

Kansas 911 Coordinating Council
Minutes from the February 8, 2013 Meeting
Topeka, Kansas

Attendance

Members Present: Chair Walt Way, Michele Abbott, Bob Boaldin, Jay Coverdale, Keith Faddis, Dick Heitschmidt, Chris Kelly, Mike Napolitano, Kim Pennington, Jimmy Reed, Rob Roberts, Rebecca Rosenthal, Phillip Ryan, Col. Christopher Stratmann, Richard Vogt and Ivan Weichert.

Members Absent: Sen. Pat Apple, Pat Collins, Sen. Marci Francisco, Rep. Kyle Hoffman, Coleen Jennison, Rep. Annie Kuether, Jimmy Todd, Kim Winn.

Others Present: Stacen Gross, Account Manager, GeoComm; Jason Conn and Gordon Slater, Allied ATCI; Melissa Wangemann and Dana Wethington of KAC.

Proceedings

Chairman Walt Way called the meeting to order at 11:10 a.m., and welcomed new member Colonel Christopher Stratmann, representing the Adjutant General. All members introduced themselves.

Mike Napolitano moved to adopt the minutes of December 7, 2012, and Jimmy Reed seconded approval. The motion passed.

Walt Way turned to Melissa Wangemann to give the LCPA report. She reported on finances through November 2012. November was the only month with no back payment. Total disbursement is \$16,418,535.33. The Legislative Research Department projected we would achieve \$18,661,082, which is just shy of 88%. She said that just prior to today's meeting, Dennis Kriesel reported that the most recent information shows that we are at 97% of the Legislative Research projection. Melissa Wangemann said our accountant produced an income and expense statement for the entire year, funded by prepay phone fees that come into the grant fund. The prepay fee income is \$985,132.05 and other income is \$4,928.46. Expenses total \$198,723.64. Net income is \$791,336.87. The budget sheet compares what the Council budgeted versus the actual income and expenses. The report shows the actual expenses of \$198,723.64 are well under the budgeted expenses of \$233,051.52 so there are no concerns. Melissa also reported that we received additional wireless money from the Governor's Grants Office of \$1,339,287.40. As of February 6, the grant fund sits at \$13,396,442. Chairman Way explained that the Grants Office was closing out the Wireless 911 Grants and the office was transferring the remaining funds. Melissa Wangemann said the Minimum Payment Fund has \$1.5 million in it. Chairman Way explained that each county receives a minimum of \$12,500 per quarter. After the last quarterly adjustment, the balance will be transferred into the State

Grant Fund and overall, we probably replenish the grant fund at about \$2.4 million per year, based on the Council's first year's experience.

Chairman Way turned to Operations Committee Chair Michele Abbott for the committee's report. She explained that the PSAP annual report is available and PSAPs are completing the report now. She noted that both she and Dennis Kriesel with the LCPA were fielding questions about the report. March 1 is deadline for annual report; however, there are later soft dates that haven't been published.

The next Council meeting is April 8 in Wichita in conjunction with the APCO meeting. The meeting will be at the Drury Plaza Hotel and meeting rooms are reserved for committee meetings. She reviewed the schedule noting that the Operations Committee would provide a round-table on frequently-asked questions at the request of APCO. Melissa Wangemann will send a reminder prior to the meeting to see who will be attending.

The Operations Committee suggested that at the April 8 meeting Dennis Kriesel meet with PSAPs in a kiosk-type setting to answer questions and provide help so they can complete their last-minute reports.

Michele Abbott talked about the 911 Liaison Position requirements draft. She explained the committee took the 911 Grants Office position years ago as a base, deleting and adding some details. In reviewing the draft today, the committee would like to add minimum education and requirement for a valid Kansas driver's license. Chairman Way asked for feedback by February 28, so that the position can be filled by April – prior to when grants are given, which is May 1 through mid-June. Chairman Way explained that the position would help PSAPs with questions in the administration and reporting of the grants and be a link between the Council and the PSAPs. Chairman Way suggested a group of people – the committee chairs – would interview and select the person on a contract basis. The selection would not go through the state procurement bidding process but would be offered to people already deemed qualified.

Mike Napolitano moved and Chris Kelly seconded a motion to adopt the 911 liaison position description. The motion passed.

There was discussion about advertising the position to PSAPs. Ivan Weichert thought the ad should explain to the PSAPs that the position would benefit the PSAPs and create a communication link between the Council and the PSAPs. Melissa Wangemann noted that a classified ad for the position would require a closing date and an application process (i.e., submitting a resume, etc.). There was also a suggestion of putting it on the website. Walt Way said the selection committee would work with the LCPA to advertise the position.

Michele Abbott discussed the NENA Conference, which is June 15-20. She said that attending the conference was valuable to stay current on new technology and would assist Council members in setting standards and answering questions. The Operations Committee will provide designees and a budget for the conference at the next 911 Council meeting. Three

people were sent last year and funds were budgeted for at least that many this year. Names of people interested in attending should be submitted to Michele Abbott.

