

KANSAS 911 COORDINATING COUNCIL

Docking State Office Building, Room 784
Topeka, KS 66612

Notes from October 7, 2011 Meeting

Council Members in Attendance:

Chair Walt Way
Michelle Abbott
Senator Pat Apple
Pat Collins
Jay Coverdale
Keith Faddis
Senator Marci Francisco
Jessica Frye
Dennis George
Representative Kyle Hoffman
Coleen Jennison
Chris Kelly
Larry Meyers
Chief Mike Napolitano
Kim Pennington
Jimmy Reed
Rob Roberts
Phillip Ryan
Jimmy Todd
Richard Vogt
Kim Winn
Absent: Representative Annie Kuether, Rebecca Rosenthal, Bob Boaldin

Others in Attendance:

Melissa Wangemann – KAC

Staff in Attendance:

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

Welcome

Chair Way called the meeting to order at approximately 11:00 a.m. Welcome and introductions were also done at this time.

Review & Approval of September 9, 2011 Minutes

Minutes of the September 9, 2011 meeting were reviewed. Senator Francisco recommended grammatical changes to the minutes. Mr. Reed made a motion to accept the changes and approve the minutes as amended. Mr. Collins seconded the motion. The motion passed unanimously.

Vice Chairman Nomination

Chair Way presented the nomination of Pat Collins as Vice Chairman of the Council. Mr. Reed made a motion to approve the nomination of Mr. Collins as Vice Chairman. Representative Hoffman seconded the motion. The motion passed unanimously.

Administration Committee Reports

Ms. Haas updated the Council on the rules and regulations on delinquent status penalties and the local collection point administrator requirements. The proposed rules and regulations have been approved by the Department of Administration (DOA) and sent to the Attorney General's Office for approval.

Ms. Haas also reported on the RFP for Local Collection Point Administrator (LCPA) selection. The RFP closed on September 27, 2011. The Procurement Negotiating Committee (PCN) is meeting after the full Council meeting. A consultant has been hired to help evaluate and lead the PCN in the LCPA selection process. Ms. Haas stated it is the goal of the PCN to have the LCPA selected by the next Council meeting on November 4, 2011. Once the PCN has selected the LCPA the selection must be approved by the Legislative Coordinating Council. Any questions regarding the RFP need to go through the Division of Purchases.

Operations Committee Reports

Ms. Abbott presented an online template for the PSAP reporting form. The Council discussed at length what should be reported on the form and what the legislature is requesting. The intended use of fund balance is being removed from the draft form and Senator Francisco questioned if the spending is less than the amount collected how will the legislature know the reason for the balance. Ms. Abbott stated the Operations Subcommittee is following statute and it only asks for the PSAP expenditures. Mr. Way stated the form is a good place to start and more information will be shared at the next meeting. Ms. Abbott is going to present the form at the APCO meeting to get their input and to let the PSAPs know what is expected of them under the new legislation.

Ms. Abbott also addressed the communications plan and stated information on the new legislation needs to be sent to PSAPs. She would like to make sure the points of contact for each PSAP are correct as well. She stated there have been some discrepancies about where the funds are directed and would like to define who runs the PSAPs and where the funds need to be sent. Chair Way stated the Operations Committee should draft a letter with the help of the Governor's Grants Program to the PSAPs notifying them of the changes. Also, the letter should inform the PSAPs that the Council is working on grant guidelines and applications. A copy of all PSAP correspondence should be sent to all Council members. Chair Way will send a copy to Council members of the Johnson County Resolution used to create a 911 Fund for the new 911 fees. Mr. Collins asked Ms. Wangemann if the LCPA had sent a letter to the telephone companies letting them know of the changes. Ms. Wangemann responded that is the responsibility of the new LCPA. Chair Way stated there will be a lot of confusion on remitting monies and they should be formally notified soon. He will develop a Notice to Telecommunications providers that will be sent to known telecommunications carriers providing service in Kansas. The current LCPA will send the Notice to carriers in its databases. The existing Kansas 911 website will be updated with documents approved by the Council and a new section will be added for the Telecommunications carriers.

