

## 2017 Work Plan for 911 Coordinating Council

### Scheduled Council Meetings for 2017:

- February 3, 2017 (Fri) (Web Conference)
- March 3, 2017 (Fri) (Web Conference)
- April 10, 2017 (Mon) (KS APCO – Overland Park)
- June 2, 2017 (Fri) (Web Conference)
- August 11, 2017 (Fri) (Topeka)
- October 9, 2017 (Mon) (Joint Conference with KS APCO – TBD)
- December 1, 2017 (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.

#### DUE DATES:

June 2, 2017: LCPA annual review by Council

October 9, 2017: Present draft of Budget and Workplan for 2018 to Council

December 1, 2017: Adopt 2018 Budget and Workplan

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, 2017: Profile Database update due.

July 31, 2017: FCC report due:

October 9, 2017: Draft Legislative report presented to Council.

December 1, 2017: 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, 2017: PSAP financial expenditure reports due.

June 2, 2017: Present preliminary report of expenditure review to Council

October 9, 2017: 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 28, 2017; 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:**

January 15, 2017: Updated Strategic Plan draft provided to Council.

February 3, 2017: Council adoption of updated Strategic Plan.

September 6-7, 2017: Executive Committee Strategic Planning Workshop

September 27, 2017: Work Plan and Budget Planning Workshop

October 9, 2017: 2018 Draft Work Plan and Budget presented to Council

December 1, 2017: 2018 Work Plan and Budget adopted by Council

**COMMITTEES ASSIGNED:** All Committees

**E. Create and Adopt Statewide NG911 System Policy and Public Education Plan For Real-Time-Text (RTT)-to-911**

**ACTIVITIES:** Develop policy and a public education plan for RTT-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. Continue public education for Text-2-911.

**DUE DATES:**

June 2, 2017: Present RTT-to-911 policy and public education plan to Council for approval

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

**COMMITTEES ASSIGNED:** Executive and Operations

**F. Planning and Implementation of migration to Nationwide ESINet**

**ACTIVITIES:** Plan and implement the migration of the Statewide NG911 System to the Nationwide ESINet, including geospatial routing and other i3 services.

**DUE DATES:** Ongoing for all activities

**COMMITTEES ASSIGNED:** All Committees

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

**ACTIVITIES:** Adopt statewide NG911 System policy for PSDC inclusion. Present policy to stakeholders through outreach programs at stakeholder conferences and regional outreach meetings.

**DUE DATES:**

February 3, 2017: Present PSDC inclusion policy to Council for approval

Ongoing: Outreach to stakeholders.

**COMMITTEES ASSIGNED:** Executive and Operations

**H. Implement Learning Management System (LMS)**

**ACTIVITIES:** Work with PSAPs to identify PSAP personnel for entry into the chosen LMS system. Provide training to PSAP personnel for use of the chosen LMS through outreach meetings. Develop Council specific trainings to be delivered through the chosen LMS system. Develop policy and procedure for use of LMS.

**DUE DATES:**

January 31, 2017: Have initial PSAP personnel identified and entered into LMS

Ongoing: Training outreach to stakeholders and development of trainings. Implementation of software, policy and procedure.

**I. 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 9, 2017: Present draft training standards for PSAP Administrators, Supervisors, and CTOs to Council.

December 1, 2017: Present training standards to Council for adoption

COMMITTEES ASSIGNED: Operations and Training Sub-Committee

**J. 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 1, 2017: Present any changes in policy documents to Council for adoption.

Ongoing: Migration of PSAPs throughout 2017. Outreach to stakeholders.

COMMITTEES ASSIGNED: All Committees

**K. Plan and Implement Cybersecurity Enhancements**

ACTIVITIES: Ongoing monitoring of emerging cybersecurity threats and implementation of plans to reduce associated risks.

DUE DATES:

October 11, 2017: AT&T Security Audit

Ongoing: All activities

**L. 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: Ongoing: Outreach to stakeholder community

COMMITTEES ASSIGNED: Technical

**M. Acquire refreshed statewide aerial imagery**

ACTIVITIES: Develop a plan for the refresh of statewide aerial imagery, including a potential 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. Issue an RFP for procurement of refreshed imagery. Execute contract for refreshed imagery.

