

Kansas 911 Coordinating Council
Minutes from the October 15, 2012 Meeting
APCO Conference, Topeka, Kansas

The meeting was convened at the Ramada Inn, Topeka, Kansas

Attendance

Members Present: Chair Walt Way, Michele Abbott, Sen. Pat Apple, Bob Boaldin, Pat Collins, Jay Coverdale, Keith Faddis, Sen. Marci Francisco, Jessica Frye, Rep. Kyle Hoffman, Chris Kelly, Mike Napolitano, Kim Pennington, Rebecca Rosenthal, Jimmy Reed, Phillip Ryan, Jimmy Todd, Richard Vogt.

Members Absent: Coleen Jennison, Rep. Annie Kuether, Rob Roberts, Gary Smith, Larry Meyers and Kim Winn.

Others Present: Melissa Wangemann and Dana Wethington of KAC, Jim Shinpaugh and Liz Cole with Critical Mission Partners; APCO members.

Proceedings

The Council took a group photo before beginning their meeting at 1:08 p.m. Chair Walt Way called the meeting to order.

Chairman Way shared the logo which he developed on behalf of the Council and there were no objections to using it on Council documents.

Mike Napolitano moved for approval of the September 6, 2012 meeting minutes. Jimmy Reed seconded the motion and the motion passed.

Melissa Wangemann reviewed the chart of PSAP disbursements from January through August 2012, noting the primary payments, back payments and minimum quarterly payments. Three companies still need to provide data on customer locations so that the correct distributions can be made. She also noted that the amounts distributed reflect 63.64% of those amounts projected by Legislative Research under SB 59 during the 2011 session. Given that eight months of the twelve-month year have been distributed, the projected rate percentage would be 66%, so the actual number is very close. Chairman Way also noted that not all monies collected are distributed, so the percentage of collections could be closer to the estimate.

Melissa Wangemann reviewed the audit of the LCPA, conducted from July 1, 2011 to June, 2012. She outlined the comments from CPA Brenda Flanagan, who reviewed the audit with the

Administrative Committee earlier in the day. She reviewed the Statement of Cash and Receipts, and outlined the significant deficiency found in the management letter. She also outlined the changes KAC will make to address the deficiency: process reimbursements twice per month; KAC accountant Arnetta Boyce will do a book transfer before paying the reimbursement or bill; Arnetta Boyce will provide a copy of the book transfer when she returns the paid invoice to Melissa Wangemann; and lastly, Melissa Wangemann will review an end-of-the-month account reconciliation.

Melissa Wangemann reviewed the 911 Coordinating Council expenditures against the budget. Chairman Way discussed the need for more specific budgetary information so that the Council can appropriately budget for 2013. He also noted that the Administrative Committee discussed the need to budget for a liaison position to help with implementation of NG911 and supported budgeting funds for that purpose.

Chairman Way said the Administration Committee in budgeting for the Council for 2012 is \$224,251 to include reimbursement for council meetings and separate committee meetings, Kansas Register meeting posting fees, LCPA contract, audit and \$50,000 matching funds for the federal grant (although actual costs there are about \$12,000). Under the statute the Council's annual operating budget may not exceed 1.5% of the total 911 revenues received in a year or approximately \$300,000 that was estimated for 2012. The Council had about \$75,000 of uncommitted funding that would have been available to it. The Administration Committee discussed the 2013 budget for the Council and is looking into the cost-per-council meetings. The committee agreed on seven meetings again this year and roughly the same timeframe during the year. A suggestion was made to add a registration fee line item to cover NENA and a few other conferences that are important for the education of the Council's membership. The committee talked about upgrading the reporting method for the annual PSAP report and there was consideration for a budget item to get a specialist to build a report that would be online. The committee also talked about having a liaison function to serve the council and be the liaison with the PSAPs as an information resource and facilitator and Chairman Way will prepare a cost estimate with a new budget proposal and recirculate it among the Council members in the next few weeks. Chairman Way invited comments about the budget and Michele Abbott said the Operations Committee would like budget consideration for training and conferences, especially for GIS training, , and she will send more information to Chairman Way. He said a budget proposal will be presented to the Council at the December 7 meeting.

Walt Way said the consensus seemed comfortable with the number of meetings held in 2012, but that more teleconferenced meetings may be used to ease travel concerns for members. He invited Council members to contact him about budget questions or suggestions.

Chairman Way moved onto the Operations Committee Report. Michele Abbott reported that the GIS Survey went out from Jessica Frye via the Local Collection Point Administrator, and she had not received one. She noted that two PSAP directors at the conference said they did not receive the surveys. She said they would do personal follow-up with those who do not respond. She said her committee questioned whether the communications with PSAPs should be only electronic; follow-up letters and phone calls might be used in the future to ensure responses.

Michele Abbott said the committee also discussed whether the annual PSAP report should go further down the line, such as to the governing body, but preferred a personal phone call to the PSAPs.

Michele Abbott discussed the PSAP annual report, noting that of the 118 PSAPS, 96 PSAP reports were received, with 22 PSAPs providing no response.

