

2016 Work Plan for 911 Coordinating Council

Scheduled Council Meetings for 2016:
February 5, 2016 (Fri) (Web Conference)
March 4, 2016 (Fri) (Web Conference)
April 11, 2016 (Mon) (KS APCO – Topeka)
June 3, 2016 (Fri) (Web Conference)
August 5, 2016 (Fri) (Topeka)
October 17, 2016 (Mon) (KS APCO – Wichita)
December 2, 2016 (Fri) (Web Conference)

OBJECTIVES:

A. Performance of Statutory Council Responsibilities.

ACTIVITIES: Oversight of LCPA contract services; monitor 911 revenue collection and approve Council budget; identify Administrative Regulations needed; distribute prepaid wireless 911 fees in excess of \$2 million/year; provide guidance to PSAPs on use of 911 funds; monitor service provider compliance with 911 Act requirements and Regulation; Conduct annual review of LCPA. Complete competitive bidding process for LCPA services for 2017 and 2018.

DUE DATES:

February 26, 2016: Begin preparation of RFP specifications
June 3, 2016: LCPA annual review by Council
June 3, 2016: Present RFP specifications to Council for approval
October 17, 2016: Present recommendation for award of LCPA contract to Council
December 2, 2016: Present LCPA contract to Council for approval
Ongoing: For other activities
COMMITTEE ASSIGNED: Executive

B. Provide Annual Report to Legislative Committees, FCC and Profile Database

ACTIVITIES: LCPA compiles PSAP financial report information for 911 expenditures; Identify additional information for report content and prepare reports.

DUE DATES:

July 1, 2016: Profile Database update due.
July 31, 2016: FCC report due:
October 17, 2016: Draft Legislative report presented to Council.
December 2, 2016: Council approves final legislative report.
COMMITTEE ASSIGNED: Executive

C. Facilitate Communication Between the Council and Its Stakeholders

ACTIVITIES: Oversight of Council's Communications Plan and web-site services to provide timely and relevant information to PSAPs and to provide access by stakeholders to information, guidance, standards, and general information from the Council; facilitate training standard discussion with PSAPs; assist in provision of technical guidance to PSAPs; coordinate PSAP Liaison services and activities; review annual PSAP financial report submittals for compliance with 911 Act.

DUE DATES:

March 1, 2016: PSAP financial expenditure reports due.
April 11, 2016: Present preliminary report of expenditure review to Council
June 3, 2016: Present final report of expenditure review to Council
Ongoing: For other activities
COMMITTEE ASSIGNED: All Committees

D. Statewide Strategic Plan for Implementation of NG911 Services

ACTIVITIES: Evaluate strategies and recommendations of Strategic Plan update, due February 26, 2016; Accept and/or modify strategies, timelines, priorities, fiscal objectives, and staff recommendations; facilitate multi-jurisdictional implementation efforts identified in plan; take specific actions to implement strategies and goals in the plan; evaluate any legislative action needed to implement strategies; monitor plan implementation progress and update it with accomplishments, revised priorities, and changes in strategies and goals.

DUE DATES:

February 28, 2016: Updated Strategic Plan draft due.

March 4, 2016: Council review of updated Plan draft. Council approval of specific actions to implement Plan strategies.

April 11, 2016: Council adoption of updated Strategic Plan.

October 6, 2016: Executive Committee Strategic Planning Workshop

COMMITTEES ASSIGNED: All Committees

E. Support Legislative Post Audit

ACTIVITIES: Provide support to the statutorily required Legislative Post Audit process including participation in procurement of an LPA auditor, providing data to the auditor, and liaising with PSAPs as necessary for follow-up documentation.

DUE DATES:

August – December, 2016: Legislative Post Audit support activities as requested

December 2, 2016: Present LPA report to Council

COMMITTEES ASSIGNED: Executive and Operations

F. Create and Adopt Statewide NG911 System Policy and Public Education Plan For Text-To-911

ACTIVITIES: Develop policy and a public education plan for Text-to-911 on the statewide NG911 system. Present policy to stakeholders through outreach programs at stakeholder conferences and regional outreach meetings. Develop and deliver public education in accordance with the plan.

DUE DATES:

March 4, 2016: Present Text-to-911 policy and public education plan to Council for approval

Ongoing: Develop and deliver public education in accordance with the plan. Outreach to stakeholders.

COMMITTEES ASSIGNED: Executive and Operations

G. Create and Adopt Public Safety Dispatch Center Inclusion Policy For the Statewide NG911 System.

ACTIVITIES: Develop statewide NG911 System policy for PSDC inclusion in accordance with recommendations of the PSDC Inclusion Working Group. Present policy to stakeholders through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

March 4, 2016: Present PSDC inclusion policy to Council for approval

Ongoing: Outreach to stakeholders.

