



Kansas NG9-1-1

Regular Council Meeting Minutes

Friday, December 2, 2016

1 Call To Order

Chairman Heitschmidt called the Kansas 911 Coordinating Council (“Council”) meeting to order at 11:03a.m.

2 Roll Call

Council Members in Attendance

Michele Abbott, Michael Albers, Rep. John Alcala, Jay Coverdale, David Cowan, Frank Denning, Chairman Dick Heitschmidt, John Fox, Sen. Marci Francisco, Mike Leiker, Kerry McCue, Bob McLemore, Josh Michaelis, Ken Nelson, Lance Royer, Colonel Chris Stratmann, Jimmy Todd, and Ellen Wernicke.

Council Members Absent

Robert Boyd, Robert Cooper, Larry Dexter, Rep. Kyle Hoffman, Kathryn Kuenstler, and Rusty Griffin.

Also in Attendance

Troy Briggs, Scott Ekberg, Melissa Wangemann, Phill Ryan, and Randall White.

3 Approval of Minutes

Chairman Heitschmidt asked the Council members to review the October minutes. Josh Michaelis moved to amend the minutes to reflect that Michael Albers was in attendance, and Frank Denning seconded the motion. The motion passed. On a motion by Frank Denning to approve the amended minutes, seconded by Lance Royer, the motion to adopt the minutes passed.

4 Approval of Agenda

5 Presentations

5.1 LCPA Report

Chairman Heitschmidt called on Melissa Wangemann to give the Local Collection Point Administrator (LCPA) report. Ms. Wangemann, Kansas Association of Counties (KAC), provided the distribution chart showing the 911 fees sent to the PSAPs and discussing the total as of November, 2016. She also reviewed the handout outlining the budget versus the actual expenditures of the Council. She also noted that she just received the audit of the LCPA from the CPA firm, which she forwarded shortly before the beginning of the Council meeting.



The Council discussed whether to delay the discussion until the February, 2017, meeting. Senator Marci Francisco suggested that other members of the Council review it before the end of the meeting because it is a short review, and she suggested deferring action on the audit until the end of the meeting.

5.2 Chairman Report

LCPA. Chairman Heitschmidt provided the Executive Committee report. He reviewed the process of selecting a new LCPA, noting the decision to select Nonprofit Solutions Inc. (NSI) will go to the Legislative Coordinating Council (LCC), December 12, 2016. Senator Francisco asked if the transition was going well, and Chairman Heitschmidt said that KAC and NSI met on November 30, 2016, and that meeting went well. Chairman Heitschmidt said if the LCC approves the contract December 12, 2016, NSI will assume the contract January 1, 2017. Chairman Heitschmidt also reviewed the new council appointments, noting that Sheriff Denning will be retiring, and the Senate Majority party representative still needs to be appointed. Chairman Heitschmidt also mentioned that he erroneously listed Lance Royer as going off the Council because he no longer heads the Shawnee County PSAP. But he corrected that item on the agenda noting that Lance Royer may remain on the Council. Chairman Heitschmidt also discussed the Legislative Post Audit, which has been completed and will be presented to the Legislative Post Audit Committee on December 7, 2016. Scott Ekberg noted that Sheriff Troy Briggs has been recommended for the Kansas Sheriffs Association's appointment to the Council.

Dickinson County MOU. Chair Heitschmidt mentioned the work that Sherry Massey does for the Council. He said that 60-65% of her job is spent on Council work. Chairman Heitschmidt discussed the Memorandum of Understanding (MOU) that he and Dickinson County drafted, which would help cover Sherry Massey's costs. Ken Nelson noted the expertise that Sherry brings to the Council, both for 911 and GIS. Michele Abbott moved to enter into the MOU with Dickinson County, and Frank Denning seconded the motion. Senator Francisco asked if the contract will be reflected in the 2017 budget. Chairman Heitschmidt said it would be reflected in the budget. Senator Francisco asked if this contract should be bid. Sheriff Denning said the Council has already used Sherry Massey's services and the Council is reimbursing the county for the previous year of work. Chair Heitschmidt said he would visit with the Attorney General or Department of Administration (DoA) to acquire legal advice on the contract, given the questions that have arisen. The motion was withdrawn by Michele Abbot and Frank Denning.

