office next to the transit office.

These units will utilize the City Center site just like the rest of Metro Transit's BDA's. Metro Transit is currently in the process of getting these units registered with the FCC.

Sincerely,

Chad LeVasseur
Manager of Communication Systems
Metro Transit



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

**4C. Approval of 2021 Regional
Grant Funding Priorities**

Presenter:

Eggimann/Fredrick

RECOMMENDATION

The 9-1-1 TOC recommends including the following items as regional funding priorities for grants available in 2021 (in priority order):

- CAD-to-CAD Regional Hub and Feasibility Study
- Vendor-provided resiliency training for telecommunicators
- PSAP Security Audits
- PSAP Back-up Equipment Cache
- Other 9-1-1 call processing or dispatch-related vendor-provided training
- T-CPR Training

The Radio TOC recommends including the following items as regional funding priorities for grants available in 2021 (in priority order):

- Vendor-provided technical training
- Communications Response Task Force (CRTF) training/exercise
- Assistance to attend the 2021 Public Safety Communications Conference
- Creation of an updated ARMER training video
- Purchase of laptop radio consoles to be used throughout the region
- Funding local Bi-directional amplifier (BDA) requests

BACKGROUND

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

ISSUES & CONCERNS

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

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

**4C. Approval of 2021 Regional
Grant Funding Priorities**

Presenter:

Eggimann/Fredrick

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

FINANCIAL IMPACT

None to the MESB other than staff time to apply for and process grants. Equipment will require a 50% match from the awarded agency.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

**5A. Approval of Amendment to Ramsey
County's 9-1-1 Plan**

Presenter:

Eggimann

RECOMMENDATION

The 9-1-1 Technical Operations Committee (TOC) recommends approval of the amendment to Ramsey County's 9-1-1 Plan to make their VESTA 9-1-1 answering application geo-diverse.

BACKGROUND

The MESB maintains the consolidated regional 9-1-1 plan. As the 9-1-1 system transitions to Next Generation 9-1-1, changes to the plan must be approved by the regional emergency communications board as well as the Statewide Emergency Communications Board, similar to how changes are approved for the ARMER system.

ISSUES & CONCERNS

Ramsey County Emergency Communications Center (RCECC) wants to add physical diversity and redundancy to its 9-1-1 answering application. This involves moving one of the existing servers from St. Paul to Arden Hills and upgrading the ESInet connectivity at both locations. RCECC proposes two physically diverse ESInet paths to each of the locations for a total of four physically diverse ESInet connections. RCECC will provide the fiber connectivity to link the VESTA servers between the sites.

RCECC intends to configure the VESTA system to enable 9-1-1 calls to be routed simultaneously to workstations at both locations; this permits both locations to be staffed and all the VESTA workstations at both locations to be used, if necessary. RCECC will utilize the current Arden Hills backup center ESInet uniform resource identifier (URI) to receive 9-1-1 calls transferred from other PSAPs. This URI can also support receiving 9-1-1 calls for other metro PSAPs during PSAP abandonment and emergency PSAP consolidation events. This allows RCECC to have a separate 9-1-1 queue in the new VESTA system for outside agencies and gives the ability for an outside agency (or agencies) to utilize the RCECC backup center and only answer calls in the "Outside Agency" queue.

The current ESInet and administrative telephone connectivity to the St. Paul location depend on copper wiring. This copper telephone wiring has become increasingly susceptible to service failure during rain events and wet ground conditions. The requested network change will move the ESInet service to fiber cables that are not as susceptible to water degradation of service, which should improve overall network performance and reliability at the St. Paul location.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 14, 2020
Agenda Item: 5A. Approval of Amendment to Ramsey County's 9-1-1 Plan
Presenter: Eggimann

(See attached diagrams and narrative)

The two diverse fiber ESInet connections to the St. Paul location have been identified. A new fiber path to the Arden Hills location is planned. Diversity options for the fourth path to the Arden Hills location are still being finalized, with options from both Lumen and MN.IT being considered.

FINANCIAL IMPACT

There should be no financial impact to the MESB for this ESInet change. Following past practice, RCECC will be responsible for the non-recurring installation costs associated with this implementation. The state 9-1-1 program at ECN will be responsible for the monthly recurring costs for two diverse ESInet connections but may not cover the cost for the additional two ESInet connections being requested by RCECC. The MESB, RCECC, and ECN will review the reimbursement together to ensure consistency between what ECN is doing in greater Minnesota and the metro area.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Request from Ramsey County for a modification to the Ten-County Metropolitan Area Consolidated 9-1-1 Plan maintained by the Metropolitan Emergency Services Board

Background

Ramsey County Emergency Communications Center, as part of a life-cycle replacement upgrade to their 9-1-1 Customer Premise Equipment (VESTA 9-1-1), intends to add active geo-diversity and redundancy to their 9-1-1 emergency and non-emergency telephone lines.

The current configuration includes two separate VESTA 9-1-1 systems, one at the primary site in Saint Paul, and a second at the disaster recovery site in Arden Hills. The two systems are currently run independently and do not have any connections between them for redundancy.

The new VESTA 9-1-1 system will split the A and B servers between Saint Paul and Arden Hills, with County owned, redundant fiber optic connections between them, creating a single geo-diverse VESTA 9-1-1 system with redundant ESInet and SIP (Session Initiation Protocol) non-emergency connections at each location.

Necessity for 9-1-1 Plan Change

Copper wire infrastructure surrounding the Saint Paul location is aged and continues to have problems with moisture and flooding. Upgrading current ESInet connections to fiber, and non-emergency lines to SIP at Saint Paul, and having redundant Fiber and Copper connections available in Arden Hills, will significantly increase the reliability, redundancy, and capacity of Ramsey Counties 9-1-1 emergency and non-emergency infrastructure. *See figure 1 and figure 2 attachments.*

The plan change will allow both 9-1-1 and non-emergency calls to be taken simultaneously at both Arden Hills and Saint Paul. Calls taken at either location will be visible to telecommunicators and dispatchers at either location, allowing the two geo-diverse locations to function seamlessly as a single system. If the two sites lose connectivity between them, they both act as fully functional independent sites until connectivity is restored.

Requested Change

Ramsey County PSAP requests the ten-county Metropolitan Area Consolidated 9-1-1 Plan maintained by the Metropolitan Emergency Services Board, be modified allowing for the two current ESInet connections in Saint Paul to be upgraded from copper wire DS1 connections to 10 Mbps ethernet fiber optic connections. Additionally, an upgrade of the current single DS1, copper wire connection, in Arden Hills to a 10 Mbps ethernet fiber optic connection, and the addition of a second redundant ESInet connection in Arden Hills (*this redundant Arden Hills connection is not yet finalized, copper versus fiber. In order to provide the necessary capacity as a consolidation site, current options for the second connection are 4 x DS1 circuits through Lumen, or a circuit through Minnesota IT Services, (MNIT)*).

Projected Non-Recurring Costs

It is anticipated there will be no non-recurring costs related to the requested plan change.