COMMITTEES ASSIGNED: Executive and Operations

H. Procure Consulting Services For Development of Telecommunicator Training Curriculum

ACTIVITIES: Evaluate responses to RFP for consulting services to create Telecommunicator training curriculum. Present recommendation for contract award. Assist contractor in development of the curriculum. Outreach to stakeholders to socialize developed curriculum through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

March 4, 2016: Present RFP award recommendation for training curriculum development to Council.

June 3, 2016: Present Telecommunicator Training curriculum to Council for adoption

Ongoing: Outreach to stakeholders

COMMITTEES ASSIGNED: Operations

I. Procure Training Records Management Software

ACTIVITIES: Evaluate responses to RFP for training records management software. Present recommendation for contract award. Develop policy and procedure for training records management. Present policy and procedure to stakeholders through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

March 4, 2016: Present RFP award recommendation for training records management software.

June 3, 2016: Present contract award to Council for adoption

Ongoing: Outreach to stakeholders. Implementation of software, policy and procedure

J. Develop Recommended Training Standards For PSAP Administrators, Supervisors, and Certified Training Officers (CTO)

ACTIVITIES: Review developed national minimum training standards. Outreach to PSAP community for input in developing statewide training standards for Administrators, Supervisors, and CTOs. Begin to plan for training standards, what will the standards be, how will the training be made available to the PSAP community, how will verification of required training be monitored, etc. Prepare draft recommendation for training standards. Present adopted training standards to stakeholder community through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

October 17, 2016: Present draft training standards for PSAP Administrators, Supervisors, and CTOs to Council.

December 2, 2016: Present training standards to Council for adoption

COMMITTEES ASSIGNED: Operations and Training Sub-Committee

K. Present Standards For Training of PSAP Personnel, Certification and Verification Procedures to PSAP Jurisdictions

ACTIVITIES: Provide educational outreach to local PSAP Jurisdictions and stakeholders on minimum training standards, certification and verification procedures through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

Ongoing throughout 2016.

COMMITTEE ASSIGNED: Operations and Training Sub-Committee

L. Statewide Backup, Training and Testing PSAP Development

ACTIVITIES: Plan, develop and activate a statewide backup, training and testing PSAP on the statewide call handling system.

DUE DATES:

February 5, 2016: Present statewide backup, training and testing PSAP development plan to Council. Have installation, test and turn up of Test PSAP scheduled.

December 2, 2016: Status report on Test PSAP project.

COMMITTEE ASSIGNED: Operations and Executive

M. Continue Implementation of System Design and Migration Plan as Defined by Consulting Services Contract and GIS Contract.

ACTIVITIES: Continue migration of PSAPs onto the statewide NG911 System pursuant to the migration plan. Review training, change management, risk management, governance

and maintenance plans for any necessary modifications. Present modifications of plans and policies to stakeholder community through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

December 2, 2016: Present any changes in policy documents to Council for adoption.

Ongoing: Migration of PSAPs throughout 2016. Outreach to stakeholders.

COMMITTEES ASSIGNED: All Committees

N. Develop Three to Five Year Technical Roadmap

ACTIVITIES: Develop and present a three to five year technical roadmap for enhancement of the statewide NG911 System. Present technical roadmap to stakeholder community through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

October 17, 2016: Present draft of technical roadmap to Council for adoption

Ongoing: Outreach to stakeholder community

COMMITTEES ASSIGNED: Technical

O. Implement GIS Data Maintenance Workflow

ACTIVITIES: Implement GIS data maintenance workflow, including use of the Council's web portal to accept GIS data uploads and enhancement of the GIS Toolbox. Present workflow, modifications to workflow and general GIS maintenance training to stakeholder community through outreach programs at stakeholder conferences and regional outreach meetings quarterly.

DUE DATES:

March 31, 2016: Implement workflow with GIS data maintainers and stewards.

Ongoing: Outreach to stakeholder community

COMMITTEES ASSIGNED: GIS

P. Conduct Spatial Interface Trade Study For Statewide NG-911

ACTIVITIES: Conduct Spatial Interface (SI) trade study to evaluate the methods of provisioning GIS data to the SI and from the SI to the various i3 databases for geospatial call routing. Present findings to the Council for action.

DUE DATES:

October 17, 2016: Present findings from trade study and recommendations to Council for action.

December 2, 2016: Report on progress of action items to Council

COMMITTEES ASSIGNED: GIS and Technical

Q. Develop refresh plan and cost sharing plan for statewide aerial imagery

ACTIVITIES: Develop a plan for cost sharing the refresh of statewide aerial imagery, including a buy-up option for higher resolution imagery. Present the plan to the Council for action. Present the plan to stakeholder community through outreach programs at stakeholder conferences and regional outreach meetings.