Chairman Way provided the Administration Committee report. He said that the Randall Allen, Melissa Wangemann and Dennis Kriesel of the LCPA and Walt met with the legislative Post Audit Division to discuss the legislative post audit due December 31, 2013. He outlined the scope of the legislative post audit as given in statute. He said LPA would hire an outside vendor and not conduct the audit internally, to look at the status of implementation in the state and what we are doing, how we are using 911 funds throughout the state and if we have sufficient funding. Walt noted the discussion with LPA about legislators' questions to the Council regarding what it costs to operate a PSAP and his advice that the particular question was difficult to ascertain. Walt said the audit likely would start in the summer and that members of the Council may be asked to provide information so that it can be completed by December.

Chairman Way noted that the Federal Grant Fund Administrative Regulation that was published in the December 27 *Kansas Register* became effective 15 days after publication.

Chairman Way said that at the invitation of Senator Pat Apple, he provided an update on the activities of the 911 Council to the Senate Utilities Committee on January 30. Senator Apple chairs the committee.

Chairman Way reviewed the draft document on organization structure. The current guidelines were written 18 months ago. The broad mandate is explained in the first paragraph and doesn't change, and the Administration Committee description stays the same. He explained the new Technical Committee's ESInet Sub-Committee and the new GIS Committee reflected the importance of GIS in NG 911. Jay Coverdale will chair the ESInet Sub-Committee and Ivan Weichert will chair the GIS Committee. Operations Committee scope and function remains the same. The 911 Liaison was added to describe the position and services to PSAPs. Following suggestions from Richard Vogt, Chairman Way asked Ivan Weichert to tweak the language in the GIS and 911 Liaison roles.

Chairman Way noted a January 29 email from the sheriff of Kearny County about a shared partnership for a Southwest NG 911 project. He said Kearny County would host a March 5th exploratory meeting in Ulysses and invited the Council to participate to provide advice and explain the Council's policies. He said there were about 15 counties interested in discussing the partnership and that primarily they are interested in NG 911 equipment, GIS activity and network. They also have invited some vendors. Chairman Way said the Council is encouraging PSAP partnerships and regionalization, and here we have a group interested. They will need guidance because they are ahead of other PSAPs. Chair Way has asked Mission Critical Partners to help in the planning effort, and he is waiting on a response. Chairman Way and others indicated they would likely participate in the meeting.

Chairman Way said the Council discussed a scope of services with the LCPA and the annual PSAP report at its last meeting. The scope of services was concluded it and was signed on January 9 after review by the Operations Committee and others.

Terms of office for some officers conclude June 30, 2013. Included are Col. Chris Stratmann, Kim Pennington, Jimmy Reed and Richard Vogt. Chairman Way asked them to notify him by May if they would like to be reappointed to the Council. He also mentioned the membership makeup on some committees has not changed in quite a while and if members would like to switch committees to let him know.

Richard Vogt provided the Technical Committee Report. Three subjects were discussed: GIS; ESInet and the Liaison selection. He said they discussed questions about developing one large statewide ESInet so that people can plug into it if they don't have regional ESInet and how regional ESInets can plug in. Any Council members who would like to participate in those discussions should notify Jay Coverdale or Richard Vogt. Their first meeting is February 19. He reported that the committee talked about the role of the Technical Committee after the grant applications come in. The first step is that the LCPA can filter whether forms are complete. Second step is that the Technical Committee acts as a filter in two major areas: Is there a good fit in criteria and does the application meet our goals. Secondly, are they in compliance with requirements from a technical angle, such as whether the GIS data is up-to-date. The general consensus is the Committee wants to move the applications forward in the process, and the Committee wants to give the Council enough information to make decisions. They discussed how the history of vendor may play a role, and how knowledge from the Technical Committee and Operations Committee play a role prior to sending the applications on to the Council. The Committee talked about the process or whether to score the applications versus an approve/disapprove list. The Committee also talked about presentation of the applications to the Council about findings, process and answering questions.

Chairman Way turned to Col. Chris Stratmann to report on the NTIA funding program. He is the single point of contact and reported that effective February 6, a federal funding opportunity was available for public safety broadband and that Kansas is eligible for \$2.3 million; \$500,000 of that is a flat award. In the next week, he and others will be looking at the grant application. Some of the requirements during the grant period are to establish education and outreach, identify potential users, develop MOA for private sector carriers, develop staffing for consultation, update state's interoperability plan and other expectations. Two documents are available for review on the OEC webpage. He said the SIEC met and voted to be the governing body for the safety broadband and he will be the representative from the 911 Coordinating Council. The grant fund is to help us get ready to consult with FirstNet and there is approximately a two-year period when FirstNet consults with the states. When the RFP is issued, the state will have 90 days to opt in or out of a nationwide system. He said regional consortia among states are being encouraged, and that that his group is looking at what system would be best for Kansas. He said there is an advisory member of the SIEC from the Commerce Department and that Commerce has already hired a consulting company to do its analysis of broadband accessibility in rural areas. Chairman Way said that with Chris Kelly serving as the

Coordinating Council's designated representative to the SIEC, we have dual representation on it.