Projected Recurring Costs

RCECC St Paul -primary		10 Mbps Private IQ Port	\$ 217
RCECC St Paul – primary		NMS- Select	\$ 50
RCECC St Paul -primary		10 Mbps CenturyLink Loop	\$ 620
RCECC St Paul - primary		Diversity	\$ 150
RCECC St Paul - secondary		10 Mbps Private IQ Port	\$ 217
RCECC St Paul - secondary		NMS- Select	\$ 50
RCECC St Paul - secondary		10 Mbps CenturyLink Loop	\$ 620
RCECC St Paul - secondary		Diversity	\$ 150
			\$ 2,074
RCECC current St Paul circuit costs			\$ 1,500
Difference in old and new RCECC St Paul total MRC			\$ 578
RCECC Arden Hills -secondary		6 Mbps Private IQ Port	\$ 175
RCECC Arden Hills -secondary		NMS- Select	\$ 50
RCECC Arden Hills -secondary		4xDS1 CenturyLink Loop	\$ 125
RCECC Arden Hills -secondary		4xDS1 CenturyLink Loop	\$ 125
RCECC Arden Hills -secondary		4xDS1 CenturyLink Loop	\$ 125
RCECC Arden Hills -secondary		4xDS1 CenturyLink Loop	\$ 125
RCECC Arden Hills -secondary		4xDS1 CenturyLink Loop	\$ 125
RCECC Arden Hills -secondary		Diversity	\$ 150
			\$ 875
RCECC Arden Hills - primary		10 Mbps Private IQ Port	\$ 217
RCECC Arden Hills –primary		NMS- Select	\$ 50
RCECC Arden Hills -primary		10 Mbps CenturyLink Loop	\$ 620
RCECC Arden Hills -primary		Diversity	\$ 150
			\$ 1,037
Total both circuits AH site			\$ 1,912
RCECC current Arden Hills circuit costs			\$ 350
Difference in old and new RCECC Arden Hills total MRC			\$ 1,562

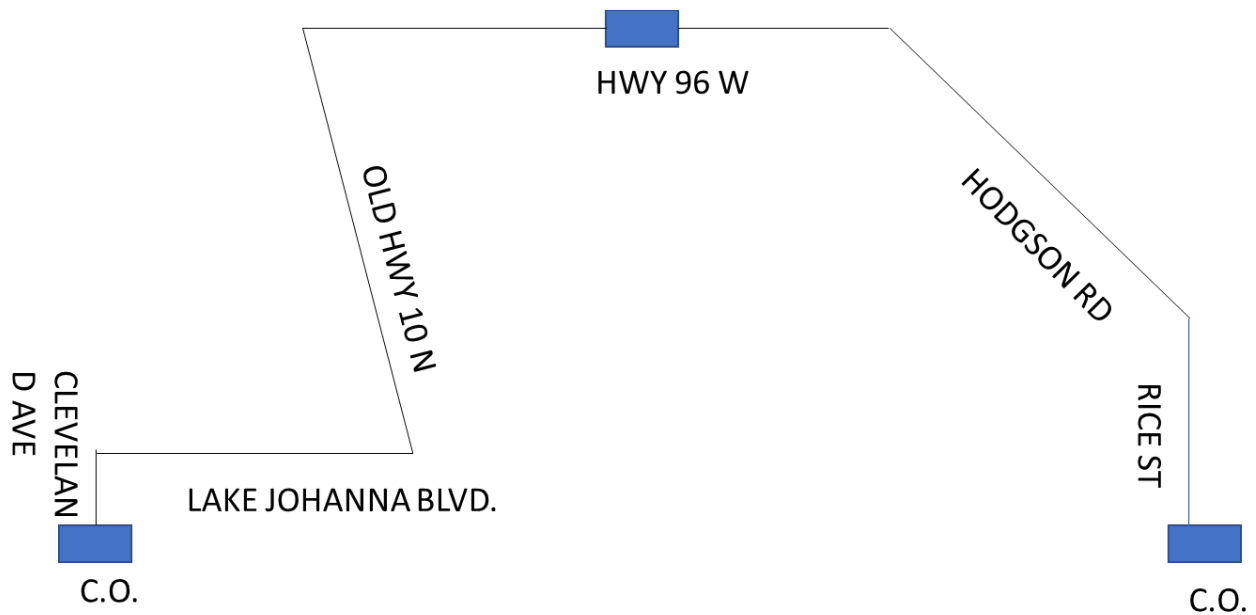


Figure 1. Arden Hills site, 1411 Paul Kirkwold Dr, with redundant geo-diverse ESnet connectivity.

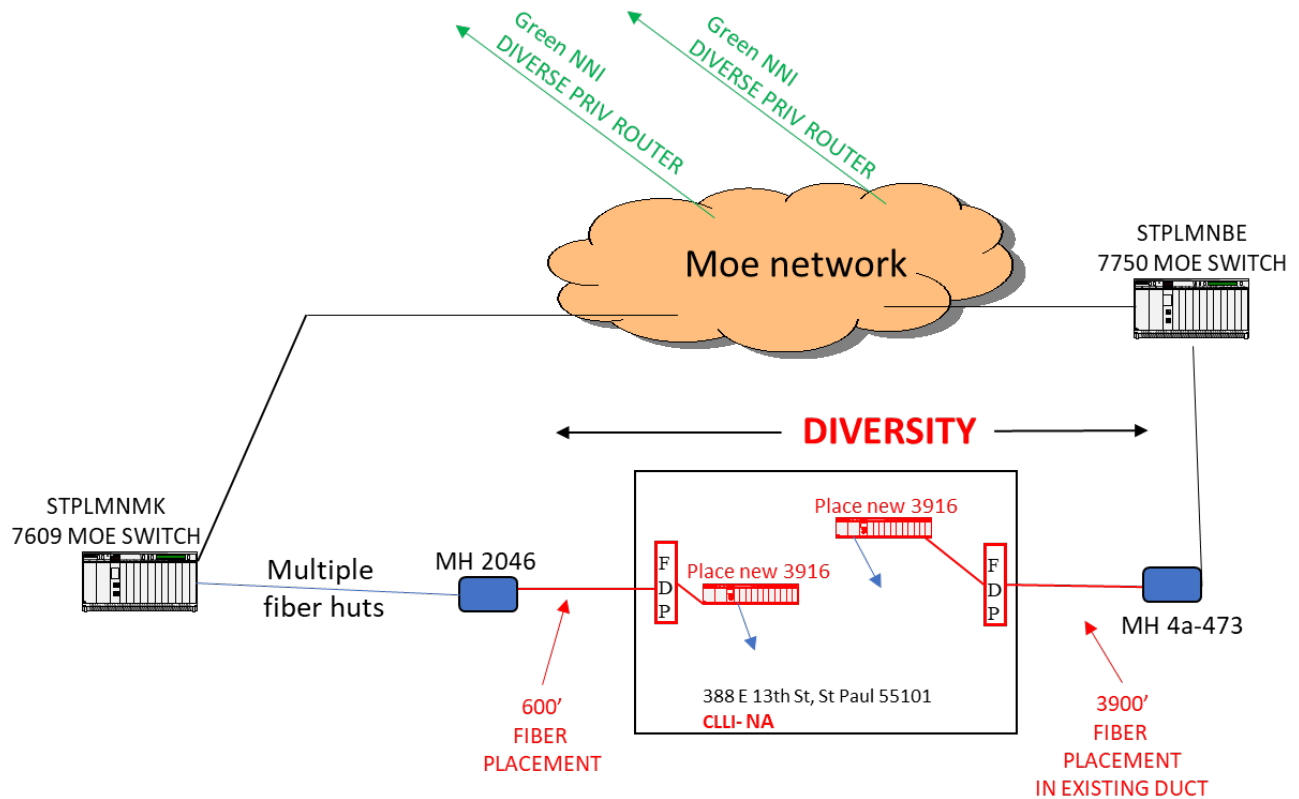













Figure 2. Saint Paul site, 388 13th St, with two fiber optic ESnet connections.

