

# **KANSAS 911 COORDINATING COUNCIL**

Eisenhower State Office Building, Auditorium A  
Topeka, KS 66612

Notes from December 9, 2011 Meeting

## **Council Members in Attendance:**

Chair Walt Way

Senator Pat Apple

Michele Abbott

Bob Boaldin

Jay Coverdale

Keith Faddis

Senator Marci Francisco

Jessica Frye

Representative Kyle Hoffman

Chris Kelly

Chief Mike Napolitano

Jimmy Reed

Rob Roberts

Rebecca Rosenthal

Phillip Ryan

Jimmy Todd

Richard Vogt

Ivan Weichert

Kim Winn

Absent: Pat Collins, Coleen Jennison, Representative Annie Kuether, Dennis George, Larry Meyers, Kim Pennington, Gary Smith

## **Others in Attendance:**

Dennis Kriesel, Melissa Wangemann – KAC, Byron Smith - Kimball

## **Staff in Attendance:**

Jennifer Cook, Erica Haas, Jamie Bowser, Governor's Grants Program

## **Welcome**

Chair Way called the meeting to order at approximately 11:15 a.m.

## **Review & Approval of November 4, 2011 Minutes**

Minutes of the November 4, 2011 meeting were reviewed. Mr. Reed made a motion to approve the minutes. Representative Hoffman seconded the motion. The motion passed unanimously.

## **Operations Committee Reports**

Ms. Abbott reported the PSAP reporting form, along with instructions, will be completed and ready to send out February 1<sup>st</sup>. Ms. Abbott stated she has received several questions on funding philosophy during the last month. As an example, Ellis County inquired about infrastructure enhancements to towers. A lengthy discussion was had on tower enhancements and equipment

structures in relation to 911 funding. It was decided a task group, led by Ms. Wangemann, would be created to discuss eligible 911 expenditures based on legislative intent.

### **Administration Committee Reports**

Chair Way reviewed the Proposed 2012 Budget. It is projected the yearly available revenue for the 911 Coordinating Council is \$300,000. The projected expenses are: Eight Council meetings at \$2,400 per meeting equal \$19,200 for the year. Sixteen subcommittee meetings at \$800 per meeting equal \$12,800 for the year. Publication of eight meetings in the Kansas Register totals \$112. Payment to the LCPA is \$134,539.52. Yearly audit \$7,500. Federal Grant matching funds \$50,000. Total expenditures for 2012 are projected at \$224,151.52. The remaining unbudgeted revenue for 2012 is \$75,848.48. Mr. Reed made a motion to adopt the Proposed 2012 Budget. Mr. Boaldin seconded the motion. The motion passed unanimously. Mr. Vogt asked if additional expenditures were precluded from being expended in 2012. Chair Way said no.

Chair Way discussed the Proposed 2012 Work Plan and stated there are three core statutory objectives that need to be accomplished by the Council: 1) Monitor the delivery of 911 service in the state 2) Develop strategies for enhancements to the 911 system as envisioned with the transition to Next Generation 911 service and 3) Distribution of available grant funds to PSAPs. The committees assigned to Work Plan Objective E were modified to include all committees and Objective E was broadened to include the development of a statewide GIS map with PSAP boundaries. Mr. Roberts recommended that a briefing on GIS enhancements and PSAP needs to meet NG911 requirements be made to County Commissioners at the May conference of the Kansas Association of Counties and that activity was added to Objective E's activities. Ms. Abbott moved to adopt the Proposed 2012 Work Plan for 911 Coordinating Council per the modifications. Mr. Boaldin seconded the motion. The motion passed unanimously.

Chair Way stated the Federal Grant awarded to the Kansas Governor's Grants Program (KGGP) in 2009 is currently staffed by the KGGP and he would like to maintain the continuity of staffing by the KGGP. Ms. Haas provided a handout of the draft Memorandum of Agreement that would allow the KGGP to continue staffing the Federal Grant. Ms. Haas stated the staffing expense is already allocated so it will not be paid out of the 2012 Council budget. The Council discussed the staffing issue but there was no action taken by the Council.