She said that the annual report was sent with a cover letter and also advertised via APCO and Facebook. She noted that they had questions about \$53,626 in 911 expenditures and only felt that \$28,036 was inappropriate. That reflects .24 % of inappropriate expenditures. She said her committee came up with requirements for the annual PSAP report form that she forwarded to the LCPA on the Friday before the meeting. Melissa Wangemann asked for a document specifying the requirements to ensure good communication on the form requirements. Michele Abbott said her committee reviewed the website, the budget, and the work plan, and her committee questioned how they would participate in the grant program. Michele Abbott also said that APCO would like to involve the 911 Council in its spring meeting with a round table or other interactive meeting.

Michele Abbott said she was approached by the Office of Emergency Communications who said they have a federal technical assistance grant and she was asked if anyone would be interested in applying for the grant. If anyone wants to pursue the grant, they should contact Michele.

Chairman Way asked Ivan Weichert to review the one-map legislation, which was inadvertently left off of the agenda. Ivan Weichert explained the purpose of the legislation. The GIS policy board had operated under Executive Order since 1989, and that group requested legislation to move the policy board from Executive Order to Legislation. HB2175 established the GIS Policy Board of 23 members and Ivan Weichert has been designated the Geographic Information Officer and his role is to help develop policies, standards and procedures. Kansas One-Map would consolidate state agencies' GIS information and data that is consistent and dependable

so that it can be shared across the state. It's immediately beneficial to the 911 Coordinating Council because it is the groundwork for achieving data assets throughout the state.

Chairman Way moved to the Technical Committee Report. Richard Vogt discussed the GIS Request For Information. He said Project 1 is the gap analysis and QAQC; Project 2 is remediation. Richard Vogt and Jessica Frye noted that they did not receive any edits from Council members to the RFI and it is ready for distribution. He said the GIS data forms the foundation for the Next Generation 911. Pat Collins moved and Kim Pennington seconded a motion to issue the RFI, and the motion passed. Richard Vogt said they would discuss the survey results at the December meeting. Jessica Frye will send Melissa Wangemann a list of all outstanding surveys later in the week and the LCPA will follow up with those PSAPs that have not completed the survey. Kim Pennington said she hopes that the RFI can be issued before the next council meeting.

Chairman Way asked Melissa Wangemann to give an update on the federal grant regulation. She noted that the regulation will be heard November 26 by the Joint Committee on Administrative Rules and Regulations. The Council will hold a public hearing on the regulation November 27. The regulation allows application for and receiving a federal grant should one become available.

Chairman Way asked Bob Boaldin, Mike Napolitano and Melissa Wangemann about their progress on the 911 grant fund application. They are continuing to update the application to include samples and budget narratives relevant to NG911. The full Council will review the application form at the December 7 meeting. The Technical and Operations committees will have the first review of the applications to screen them. There was discussion about duration of reporting on equipment purchased through the grant and that such information should be on the form.

Chairman Way noted that the Administrative Committee reviewed topics for the 2013 budget and work plan earlier in the day, and that draft documents for the budget and work plan will be forwarded to Council members prior to the December 7th meeting.

Chairman Way said the Administrative Committee discussed preparing the annual legislative report in December for delivery to the legislature in January. Sen. Marci Francisco said January would be a good time to have a hearing on 911 annual report. Sen. Pat Apple said educating new legislators on 911 will be necessary, and that submission of a report early in the year would be helpful with that regard. There was a consensus of agreement that the annual report should be sent to the Kansas Legislature in January.

Chairman Way outlined the grant process as proposed by the Administrative Committee: By April 1, the Council should receive the strategic plan to guide Council investments; Around May 1st, begin the application process for grants, and before July, award grants to eligible entities. There was discussion about awarding grants before July 1, which would be timely in the budget cycles of most jurisdictions to factor it into their 2014 budget processes.

Chairman Way asked about the appropriate number of meetings for the next year. Members concurred that Fridays seem to work best for meetings with committees meeting at 11 a.m. and the Council meeting at 1 p.m. Michele Abbott suggested moving meetings to other parts of the state and continuing to coordinate meeting dates with the APCO meetings at least once a year. Kim Pennington noted that the spring APCO conference will be in Wichita on April 7-9, 2013.

Chairman Way noted that the State Interoperability Executive Council (SIEC) asked for a Council member to be appointed to serve on the SIEC. Chairman Way appointed Chris Kelly to the SIEC which will have delegated responsibilities for implementation of FirstNet, a subset of the Broadband Initiative to provide service to rural and underserved areas.

There was discussion on the contract with Mission Critical Partners who have been selected to develop the NG911 Strategic Plan for the Council. Michele Abbott moved and Jimmy Reed seconded the motion to use 911 State Grant funds to pay for the contracted services from Mission Critical Partners. The motion passed. Jim Shinpaugh and Liz Cole with Critical Mission Partners gave a presentation regarding NG911 for the Coordinating Council and outlined the transition process that will occur over the next 3-5 years.

The meeting was adjourned at 2:56 p.m.