Ramsey County – Arden Hills, MN

Geo Diverse VESTA® 9-1-1 Call Processing

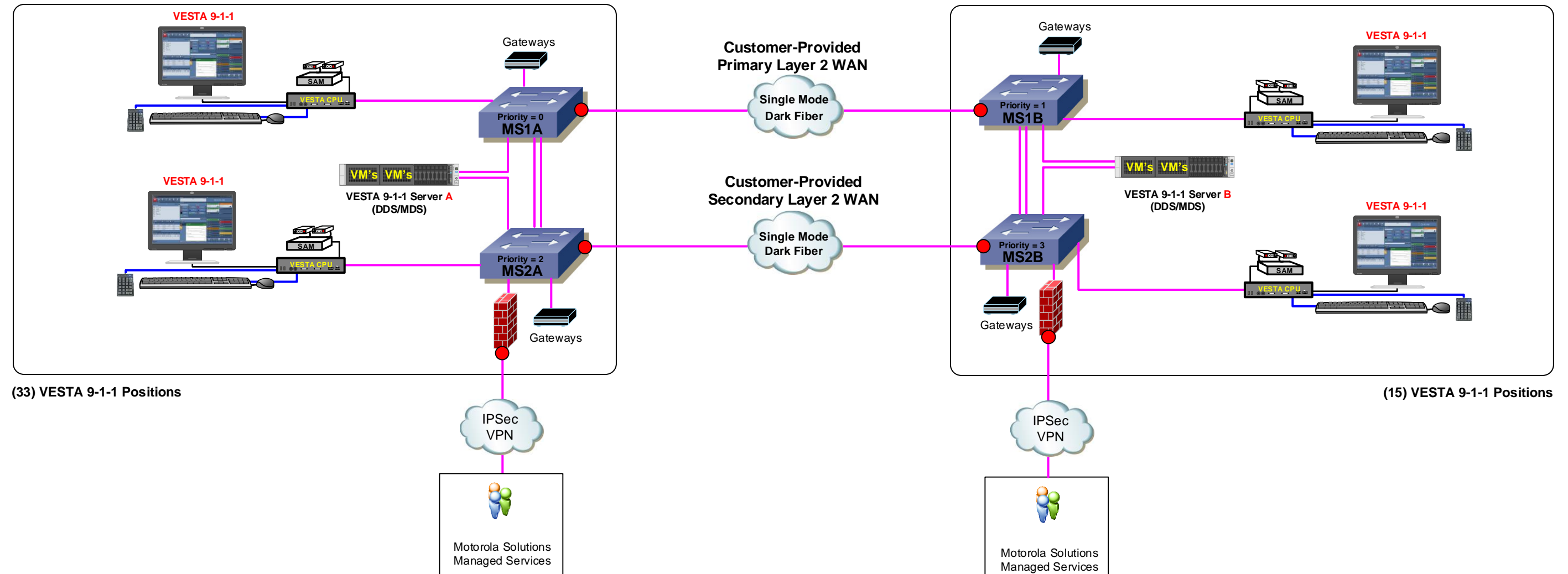
Solution Diagram from Motorola Solutions Inc.

Assumptions / Notes / Purpose:	Legend	Title: Ramsey County – Arden Hills MN Solution Diagram	
The following drawings provide a high level illustration of the proposed deployment model of using virtualized servers with a VESTA 9-1-1	 LAN A	 Optional	Project: Ramsey County – Arden Hills MN
	 LAN B	 Optional	Version: 08.17.20a
	 Digital	 Demarc Point	Date: Aug 17, 2020
	 Analog	 VRRP	<input type="checkbox"/> Preliminary <input checked="" type="checkbox"/> Final
	 Mixed	 10GbE	Filename: Ramsey County MN Diagram 08.17.20a.vsd
	 WAN		Engineer: Mark Gallant/Tim Tallman
			Page: 1 of 4

Ramsey County – Arden Hills VESTA 7.4 9-1-1 Geo-Diverse System

Host A: Ramsey County

Host B: Arden Hills



● MSI - Network Demarcation Point

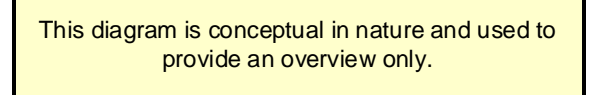
Core and Access Layer Switches

- (3) Cisco 2960-X at Host A
- (3) Cisco 2960-X at Host B

GBIC's for Layer 2 Connections

- (2) GBIC SFP MOD GLC-ZX-SM at Host A
- (2) GBIC SFP MOD GLC-ZX-SM at Host B

This diagram is conceptual in nature and used to provide an overview only.



Drawing Revision Notes:

Revision 06.11.20a – [mdg] initial design
Revision 08.03.20a – [mdg] updated with PRI from CenturyLink versus SIP for admin calls.
Revision 08.11.20a – [mdg] synced the diagram up with the proposal
Revision 08.17.20a – [mdg] added Aries Media Player to Arden Hills with customer providing the display panel.





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 14, 2020
Agenda Item: 5B. Recommendation for RFP Award
for NG9-1-1 GIS-Derived MSAG
Maintenance Process
Presenter: Broman

RECOMMENDATION

Staff recommend the Executive Committee recommend awarding the request for proposal for NG9-1-1 GIS-Derived Master Street Address Guide (MSAG) Maintenance Process to one of the two respondents.

BACKGROUND

The Minnesota Department of Public Safety, Emergency Communication Networks division applied for funds from the federal Next Generation 9-1-1 Grant. The MESB applied for and received a \$150,000.00 grant for a GIS-derived MSAG maintenance process.

ISSUES & CONCERNS

An RFP was issued on August 17 for this project. The deadline for submissions was September 11. Two responses were received, one from GeoComm and one from CenturyLink (now known as Lumen). An evaluation team of MESB 9-1-1 program staff evaluated the two proposals and is requesting the Executive Committee to forward a recommendation to the Board.

The grant terminates on March 1, 2022, which means all services and functions which need to be done under this grant project must be complete by then; final invoicing must also be received by that date.

FINANCIAL IMPACT

The MESB received a grant of \$150,000.00 from the federal NG9-1-1 grant, via the Minnesota Department of Public Safety, Emergency Communication Networks division. The entire grant project will be funded from that grant, though staff time in working with the vendor and in managing the grant will be required.

It is possible that this project could identify needs for future expenditures by the MESB on behalf of the ten-county region.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR PROPOSALS (RFP)

**NG9-1-1 GIS-Derived Master Street Address Guide (MSAG)
Maintenance Process**

DUE DATE:
September 11, 2020

ISSUED BY:
METROPOLITAN EMERGENCY SERVICES BOARD

1 Request Summary/Project Goal

The Metropolitan Emergency Services Board (MESB) is soliciting proposals from qualified respondents to develop a Next Generation 9-1-1 (NG9-1-1) GIS-derived Master Street Address Guide (MSAG) maintenance process that can be implemented for the 10-county Minneapolis/St. Paul metropolitan region.

