

ADOPTED POLICIES
OF
THE KANSAS 911 COORDINATING COUNCIL

Policy 1. Use of 911 Fees. The 911 Coordinating Council has outlined the appropriate uses of 911 fees as allowed by Kansas law. The uses are detailed in two documents, which are hereby incorporated by reference: *Guidance for Use of 911 Funds Philosophy* and *Frequently Asked Questions: Allowable Uses of 911 Fees*. (See February 3, 2012 minutes.)

Policy 2. Minimum Payments of 911 Fees to PSAPs. The 911 Coordinating Council determined that minimum payments to PSAPs of \$50,000 – as prescribed in Kansas law --- shall be achieved as follows:

KAC shall distribute payments in a quarterly fashion on an accrual basis, with quarters defined by when the telecommunications customer is billed. March 2012 marks the end of the first quarter, and the first quarterly distribution would be sent to the PSAPs in mid-May 2012.

If a PSAP needs further assistance, the Administration Committee may authorize an advance of up to two months of revenues. (See December 9, 2011 and March 23, 2012 minutes.)

Policy 3. Counties without PSAPs. The 911 Coordinating Council determined that a county without a PSAP within it is nevertheless eligible for 911 funds, but those funds must be distributed to the PSAP that dispatches for the county. An interlocal agreement must exist between the PSAP and the served county, which agreement shall be provided to the LCPA so it knows where to direct the 911 funds. (See December 9, 2011 minutes.)

Policy 4. PSAP Reporting Requirements; Effects of Noncompliance on Grants. The 911 Coordinating Council determined that priority for grants offered in 2013 would go to those PSAPs that submit the required report in 2013 and who provide supplemental information when requested. The Council will provide notice when providing PSAPs the report form in 2013 that noncompliance with the reporting requirements will affect their eligibility for grants. (See March 23, 2012 minutes.)

Policy 5. Reimbursement of 911 Coordinating Council Expenses. The LCPA receives the bill for 911 Coordinating Council expenses and submits it to the chairman of the Council for approval. After authorization to pay the bill is given by the chairman, the LCPA pays the bill, keeping a record of the transaction. (See March 23, 2012 minutes.)

Policy 6. Grant Funds Distribution. The 911 Coordinating Council is authorized to distribute 911 grant funds to entities other than PSAPs, in the development and the implementation of Next Generation 911 services. (See March 23, 2012 minutes.)

Policy 7. Travel Policy. Members of the 911 Coordinating Council are authorized to travel on behalf of the Council. Any travel expenditure should be 1. incorporated into the annual budget and 2. approved by the Council. Council members will be reimbursed for expenses relating to hotel, airfare, baggage fees, parking, local transportation (i.e., shuttle, taxi). Meal expenses should not exceed the GSA per-diem rate for the destination city. All expenses will be reimbursed by the LCPA upon submission of receipts. The Council will pay directly for any registration fees relating to conferences or meetings. (See May 17, 2013 minutes.)