Attorney General MOU. Chair Heitschmidt reviewed the MOU with the Office of Attorney General where they would enter into an agreement with the Attorney General for legal services. He suggested placing \$5,000 in the upcoming budget to cover the costs. Lance Royer asked why the Council would be paying for the services and Chairman Heitschmidt said the office would be charging because the 911 Council is not truly a state agency, but rather a component of state government. Senator Marci Francisco moved to sign the MOU with the Attorney General. Kerry McCue seconded the motion. The motion passed.

Text-to-911. Chair Heitschmidt asked Scott Ekberg to review the AT&T addendum to the contract for connectivity and text control services; it is a 60-month contract. Scott Ekberg reviewed both the nonrecurring costs and the recurring costs for the actual texting services. A price of \$148,000 is also included for engineering services from Airbus, which AT&T has agreed to cover as their expense. This explains the credit amount on the quote for the services. Sheriff Denning made a statement noting concerns from the sheriffs that they have to use the statewide system. Scott Ekberg said that the Council has adopted a position that all PSAPs are mandated to take text-to-911 calls. Ekberg said that all PSAPs on the statewide system will be able to receive texts, and that on the statewide system they would be able to transfer those text calls to other PSAPs. However, those PSAPs not on the statewide



system will not be able to transfer the text calls. Frank Denning said there are other methods to accept 911 calls and transfer them using a standalone system. Ekberg agreed, but pointed out that transfer of text-to-911 calls would not be possible. Lance Royer said the statutory requirement to transfer calls has been repealed. Ekberg agreed with this statement, but pointed out that he was referring to transfers of misrouted text calls where the PSAP would like to transfer to the appropriate PSAP but would be unable to do so on a standalone solution. Chairman Heitschmidt noted that the statewide system is voluntary. Lance Royer moved to approve the AT&T addendum to the contract, and Michele Abbott seconded the motion. The motion passed.

Chief Heitschmidt called on Colonel Chris Stratmann to give the Executive Committee Report.

5.3 Executive Committee Report

KHP Discussions. Vice-chair Colonel Stratmann reviewed the November 14, 2016, meeting with the Kansas Highway Patrol (KHP). The statewide hosted system was discussed and the KHP's possible participation. Scott Ekberg added that KHP has no desire to become a primary PSAP but are only wanting the capability of receiving transferred calls with Automatic Location Identification (ALI) data.

Kansas 911 Video. Colonel Stratmann mentioned that the Council-AT&T video is under review by the Executive Committee. He likes the product, and the Executive Committee expects to share the final product to the full Council at the February meeting.

Colonel Stratmann said the committee had three documents for review by the Council.

Legislative Report for 2016. Colonel Stratmann reviewed the legislative report that will be presented to the Kansas legislature. Mike Albers moved to approve the report and submit it, and Michael Leiker seconded the motion. The motion passed.

Work Plan for 2017 and **Budget** for 2017. Colonel Stratmann reviewed the Work Plan and 2017 Budget with the Council. Michele Abbott moved to add \$5,000 to the budget for the expenses of the Attorney General and adopt the budget and the work plan. Josh Michaelis seconded the motion. Mike Albers asked a question about the recorded amount, and Scott Ekberg noted the correct amount. The motion passed.

Strategic Plan for 2017. Colonel Stratmann mentioned that the Strategic Plan for 2017 is in draft form and that the Executive Committee will ask for approval at the February meeting. Colonel Stratmann discussed the National ESInet that AT&T is planning to build. He noted that Kansas will be a leader throughout the United States, and will benefit from an early adoption of the national system. Jay Coverdale said this nationwide system will provide for routing of calls based on geographic location to the state system.

FirstNet. Colonel Stratmann gave an update on First Net. He noted that the nation is waiting for a contract award to build the national First Net network. He mentioned that the Council should see a state plan in Kansas around April, 2017, with a final plan the summer of 2017. The Governor will decide whether to accept the state plan. Federal State and Local Implementation Grant Program (SLIGP) grant funds will be used for consulting services to help evaluate the overall First Net effort and to consider the State Plan.

5.4 Operations Committee Report

Expenditure Report. Michele Abbott mentioned that they are waiting on one journal entry and then they can close out the file on the annual expenditure report. She said the process would begin again in 2017.