The goal of the project is 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 would involve more closely aligning and streamlining those processes related to MSAG data management. The project would:

- Identify and evaluate potential GIS-derived MSAG conversion and maintenance processes for use going forward during the transition to full implementation of NG9-1-1 Core Services
- Create tabular MSAG(s) fully consistent with validated authoritative source geospatial data
- Support the replacement of legacy 9-1-1 MSAG(s) with tabular MSAG(s) that are fully consistent with validated geospatial data
- Establish 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

It should be noted that this project is being pursued under a Federal NG9-1-1 grant received by the State of Minnesota Department of Public Safety-Emergency Communication Networks (DPS-ECN) and sub-granted to the MESB. As such, certain requirements apply, as outlined in this document and any resulting contract. This includes a firm completion requirement that all work must be complete, and invoices submitted to the MESB no later than March 1, 2022.

The implementation of the process developed under this request may become the basis for additional requests for proposals in the future, contingent on funding availability and NG9-1-1 Core Services implementation timelines.

2 Background- MESB

The MESB was established by Joint Powers Agreement for the purpose of overseeing the 9-1-1 system, the metro portion of the Allied Radio Matrix for Emergency Response (ARMER) system, and EMS in the metropolitan area of Minneapolis/St. Paul. The Board consists of commissioners from the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and a council member from the City of Minneapolis. One of MESB's regional roles includes planning, coordinating, and supporting the Public Safety Answering Points (PSAPs) in the MESB region on 9-1-1 data matters. Under the MESB, the region is served by 18 primary PSAPs and 6 secondary PSAPs. Additional information about the MESB and the metro region 9-1-1 system may be found at: www.mn-mesb.org

3 Background – MESB Region Legacy 9-1-1 and NG9-1-1 Data

3.1 MESB Regional Legacy 9-1-1 Data

3.1.1 Automatic Location Identification Data

The 10-county MESB region participates in a 9-1-1 system operated by CenturyLink as the 9-1-1 system integrator. The regional Automatic Location Identification (ALI) telephone number record data is currently stored in data systems hosted by Intrado, Inc., CenturyLink's vendor. ALI addresses in the region conform to the requirements of the MESB regional MSAG, including those defined in the next section.

3.1.2 Master Street Address Guide

MSAG data is maintained by the MESB-member PSAPs and the MESB staff as part of a 10-county metro regional MSAG. The regional MSAG is stored in Intrado's data system. Updates to that MSAG are made via Intrado's web-based application.

Key points regarding the regional MSAG are:

- The MSAG uses the street name fields required by CenturyLink and Intrado. As such, the MSAG street name elements are currently parsed into two fields, pre-directional and street name. Elements of the official street name, other than a pre-directional, are contained in the MSAG street name field.
- The MSAG street names use standard directional abbreviations for pre- and post-directions (i.e. N, S, E, W, NE, NW, SE, SW). As previously mentioned, when post-directions are used, they are included in the MSAG street name field.
- Street name post-types in the MSAG are abbreviated according to USPS Publication 28, Appendix C1. Any post-types in use in the region that are not contained in USPS Publication 28, Appendix C1 are spelled out. As previously mentioned, post-types are included in the MSAG street name field.
- Street name pre-types are fully spelled out and included in the MSAG street name field.
- The MSAG uses jurisdictions (city/township) as MSAG community names, not postal communities.

A quarterly version of the regional MSAG is available at the following link:

<https://gisdata.mn.gov/dataset/org-mn-mesb-loc-msag>

3.1.3 Emergency Service Zone/Number Data

The MESB-member PSAPs represent their Emergency Service Zones (ESZs) for public safety response in their MSAG and ALI data as Emergency Service Numbers (ESNs). The ESN is carried

as an attribute in the Minnesota Geospatial Advisory Council (GAC) schemas for regional road centerline and address point datasets.

3.2 Regional NG9-1-1 Geospatial Data

3.2.1 Road Centerline

County staff at each of the ten counties comprising the MESB region currently maintain an authoritative road centerline dataset and periodically submit updates to a 9-1-1 portal. All road centerline updates are submitted in the current Minnesota Geospatial Advisory Council (GAC) schema and projection. A 10-county aggregation is done nightly by the Metropolitan Council (MetroGIS) and the resulting road centerline dataset is made publicly available on the Minnesota Geospatial Commons. The frequency of individual county road centerline updates varies by county but is generally monthly.

The link to access the regional road centerline dataset is: <https://gisdata.mn.gov/dataset/us-mn-state-metrogis-trans-road-centerlines-gac>

The Minnesota GAC road centerline schema is available at the following link: https://www.mngeo.state.mn.us/committee/standards/standards_adopted_devel.html

3.2.2 Address Points

County staff at each of the ten counties comprising the MESB region currently maintain an authoritative address point dataset and periodically submit updates to a 9-1-1 portal. All address point updates are submitted in the current Minnesota Geospatial Advisory Council (GAC) schema and projection. A 10-county aggregation is done nightly by the Metropolitan Council (MetroGIS) and the resulting address point dataset is made publicly available on the Minnesota Geospatial Commons. The frequency of individual county address point updates varies by county but is generally monthly.

The link to access the regional address point dataset is: <https://gisdata.mn.gov/dataset/us-mn-state-metrogis-loc-address-points>

The Minnesota GAC address point schema is available at the following link: https://www.mngeo.state.mn.us/committee/standards/standards_adopted_devel.html

3.2.3 Boundary Polygons

MESB staff, in cooperation with member PSAPs, maintain regional PSAP, ESZ, law enforcement, fire, and emergency medical response agency boundary polygons. The boundaries are maintained as part of a 10-county metro regional polygon dataset. A minimum, the MESB submits boundary polygon updates to Minnesota Geospatial Commons on a quarterly basis. A MSAG community boundary polygon layer is also available for reference. Currently the polygon datasets are available in the metro regional projection and schemas; however, they can be provided in the NENA projection and schemas upon request.

The link to access the regional boundary polygons is: <https://gisdata.mn.gov/organization/org-mn-mesb>

3.3 Existing NG9-1-1-related Data Synchronization

3.3.1 ALI to Road Centerline and Address Points

The MESB and its 9-1-1 and GIS partners have been collaboratively engaged in preparing the region's geospatial data for use in NG9-1-1. As a result, significant synchronization of legacy 9-1-1 and NG9-1-1 data has been completed. While there is not yet a 100% match of ALI addresses to the road centerline and/or address point datasets, many of the PSAPs have reached a point of synchronization where replacement of their existing legacy MSAG with a MSAG very closely aligned with their county's validated geospatial data would be beneficial.

For the MESB and its PSAPs, legacy MSAG replacement aids in streamlining processes, maintaining ongoing MSAG/dataset synchronization, and understanding NG9-1-1 related roles and data workflows. Pursuing this step for MESB PSAPs with sufficient data readiness maintains forward momentum in the NG9-1-1 data transition until such time as Greater Minnesota reaches NG9-1-1 data readiness or a NG9-1-1 Core Services Provider is selected/implemented.

3.3.2 GIS-derived MSAGs

Using internal methods, the MESB has assisted several PSAPs in the creation and replacement of their legacy MSAG with a tabular MSAG that is consistent with their county's validated, authoritative source geospatial data. Aspects of the internal method entailed some manual adjustments to the GIS-derived MSAG to finetune the MSAG's content.