Ms. Abbott spoke about the Massachusetts and North Carolina 911 websites. She stated they were very good websites and liked certain points on each site. She liked having a one stop shop without a lot of searching. Ms. Abbott stated not much could be done until the LCPA is selected.

Technical Sub-Committee Report

Mr. Vogt stated the Technical Committee and Pilot Project Committee will continue to meet together. He stated the Committee needs to get a sense of what is happening with PSAPs and to

make sure they get technology that works for them. Mr. Vogt also questioned how to communicate with the PSAPS. He doesn't think the subcommittees should communicate with PSAPs around the Council. Chair Way stated the Operations Committee is the primary liaison for the PSAPs and correspondence should go through them.

Pilot Project Sub-Committee Report

Mr. Coverdale presented an overview and timeline of the pilot project. The pilot subcommittee met prior to the 911 Coordinating Council meeting with members from the technical committee attending to get up to speed on the pilot project. The pilot subcommittee and the technical committee will continue to meet together as it concerns the pilot project. Mr. Coverdale stated the technical RFP is in final form and will be issued in November 2011. The award will be made by the end of the year and the pilot will begin 6 months of deploying components in January. Test calls will be conducted in July and a report detailing the results of the Pilot is due the end of August. The grant project will end September 30, 2012.

Ms. Frye provided a handout and overview of GIS data analysis. She explained the importance of accurate GIS data. Currently, GIS data is not being used to make 911 emergency call decisions rather PSAPs are using it as a visual resource. There are not standards for GIS development within the E911 grants. ProWest is the GIS project vendor and will identify problems with existing GIS data and provide a cost estimate for fixing the problems.

Guidance to PSAPs on Appropriate Usage of 911 Funds

Chair Way reviewed the handout on Guidance on 911 Funds Usage. He stated it is to provide more clarity to PSAPs on the appropriate use of funds. Senator Francisco suggested changing "has been" to "is" and also deleting "can be a judgment call". Ms. Frye suggested changing GIS "maps" to GIS "data". Ms. Winn suggested a disclaimer be added stating the document should not be considered legal advice. PSAPs should direct legal questions to their city or county attorney.

911 State Grant Fund Philosophy and Usage Criteria

Chair Way stated that it is his hope the grant funds will not be the mainstay for the PSAP. Mr. Smith agreed the grants should not be used for basic functionality. Best practices and a process of learning need to be implemented. Mr. Vogt stated there needs to be guidance for the PSAPs for future NG911 purchases.

Senator Apple said the Council needs to define what a region is. Also, an inter-local agreement could be given to each PSAP. Ms. Abbott mentioned Homeland Security had defined regions but they had changed recently to incorporate all of 316 and 620 area codes. Chair Way stated the Kimball report addressed regions but they weren't defined. Ms. Abbott suggested the Technical Committee look into defining regions. Chair Way asked for suggestions on how the Council can encourage regionalization. Senator Apple suggested looking at Mid America Regional Council (MARC) since they have counties working together. Mr. Smith suggested going to the APCO, Chief and Sheriff conferences to provide education. He stated there are a lot of variations from old perceptions. Mr. Roberts said the preferred future of 911 is the responsibility of the Council. Mr. Collins stated consolidation does not mean shutting down PSAPs but sharing resources. Mr. Smith said this is the perfect time to do this. Mr. Weichert asked for a list of all PSAPs with their location and size. He said he could show some regionalization by geography. Ms. Winn said she would send him the PSAP list. Ms. Abbott asked if where the services are coming from would be helpful. Mr. Weichert stated the more robust the information the better.

Criteria for 911 Fee Remittance by Service Providers to LCPA

Chair Way stated there needs to be correspondence with the telephone companies asking them where the funds are coming from and how they identify and get the funds back to the correct PSAP. The service provider members on the Council agreed to inquire as to the recommended methods to identify customer location information that will be remitted with 911 fees collected from customers and report that back to the Council.

Adjournment and next meeting:

With no further issues to discuss the meeting was adjourned at approximately 1:30 p.m. The Council's next meeting is November 4, 2011 at 11:00 a.m.

Notes prepared by Governor's Grants Program staff.