DUE DATES:

April 11, 2016: Present plan to Council for approval

Ongoing: Present plan to stakeholder community

COMMITTEES ASSIGNED: GIS

R. Vesta Map Implementation Support Including Network Addressable Storage (NAS) Device Deployment

ACTIVITIES: Continue Vesta Map implementation support for statewide NG911 system. This includes template creation and maintenance and NAS device creation and support for imagery storage.

DUE DATES:

Ongoing for all activities
COMMITTEES ASSIGNED: GIS

S. Ensure that appointments for Coordinating Council Positions are made.

ACTIVITIES: Appointments to the Coordinating Council having a term limit of three years will be expiring on June 30, 2016. This will affect Council Members Chris Stratmann, Mike Leiker, and Lance Royer. The Coordinating Council will ensure that these positions are filled by the Governor's office. Provide orientation training to any new Council Members resulting from these appointments.

DUE DATES:

May 6, 2015: Provide names to Governor's Office for appointments.

August 12, 2015: Orientation training if needed.

COMMITTEE ASSIGNED: Executive

T. Quarterly Meetings for outreach to PSAPs on various topics

ACTIVITIES: Hold quarterly outreach meetings to address topics such as GIS, NG911 architecture, i3 services, policy and procedures, minimum training standards, funding philosophy, or other topics as necessary.

DUE DATE:

March 31, 2015;

June 30, 2015;

September 30, 2015;

December 31, 2015

COMMITTEES ASIGNED: All Committees

December 31, 2016: Legislature's Division of Post Audit will have completed an audit of the 911 system as set out in KSA 12-5377(c) .

2019 Legislative Session: Legislature shall review the 911 Act (KSA 12-5377(d)).

911 Coordinating Council Calendar of Events

<i>Date</i>	<i>Activity</i>
February 5, 2016	Present project plan for backup, training and testing PSAP to Council
February 26, 2016	Begin work on RFP specifications for LCPA services
February 26, 2016	Updated Strategic Plan draft due
March 1, 2016	PSAP financial expenditure reports due
March 4, 2016	Council review of updated Strategic Plan draft. Council approval of specific actions to implement Plan strategies
March 4, 2016	Present Text-to-911 policy and public education plan to Council for approval
March 4, 2016	Present PSDC inclusion policy to Council for approval
March 4, 2016	Present RFP award recommendation for training curriculum development to Council
March 4, 2016	Present RFP award recommendation for training records management software
March 31, 2016	Implement workflow with GIS data maintainers and stewards.
March 31, 2016	1st Quarter Outreach meetings conducted by this date
April 11, 2016	Present preliminary report of expenditure review to Council
April 11, 2016	Council adoption of updated Strategic Plan
April 11, 2016	Present refresh and cost-sharing plan for aerial imagery to Council for approval
May 6, 2016	Provide names to Governor's Office for appointment of expiring Council memberships
June 3, 2016	LCPA annual review by Council
June 3, 2016	Present RFP specification for LCPA services to Council for approval
June 3, 2016	Present final report of expenditure review to Council
June 3, 2016	Present draft Telecommunicator training curriculum to Council for approval
June 3, 2016	Present training records management software contract to Council for approval
June 30, 2016	2nd Quarter Outreach meetings conducted by this date
July 1, 2016	Profile Database update due
July 31, 2016	FCC report due
August 5, 2016	Orientation training for new Council members if needed
August - December, 2016	Legislative Post Audit support activities as requested
September 30, 2016	3rd Quarter Outreach meetings conducted by this date
October 6, 2016	Executive Committee Strategic Planning Workshop
October 17, 2016	Present recommendation for award of LCPA contract to Council
October 17, 2016	Draft Legislative report presented to Council
October 17, 2016	Present draft training standards for PSAP Administrators, Supervisors, and CTOs to Council

October 17, 2016	Present draft of technical roadmap to Council for adoption
October 17, 2016	Present findings from trade study and recommendations to Council for action
December 2, 2016	Present LCPA contract to Council
December 2, 2016	Council approves final legislative report
December 2, 2016	Present LPA report to Council
December 2, 2016	Present training standards for PSAP Administrators, Supervisors, and CTOs to Council for adoption
December 2, 2016	Present any changes in policy documents to Council for adoption
December 2, 2016	Provide status report of backup, training and testing PSAP project to Council
December 2, 2016	Report on progress of action items from trade study recommendations to Council
December 31, 2016	4th Quarter Outreach meetings conducted by this date