The intent of this request is to identify and evaluate potential GIS-derived MSAG conversion and maintenance processes for use going forward. The goal is to develop a sustainable process that allows the GIS-derived MSAG, with a minimum of manual intervention, to stay aligned with the authoritative geospatial data as it inevitably changes over time. This request aids the MESB in evaluating whether more automated or refined methods are available that can bridge the gap between now and the implementation of NG9-1-1 Core Services. It also assists in understanding how ongoing process/workflows, established prior to the NG9-1-1 Core Services implementation, could be capitalized upon after the transition.

4 Scope of work:

4.1 Main project components

At a high level, the project is anticipated to include:

- Data submission and retrieval methods
- GIS-derived tabular MSAG creation

- Legacy MSAG to GIS-derived MSAG transition
- Ongoing GIS-derived MSAG maintenance & synchronization with source geospatial data
- Process and workflow documentation
- Project Management

4.2 Roles

For purposes of the project, the following high-level roles would apply:

- The Respondent will provide project management associated with its services. The Respondent's primary point of contact for the project will be the MESB's 9-1-1 Data Coordinator. MESB staff will coordinate with County GIS departments and PSAPs. Any needed contacts between the Respondent and the 9-1-1 service provider (CenturyLink) and/or Intrado will be coordinated through the MESB.
- The Respondent will receive the regionally aggregated geospatial datasets: road centerlines, address points, and boundary polygons. The aggregated datasets will be available for download at the Minnesota Geospatial Commons in multiple GIS formats.
- If the Respondent identifies data remediation required in the authoritative geospatial datasets, the Respondent will provide those geospatial data remediation recommendations in a manner that follows guidelines mutually agreed upon with the MESB and is easily consumed within ESRI ArcGIS (e.g. communicating data remediation recommendations by returning an edited version of a geospatial dataset to the MESB.)
- Any required editing of the authoritative road centerline and address point datasets will be done by the affected County GIS staff. The county will then submit new versions of their data for aggregation into the regional datasets.
- Any required editing of the authoritative boundary polygon datasets (e.g. PSAP/ESZ) will be done by MESB GIS staff.
- MESB will arrange for the Respondent to receive the necessary legacy MSAG/ALI data.
- If the Respondent identifies data remediation required to the legacy MSAG/ALI during its preparatory work for creating a GIS-derived MSAG, the Respondent will provide those data remediation recommendations in a manner that follows guidelines mutually agreed upon with MESB.
- Any required editing of the legacy MSAG/ALI will be submitted by the MESB through Intrado's web-based application or other method arranged between the MESB and the 9-1-1 system integrator.

4.3 Extent

At a minimum, the project will involve two county PSAPs in the MESB region. For planning purposes, this would include:

- One PSAP that has completed an initial transition of its "live" MSAG to a tabular MSAG that is substantively aligned with its source geospatial data: *(Note: In this instance, "live" MSAG refers to the version used for active E9-1-1 ALI location validation and call routing)*
 - Population size of approximately 400,000-450,000

- Approximate results (May 2020) using ESRI address locators set at 100% match:
 - Match rate of unique addressees in ALI to road centerline = 99.9% match
 - Match rate of unique addresses in ALI to composite of road centerline and address points = essentially 100%
- One PSAP that has not completed such a GIS-derived MSAG transition:
 - Population size of approximately 100,000-150,000
 - Approximate results (May 2020) using ESRI address locators set at 100% match:
 - Match rate of unique addressees in ALI to road centerline = 99% match
 - Match rate of unique addresses in ALI to composite of road centerline and address points = 99.8% match

Other PSAP options may be considered as mutually agreed between the parties.

The Respondent:	Complies	Does not Comply	Partially Complies
4.3.1 Understands that the project involves a minimum of two county PSAPs in the MESB region at differing stages of consistency between their “live” tabular MSAG and their geospatial data, one PSAP of ~400,000-450,000 population with the initial MSAG transition complete, and one PSAP of ~100,000-150,000 population with the initial MSAG transition not yet complete. <i>Note: Other PSAP options may be considered as mutually agreed between the parties. If the Respondent’s solution allows for additional PSAPs to be completed within the project pricing constraints specified in this document, Respondent may note this as optional services.</i>			
Exceptions to Requirement:			
Details to support response:			

4.4 Industry Standards Compliance

MESB seeks a solution that complies with nationally accepted standards and recommendations for NG9-1-1 GIS data and its transition from legacy 9-1-1 data. The Respondent’s proposed services and tools shall comply with applicable data-related provisions of the National Emergency Number Association (NENA):

- NENA STA-015.10-2018 NENA Standard Data Formats for E9 1 1 Data Exchange & GIS Mapping

- NENA-STA-006.1.1-2020 NENA Standard for NG9-1-1 GIS Data Model
- NENA 71-501 Synchronizing Geographic Information System Databases with MSAG & ALI Information Document
- NENA-INF-014.1-2015 NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1
- NENA-REQ-002.1-2016 NENA Next Generation 9-1-1 Data Management Requirements
- NENA-STA-005.1.1-2017 NENA Standards for the Provisioning and Maintenance of GIS data to ECRF and LVFs
- NENA-INF-027.1-2018 NENA Information Document for Location Validation Function Consistency
- NENA-INF-028.1-2020 NENA Information Document for GIS Data Stewardship for NG9-1-1

The Respondent shall:	Complies	Does not Comply	Partially Complies
4.4.1 Provide a solution that aligns with applicable MSAG, GIS-derived MSAG, and NG9-1-1 data transition methodologies and standards outlined in NENA data-related standards and informational documents.			
<i>Exceptions to Requirement:</i>			
<i>Details to Support Response:</i>			

4.5 Data Submission and Retrieval

Due to the pandemic, it is anticipated that the project will be conducted remotely for the foreseeable future without any on-site involvement by the Respondent. This includes project participants (Respondent and MESB) performing the exchange and access of data from various telework arrangements. As a result, the Respondent must have a data submission and retrieval plan that accommodates such constraints.

The Respondent shall:	Complies	Does not Comply	Partially Complies
4.5.1 Provide a secure web-based portal for submission (upload) and download of data to be used in delivery of the Respondent's services.			
4.5.2 Provide the ability to view and download all datasets, reports, and error files via the Respondent's web-based portal.			

4.5.3 Allow multiple identified users to upload and download data related to the project, as well as view and download datasets, reports, and error files from the Respondent's web-based portal.			
4.5.4 Accept and utilize MSAGs in the format used by Intrado for CenturyLink 9-1-1 systems in the State of Minnesota.			
4.5.5 Accept and utilize road centerline and address point datasets in the Minnesota Geospatial Advisory Council schemas and projection in file geodatabase (.gdb) format.			
4.5.6 Accept and utilize boundary polygon data in the native schemas and projection currently available on the Minnesota Geospatial Commons in file geodatabase (.gdb) format.			
4.5.7 Provide the ability to output any errors resulting from data validations used by the Respondent in formats that can be easily sorted, filtered, summarized, and otherwise organized; Any errors related to geospatial data must be output or provided in a manner that is easily consumed within ESRI ArcGIS .			
4.5.8 Provide the ability to output MSAGs and MSAG updates in the format used by Intrado for CenturyLink 9-1-1 systems in the State of Minnesota.			
4.5.9 Provide the ability to export road centerline and address point datasets in the Minnesota Geospatial Advisory Council schemas in file geodatabase (.gdb) format.			
4.5.10 Provide the ability to export boundary polygon data in native schemas in file geodatabase (.gdb) format.			
Exceptions to requirements:			
Details to support responses:			