DUE DATES:

February 15, 2017: Present plan to Council for approval

April 15, 2017: Begin RFP process for procurement

August 1, 2017: Execute contract for refreshed imagery (contract period 7/31/2018 – 7/31/2021)

Ongoing: Present plan to stakeholder community

COMMITTEES ASSIGNED: GIS

**N. Vesta Map Implementation Support Including Network Addressable Storage (NAS) Device Deployment and Refresh**

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. Develop NAS technology refresh plan.

DUE DATES:

October 9, 2017: Present draft NAS technology refresh plan to Council

December 1, 2017: Adopt NAS technology refresh plan

Ongoing for all other activities

COMMITTEES ASSIGNED: GIS

**O. Ensure that appointments for Coordinating Council Positions are made.**

ACTIVITIES: Fifteen (15) appointments to the Coordinating Council having a term limit of three years will be expiring on June 30, 2017. This will affect Council Members Mike Albers, Kerry McCue, Robert Cooper, Frank Denning, Josh Michaelis, Kathy Kuenstler, Michele Abbott, John Fox, Robert Boyd, Jay Coverdale, Rusty Griffin, David Cowan, Keith Faddis, Jimmy Todd, and Larry Dexter. 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:

April 7, 2017: Provide names to Governor's Office for appointments.

August 11, 2017: Orientation training if needed.

COMMITTEE ASSIGNED: Executive

**P. Meetings for outreach to PSAPs on various topics**

ACTIVITIES: Hold outreach meetings to address topics such as GIS, NG911 architecture, i3 services, policy and procedures, Vesta and Vesta Locate, funding philosophy, and other topics as necessary.

DUE DATE:

March 1, 2017;

June 1, 2017;

September 1, 2017;

December 1, 2017

COMMITTEES ASIGNED: All Committees

**December 31, 2019:** 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

<b><i>Date</i></b>	<b><i>Activity</i></b>
January 15, 2017	Updated Strategic Plan provided to Council
January 31, 2017	Initial PSAP personnel identified and entered into LMS
February 3, 2017	Council adoption of 2017 Strategic Plan
February 3, 2017	Approve PSDC Inclusion Policy
March 1, 2017	PSAP financial expenditure reports due
March 1, 2017	Outreach meeting
March 1, 2017	Outreach meeting - various topics
April 7, 2017	Provide names to Governor's Office for Council appointments
April 7, 2017	Recommend names to Governor's Office for appointment to Council
June 1, 2017	Outreach meeting
June 1, 2017	Outreach meeting - various topics
June 2, 2017	LCPA annual review by Council
June 2, 2017	Present preliminary report of expenditure review to Council
June 2, 2017	Approve RTT-to-911 policy and public education plan
July 1, 2017	911 Profile Database update due
July 31, 2017	FCC Net Report due
August 11, 2017	New Council member orientation training
August 11, 2017	Orientation training for new Council Members (if needed)
September 1, 2017	Outreach meeting
September 1, 2017	Outreach meeting - various topics
September 6 -7, 2017	Adopt 2017 Strategic Plan
September 27, 2017	Workplan and Budget Planning Workshop
October 11, 2017	AT&T Security Audit
October 9, 2017	Present draft of 2018 Budget and Workplan to Council
October 9, 2017	Present draft legislative report to Council
October 9, 2017	Present final report of expenditure review to Council
October 9, 2017	2018 Workplan and Budget drafts presented to Council
October 9, 2017	Draft training standards for Administrators, Supervisors and CTOs presented to Council
October 9, 2017	Draft NAS technology refresh plan presented to Council
December 1, 2017	Adopt 2018 Budget and Workplan
December 1, 2017	Approve final legislative report
December 1, 2017	2018 Workplan and Budget adopted by Council
December 1, 2017	Approve training standards for Administrators, Supervisors and CTOs
December 1, 2017	All changes to policy documents presented to Council for approval
December 1, 2017	Approve NAS technology refresh plan
December 1, 2017	Outreach meeting
December 1, 2017	Outreach meeting - various topics