Chairman Way brought up texting and 911. Some of the larger carriers have agreed to provide texting to 911 by May 15, 2014. By July this year, there will be a bounceback message to someone trying to send a text message saying a text message cannot be received. Chairman Way has researched how the message will be delivered and there are several different methods for it to be received in one PSAP center: for instance, the carriers themselves, TTY, 3rd party call center and 3rd party app on cell phone. The Council will be seeing more pressure to solve the problems and at this point there are no standards or clear information. Only one county, Douglas County, can use an application through Smart 911. Chairman Way said the four largest carriers have said they are working together but have given no dates. The Council will need to be patient and see what evolves so that the information can be clear and consistent. Another issue is the GIS location. Chairman Way said that Rebecca Rosenthal will be helping with a media campaign. She said there is a lot of demand/need for a system for texting through several options and that perhaps more information will be coming from NENA. She said the media campaign would be educating the public through outlets such as YouTube.

Ivan Weichert provided the GIS Committee Report. He said they received 14 responses from the GIS RFP. He noted that there were no instructions provided with the RFP, which resulted in the receipt of large files. He said they were asked to answer every question and submit in separate files. He also discussed the PSAP GIS survey. He said they received 99 with 19 still outstanding. He would like to get 100% response and suggested that grant eligibility be tied to the GIS survey. He said some of the responses were sent to Melissa Wangemann at Jessica's office fax and some were lost in that process. Ivan said he would contact the 19 PSAPs to gather the outstanding surveys and would make them available to anyone on the Council who would like to look at the information. Ivan discussed the GIS Policy Board meeting that was held in January, and he said that Chairman Way was invited to attend. Ivan also talked about GIS standards that are important as we move forward, and he recommended we adopt the NENA 911 GIS data collection amendment standard. Jimmy Reed moved and Bob Boaldin seconded the motion to approve the NENA 911 GIS data collection amendment standard. The motion passed.

Chairman Walt Way turned to the item of the 911 State Grant Fund application form and asked Mike Napolitano to discuss the grant application form. Mike said they tried to make the form user-friendly for PSAPs, and at the previous meeting had asked for comments from the 911 Council and received none. He noted that the Administration Committee reviewed the application and made changes to the form earlier in the day. Chairman Way said the only change was in the instructions on Grant Award Priorities and that they added three that were in the policy documents adopted earlier but had not been added to the application form. The Committee decided individual PSAPs may apply for grant monies without regionalization. The Administrations Committee discussed the comprehensive plan and justification. They will try to come up with a sample document that contains all 14 items. Richard Vogt discussed expanding section 13 under the comprehensive plan to include vendors, equipment, network diagrams and references. Richard Vogt will reword section 13 and email it to Melissa

Wangemann. Under Letters of Support the committee recommended designating who would send the letters. The letters would ensure that all parties to the county emergency aid services are aware of the grant application. The Council expressed concern that all the letters could get cumbersome if they needed to be from every emergency service agency within the PSAP especially if it was regional. It was suggested that MOUs from emergency service agencies could be appropriate documentation for letters of support; letters of support are included in the application requirements. Bob Boaldin said this assures communication among responders. It's important to know what's happening. Applicants are not eligible if they have not submitted past annual expense and revenue reports. Chairman Way added that there must be copies of two competitive bids for applicable expenses, and there must be a written detailed price quote for expenditures under \$10,000. Also if there is a sole source product, there needs to be documentation and is subject to approval by the Council. Changes should be sent to Mike Napolitano. Steps and mechanics should be defined; who collects, reviews, follows up on financial report, what kind of reporting goes on after PSAPs get grants. Previously Governor's grant staff oversaw reporting system; Mike Napolitano suggested following the same reporting process. Randall Allen is working on a proposal for how that process would be staffed. Chairman Way said some grants might be funded out of the regular cycle. It was mentioned that some process would be necessary to assure compliance, and Michele Abbott also said KDEM should be involved. Chairman Way asked members to send feedback to Mike Napolitano. Chairman Way also said this would be a topic of the roundtable discussion at the APCO meeting.

Chairman Way gave an update on the NG911 Strategic Plan status. Mission Critical Partners has provided a synopsis on where the process is, and they will interview some additional constituent groups including Kansas Association of Counties, Kansas Telecommunications Industry Association, Sheriffs' Association, Chief of Police and Kansas Highway Patrol. If there are other groups that should be interviewed, let Chairman Way know. He said the goal is to have a reviewable document in early March. The document will allow the Council to have a tool for the grants process.

Next meeting is April 8 at the Drury Plaza Hotel in Wichita for the APCO meeting, and members should contact Melissa Wangemann if attending.

The meeting was adjourned at 1:37 p.m.