4.6 GIS-derived Tabular MSAG Creation

Important Note: The following scope of work requirements apply to a minimum of two MESB PSAPs (i.e. one that has completed the initial step of substantially aligning their "live" MSAG to its geospatial data and one PSAP that has not completed such a transition.)			
The Respondent shall:	Complies	Does not Comply	Partially Complies

4.6.1 Provide an overview of the Respondent's GIS-derived tabular MSAG creation process prior to beginning the effort.			
4.6.2 Provide a list of data readiness assessments that the Respondent recommends source geospatial and legacy data meet prior to GIS-derived MSAG creation.			
4.6.3 Assess the data readiness of the source geospatial and legacy data for GIS-derived MSAG creation (e.g. including, but not limited to, performing a validation that compares PSAP ALI addresses to the geospatial data).			
4.6.4 Provide the results of the validations conducted on the source geospatial and legacy data, including all errors identified.			
4.6.5 Investigate any errors resulting from the recommended validations and identify appropriate data remediation measures for the geospatial and legacy ALI/MSAG data (i.e. identify corrections needed to the source data).			
4.6.6 Identify and track geospatial features reported as non-critical errors which cannot be corrected because of real-world situations and, as a result, are to be excluded from ongoing validation error reporting.			
4.6.7 Provide to MESB the Respondent's recommended geospatial data remediation changes in a manner that is easily consumed within ESRI ArcGIS and allows the recommended changes to be easily identified, understood and reviewed by the data producer and then incorporated into the source datasets. (Actual updating of authoritative geospatial data will be done by MESB/County GIS staff.)			
4.6.8 Provide to MESB the Respondent's recommended ALI data remediation changes in such a manner as it is easily identifiable which records are to be modified and what modifications are recommended. The Respondent may need to differentiate between recommendations best handled using MSAG corrections as the means to update the ALI and those best handled as individual ALI record changes. (Actual updating of source ALI/MSAG data will be coordinated by MESB with the appropriate parties.)			
4.6.9 Provide a sustainable method that easily allows for the extraction/creation of one PSAP's GIS-derived MSAG utilizing the regional datasets consisting of geospatial data for multiple PSAPs.			
4.6.10 Provide a sustainable method for handling the inclusion of entries in the GIS-derived MSAG for addresses			

that are only valid as address points (no matching valid road centerline segment).			
4.6.11 Provide a sustainable method for handling the inclusion of entries in the GIS-derived MSAG for addresses that only validate to an alternate street name on a road centerline segment.			
4.6.12 Provide a sustainable method for handling boundary road centerline segments in the GIS-derived MSAG creation process such that, when creating the GIS-derived MSAG for one PSAP, an MSAG entry related to the side of the road centerline in the neighboring PSAP's serving area is not included.			
4.6.13 Provide a sustainable method for handling exceptions to non-critical errors in the geospatial data.			
4.6.14 Create a complete tabular MSAG for the PSAP that is derived from and matches the geospatial data.			
4.6.15 Demonstrate that the GIS-derived MSAG has no range overlaps.			
4.6.16 Demonstrate that the GIS-derived MSAG covers all the PSAP's ALI addresses and address point addresses.			
4.6.17 Demonstrate that the ESN assigned from the GIS-derived MSAG for each unique PSAP ALI and address point address is the same as that assigned by the legacy MSAG.			
4.6.18 Provide a final complete PSAP MSAG file that includes the GIS-derived MSAG and 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).			
<i>Exceptions to the requirements:</i>			
<i>Details to support responses:</i>			

4.7 Legacy MSAG to GIS-derived Tabular MSAG Transition

Important Note: The following scope of work requirements apply to a minimum of two MESB PSAPs (i.e. one that has completed the initial step of substantially aligning their "live" MSAG to its geospatial data and one PSAP that has not completed such a transition.)

The Respondent shall:	Complies	Does not Comply	Partially Complies
4.7.1 Create and provide a file in .csv format of MSAG “delta” changes that identifies the current (old) MSAG record needing change/deletion and the resulting new MSAG record(s) needed to make the MSAG consistent with the source geospatial data. Such MSAG “delta” changes must be appropriately aligned, relating old-to-new to facilitate “live” MSAG update.			
4.7.2 Provide support during the transition of the “live” PSAP MSAG to answer questions that may arise (e.g. provide remediation if a Respondent-recommended MSAG “delta” change would “orphan” a newly updated ALI record with an address that had not appeared in the version of ALI used by the Respondent to QC the GIS-derived MSAG).			
<i>Exceptions to the requirements:</i>			
<i>Details to support responses:</i>			

4.8 Ongoing GIS-derived MSAG maintenance & synchronization with source geospatial data

The Respondent shall:	Complies	Does not Comply	Partially Complies
4.8.1 Provide the Respondent’s recommended process and workflow for ongoing GIS-derived MSAG maintenance and synchronization with source geospatial data. Such recommendations must be sustainable and appropriate for the MESB, its county GIS partners, and member PSAPs. They must also be appropriate for the period of transition from the current state until a statewide NG9-1-1 Core Services provider implementation is ready.			
4.8.2 Include in Respondent’s recommendations how feedback on the GIS-derived MSAG’s content from telecom service provider users is best incorporated into the ongoing process and workflow for maintaining synchronization			

between the geospatial data and the GIS-derived MSAG (e.g. MSAG change requests).			
4.8.3 Present the Respondent's recommended process and workflow to the MESB, the affected County GIS and PSAP contacts, and other interested regional representatives that MESB deems appropriate.			
4.8.4 Consume new versions of the source geospatial data at least monthly, detect changes, process verified error exceptions, identify needed MSAG updates, and provide MSAG "delta" changes to be made in the "live" MSAG for the PSAPs involved in the project. This will serve as a demonstration, over a series of months, of the Respondent's recommended process and workflow to keep the "in-use" GIS-derived MSAGs synchronized with the source geospatial data.			
4.8.5 If the Respondent has tools in their recommended ongoing process and workflow that allow for the MESB to self-initiate and manage the consumption of new versions of source geospatial data, detection of changes, processing error exceptions, identification of needed MSAG updates, and provision of MSAG "delta" changes, the Respondent will provide the necessary tools, documentation, and training for MESB to perform such functions for a mutually agreed upon period prior to the conclusion of the project.			
<i>Exceptions to the requirements:</i>			
<i>Details to support responses:</i>			

4.9 Process and Workflow Documentation

The Respondent shall:	Complies	Does not Comply	Partially Complies
4.9.1 Provide the MESB, in documented form, the Respondent's recommendations for a successful ongoing GIS-derived MSAG maintenance and synchronization process. Such recommendations must include appropriate explanations and workflow diagrams and be appropriate for			

the period of transition from the current state until the NG9-1-1 Core Services provider implementation is ready.			
4.9.2 Provide the MESB, in documented form, the Respondent's recommendations for the ongoing roles/responsibilities for GIS-derived MSAG maintenance and synchronization. Such guidance should be based on the Respondent's familiarity with the roles of the county and regional geospatial and 9-1-1 partners gained during the project, understanding of the Minnesota NG9-1-1 transition, and knowledge of industry NG9-1-1 data transition best practices.			
4.9.3 Provide, in documented form, the Respondent's recommended plan for the GIS-derived MSAG transition for the MESB region. The guidance should assess the readiness of the remaining counties/PSAPs for the transition, identify any changes to the region's geospatial data schemas or practices that would facilitate such a transition, identify transition options, evaluate the options, outline timing considerations, and assess how ongoing process/workflows established prior to the NG9-1-1 Core Service provider implementation could be capitalized upon after the transition.			
4.9.4 Present the Respondent's summary of the project and recommendations to the MESB, the affected County GIS and PSAP contacts, and other interested regional representatives that MESB deems appropriate.			
<i>Exceptions to the requirements:</i>			
<i>Details to support responses:</i>			