Chair Way addressed how to provide for the minimum distribution of \$50,000 annually to each PSAP. Mr. Napolitano suggested advancing funds quarterly to the PSAPs that may be losing cash flow. It was decided that PSAPs receiving less than \$50,000 annually in direct fees will receive the difference at the end of each quarter that is needed to total \$12,500 quarterly. If a PSAP needs further assistance the Administration Committee may authorize an advance of up to 2 months revenue to a PSAP. Senator Apple made the motion to authorize the LCPA to true up the 911 revenues received by PSAPs receiving less than \$50,000 per year at the end of each quarter to a total of \$12,500 per quarter, and to authorize the Administration Committee to advance up to two months of 911 revenue to a PSAP when appropriate. Mr. Napolitano seconded the motion. The motion passed unanimously. The question arose as to the authority to distribute 911 fees to counties that don't have PSAPs. It was decided counties without a PSAP are eligible for the 911 funds but those funds should be distributed to the PSAP that dispatches for their county. An interlocal agreement between the PSAP and served county should be made available to the LCPA so they know where to direct the funds. Mr. Boaldin made a motion that included the following: Each county is entitled to receive the minimum of

\$50,000 in 911 fees annually; An agreement between the served county and the PSAP jurisdiction must be in effect to authorize the LCPA to distribute the served County's 911 revenues to the PSAP serving the county; and the LCPA will send an advance notice to the served County advising that county's 911 fees will be directed to the PSAP jurisdiction providing 911 service to the county. Mr. Reed seconded the motion. The motion passed unanimously.

Chair Way gave a brief overview of the administrative regulations status. Chair Way also reviewed a letter from the Joint Committee on Administrative Rules and Regulations as well as the draft response to that letter. Ms. Haas stated there will be a public hearing on the regulations on January 17, 2012 and then the Council can adopt them at the February meeting.

Chair Way, Ms. Wangemann and Ms. Haas will give an update of the council's work to the Senate Utilities Committee on January 23, 2012.

### **LCPA Transition Update**

Chair Way stated the KGGP will continue staffing the Federal Grant, draft the annual 2011 E911 report on wireless 911 fees received and expended; and assist the Council with finalization of the pending administrative regulations. The current 911 website domain name will be transferred by the League of Kansas Municipalities to the Council and all information content on the website will be transferred to KAC by January 1, 2012.

Ms. Wangemann stated the deadline for the RFP for banks to hold 911 funds was December 9<sup>th</sup> and they had currently received one response. Ms. Wangemann mentioned the LCPA would meet with banks next week. Chair Way advised that the Council is required to provide advice and consent to the LCPA on the establishment of the 911 state fund and the 911 state grant fund. It was the consensus of the Council that the Administration Committee may provide such consent on behalf of the Council.

Chair Way noted that the Department of Revenue will not be depositing prepaid wireless 911 fees into the 911 State Maintenance Fund as was originally proposed and will create an internal fund to receive the prepaid wireless fees which will then be transferred monthly to the LCPA. This change was made to address the statutory restrictions on use of 911 funds in the 911 State Maintenance Fund.

The joint LCPA requested to file an eighteen month audit to close the existing system. It was discussed and decided two separate audits should be submitted. The audits should cover fiscal year July 1, 2010 through June 30, 2011 and July 1, 2011 through December 31, 2011. The existing LCPA will be responsible for paying for both audits.

### **Technical Sub-Committee Report**

Mr. Vogt stated the Technical committee was working on the PSAP boundary layer and would be in contact with the PSAPs to get their basic information. He also noted he would work with Ms. Abbott on obtaining PSAP information.

### **Pilot Project Sub-Committee Report**

Ms. Haas stated the technical RFP was posted and a pre-bid conference is set for Tuesday, December 13, 2011. The deadline for final bids is January 3, 2012.

### **GIS Project Update**

Ms. Frye provided a handout (attached) that outlines the status of the GIS project. All data has been delivered to ProWest. ProWest identified some structures that have more than one address have the address points at different locations. ProWest suggests that placement of address points should be standardized. Another issue is the MSAG is missing street types. Ms. Frye stated the data could be cleaned up by training the local agency in charge of map maintenance.

### **Kimball Presentation**

Mr. Smith, with L.R. Kimball, provided a power point presentation on the National Status of Next Generation 911. A handout of the presentation is attached.

### **Adjournment and next meeting:**

With no further issues to discuss the meeting was adjourned at approximately 2:00 p.m. The Council's next meeting is February 3, 2012.

Notes prepared by Governor's Grants Program staff.