4.10 Project Management

The Respondent shall provide:	Complies	Does not Comply	Partially Complies
4.10.1 A project manager with understanding of the Respondent's services, GIS, legacy 9-1-1 data management			

practices, and NG9-1-1 geospatial data, including GIS-derived MSAGs.			
4.10.2 A documented project plan and schedule, updated as project progresses.			
4.10.3 A minimum of monthly status conference calls with MESB and PSAP/County GIS representatives (as appropriate).			
4.10.4 A minimum of monthly documented status reports, outlining progress made toward milestones, next steps, and roadblocks/concerns. This is to include tracking of any unresolved issues identified by the MESB with the Respondent's tools or processes.			
4.10.5 Documentation and training on any tools, reports, or processes applicable to the services provided by the Respondent.			
4.10.6 Coordination of online meetings, as needed, to facilitate remote communication among project participants (e.g. Microsoft Teams, WebEx preferred; Zoom not acceptable).			
4.10.7 Knowledgeable point of contact for questions about Respondent's tools, reports, or services that cannot be answered from the available documentation and training.			
<i>Exceptions to the requirements:</i>			
<i>Details to support responses:</i>			

5 Submission Requirements

5.1 Form and Content

Key submission requirements:

- The *Scope of Work* section of this document includes key project requirements. As the means to indicate its compliance with these project requirements, the Respondent must include the tables (content and format) from the *Scope of Work* section in its response. Indicate compliance for an item by placing an "X" under the appropriate column (i.e.

complies, does not comply, partially complies.) When partially complying to a requirement, the Respondent should note the exceptions at the bottom of the table. Any details the Respondent chooses to provide in support of its ability and advantage in meeting the project requirements should be noted at the bottom of the appropriate table.

- The submission must include the experience the respondent has in relation to NG9-1-1 data transition, legacy 9-1-1 and NG9-1-1 data management, legacy and GIS-derived MSAGs, and geospatial data process development.
- The submission must include the identity and qualifications of the person, or persons, the respondent would assign to the project.
- A list of three references from similar projects must be provided.
- A project timeline from the contract award to the completion of deliverables must be included. The entire project must be completed, including submitting final invoices to the MESB, no later than March 1, 2022.
- The submission must list known potential conflicts, if any, or provide a statement that none exist.
- Submissions must be provided via email; files shall be in .pdf format.

5.2 Project Pricing

The services/deliverables requested under this request are associated with a Federal NG9-1-1 grant received by the State of Minnesota Department of Public Safety-Emergency Communication Networks (DPS-ECN). Funds are being sub-granted from DPS-ECN to the MESB for this project. As such, the services under this request cannot exceed a total of \$150,000.

The pricing template included in Attachment A must be used for pricing submissions. Note:

- The Respondent must be explicitly clear in its pricing submission on which line items are stand-alone items that can be individually evaluated, and which are unbundled.
- Pricing options for portions of the project can and are recommended to be provided in the event the total project cost of the Respondent's proposed solution exceeds the amount of grant money available.
- If the Respondent's solution allows for additional PSAPs (beyond the specified two) to be completed within the project pricing and timeline constraints specified in this document, the Respondent should note this as optional services.
- MESB, at its sole discretion, may pursue services under this request. The MESB reserves the right to select one, some, all or none of the line items outlined in a Respondent's pricing submission.

Pricing information should be submitted in a separate .pdf document from the proposal's narrative.

6 Selection Process

The final decision of the selection of the respondent to develop the NG9-1-1 GIS-derived Master Street Address Guide (MSAG) maintenance process will be made by the Metropolitan Emergency Services Board (MESB), with recommendations from the MESB 9-1-1 Technical Operations Committee. The final agreement will be in the form of a written contract between the respondent and the MESB.

The MESB reserves the right to reject any, or all, proposals, and to request additional information from all proposers. All questions and correspondence should be directed to Jill Rohret, Executive Director, in writing at jrohret@mn-mesb.org or via telephone at (651) 643-8394. Contact with MESB personnel other than Jill Rohret regarding this RFP may be grounds for elimination from the selection process.

Proposals are due by 4:00 p.m. on Friday, September 11, 2020, e-mailed to: Jill Rohret, Executive Director, jrohret@mn-mesb.org.

PUBLIC DATA

Proposals submitted become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq.

Public Record: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:

October 14, 2020

Agenda Item:

7A. Approval of 2021-2022

Lease with MMCD

Presenter:

Rohret

RECOMMENDATION

The Executive Director recommends the Executive Committee recommend approval of the renewal of the 2021-2022 lease agreement 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, 2019 through December 31, 2020.

ISSUES & CONCERNS

The term of the proposed renewal agreement is January 1, 2021 through December 31, 2022. The agreement includes a three percent (3%) rent increase over the lease term, which will increase our monthly rent payment by \$64.00, to \$2,201.00 per month. The rent includes utilities, security, cleaning services and parking.

MESB Counsel has reviewed the lease agreement.

FINANCIAL IMPACT

The rent increase was not included in the 2021 Operational Budget, due to MESB staff error, but the total rent increase of \$768 should not adversely affect the overall budget.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL

LEASE

This lease, entered into as of the first day of January, 1, 2021, 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, 2021, the date that the Lessee takes possession of the Premises (the "Commencement Date") and ending on the last day of December 2022.

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: \$2,201.00, for the period from January 1, 2021 through December 31, 2022. 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

Lessee: METROPOLITAN EMERGENCY
SERVICES BOARD

By: _____
Chair

By: _____
Chair

Business Administrator

Date: _____

Date: _____

Approved as to form:

Approved as to form:

MMCD Counsel

MESB Counsel

Date: _____

Date: _____

EXHIBIT "A"

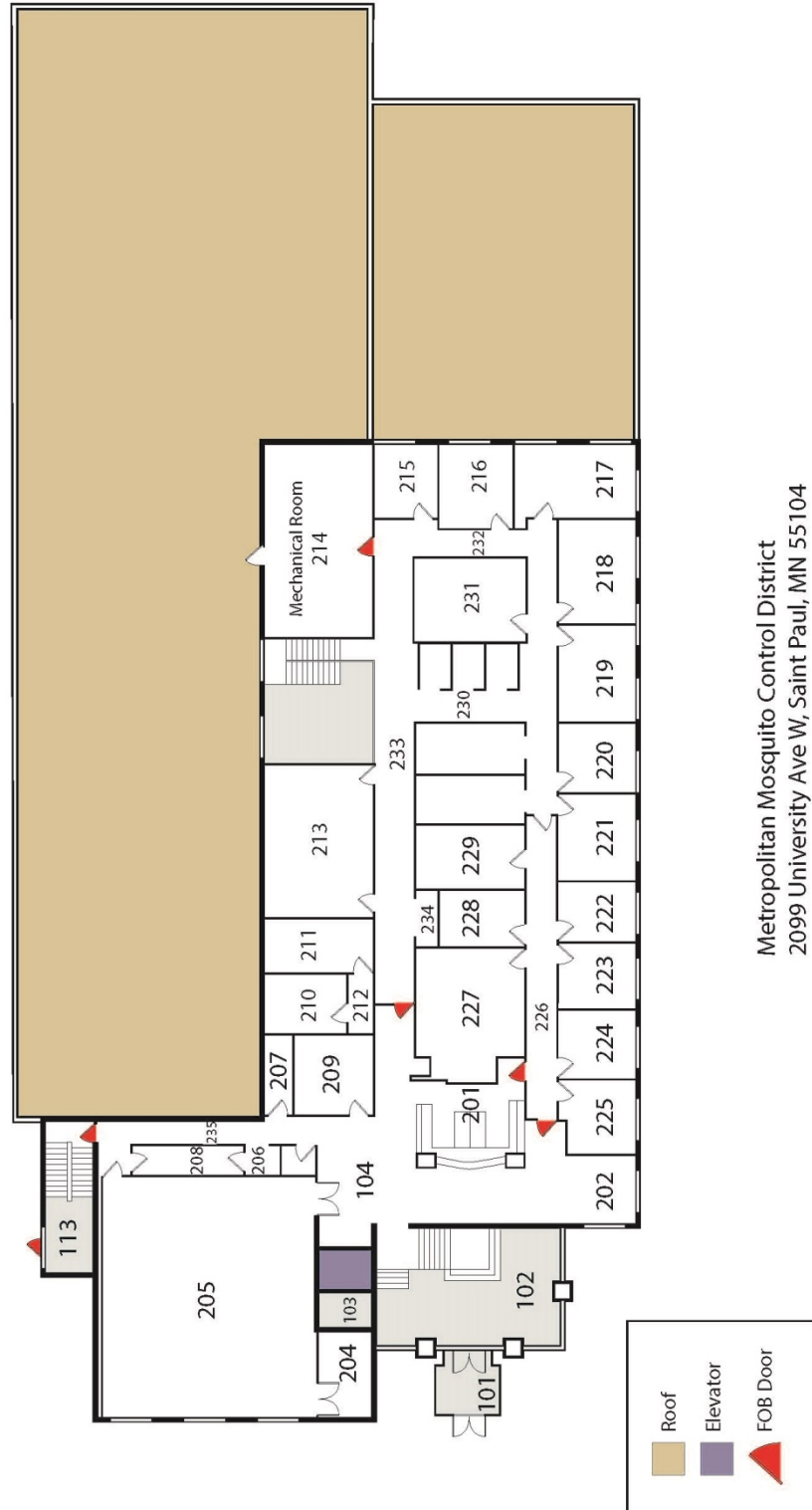
Four (4) offices, #'s 222, 223, 224 & 225.	864 sq. ft.
Rm 227 conference room	334 sq. ft.
Rm 228 break/work room	140 sq. ft.
Rm 229	198 sq. ft.
Rm 208 Admin Asst. area	144 sq. ft.
Rm 221	200 sq. ft.
Rm 220	153 sq. ft.
Rm 230 Two (2) Cubicle (48sq. ft. each)	98 sq. ft.
GIS Technician (Rm 233)	120 sq. 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.

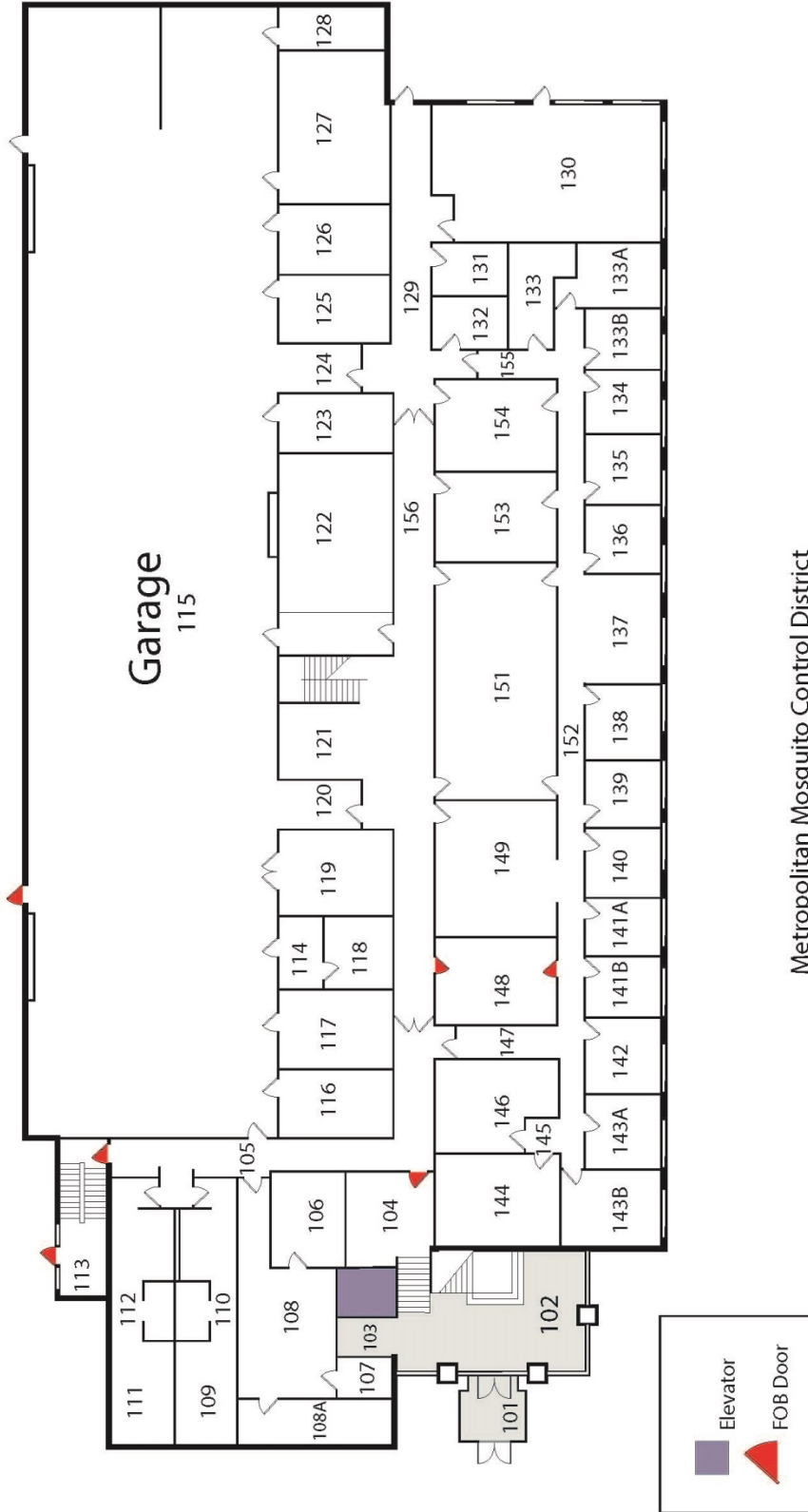
EXHIBIT "B"

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

Upper Level



Lower Level



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



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 "Symposium" 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.