Texting Training. Michele Abbott turned to the text-to-911 policy and public education program, and asked Josh Michaelis to update the Council. Mr. Michaelis said the Texting Subcommittee is trying to determine the date when testing of text-to-911 with AT&T will be complete. He discussed the press release kit that was created to explain the program. He said the committee will focus on the hearing/speech impaired and domestic violence communities, by having some conversations with them about the program. The Texting Subcommittee will start considering a policy on Real-Time Texting.

PSAP Training. Michele Abbott asked Lori Alexander, NG911 Liaison, to provide an update on the learning management system. Lori Alexander discussed the kickoff meeting on November 1, 2016, about development of the learning program, noting the new name band as “Kansas 911 Knowledge Center”. The contractor, First Net Learning is finalizing the site later this week. They will start working on their testing sites December, 2016. She said they will start contacting the PSAPs about the educational program. She expects to have the Kansas 911 Learning Center ready for the PSAPs by January, 2017.

National Outreach. Michele Abbott noted that the National Emergency Number Association (NENA) event “NG911 Goes to Washington D.C.” is important both nationally and locally. For that reason, she said the Council should consider attending to represent Kansas.

5.5 Technical Committee Report

Program Status. Jay Coverdale reviewed the program management status noting that all deliverables are on time and within the budget. He said the GIS data update will be provided next by Ken Nelson. He noted that some vendor items have been closed out; for example, the Mission Critical Partners contract is now closed. Jay Coverdale said Randall White Consulting has provided outstanding service to the Council by delivering documentation and direction. Mr. Coverdale said the infrastructure upgrades show 47 PSAPs have migrated to the statewide system. They are still working with AT&T and Airbus for the 6.0 upgrade.

NG911 Security. Jay Coverdale mentioned that the Technical Committee conducted an annual security audit October 24, 2106. This is the second year of an infrastructure security audit. The Security Subcommittee expanded the security checklist to include cyber security. The Security Subcommittee is waiting on the final audit report. He also reported that the FCC and Rep. Tom Sloan partnered with University of Kansas (KU) to discuss security for NG911 at a panel workshop in Lawrence, Kansas. Several members of the 911 Coordinating Council attended the meetings, along with 50-75 people in attendance.

Security Incident Management. Jay Coverdale said the Security Subcommittee will begin discussing incident management and cyber security best practices and procedures in 2017. Incident Management facilitates optimum communications and response during a security event.

Call Handling Upgrade. Jay Coverdale asked Scott Ekberg to explain the Airbus Call Handling Release 6.1 Upgrade. Scott Ekberg discussed the Airbus r6.1 upgrade, which is scheduled for January through February of 2017. Testing will be done after the installation, which includes the texting-to-911 program. The carriers will be asked to provide text-to-911 after the testing. Reno County will go first. About a week later, the other PSAPs will be brought onto the text-to-911 system.

5.6 GIS Committee Report

GIS Data Maintenance. Ken Nelson reported that the Council’s website contains a link to a video produced by Sherry Massey, “History of 911 in Kansas and the Road Ahead” which is a good review of the 911 system. Ken Nelson reminded the Council that there is a governance policy which requires



quarterly reports containing data changes from the PSAPs through the portal. There is an escalation policy in place if the quarterly reports are not made in a timely manner. He gave an update on specific county PSAPs submissions. He noted 23 passing submissions in this quarter. He said that the training schedule has been completed.

GIS User Groups. Mr. Nelson discussed the two user groups relating to GIS, which was kicked off at the conference. He said they will continue training into 2017. He said there are two user groups for GIS: NG911 GIS User Group, and Vesta Map User Group. Both those groups have kicked off, and will meet again. The GIS Committee discussed strategic planning and outlined their plans for 2017 through 2019.

Aerial Imagery. Ken Nelson said the timeline for orthoimagery is in the Work Plan, but the committee plans to do more research and offer an RFP early in 2017 for orthoimagery. He said there are more options available since the last time they obtained the service, so the Executive Committee will want to see all the new options.

GIS Toolbox. Ken Nelson mentioned that the GIS Committee released a new toolbox that helps PSAPs test their NG911 geodatabases for compliance with the Kansas NG911 data model. He said they continue to ship out imagery.

5.7 Administrator Report

PSAP Deployment. Scott Ekberg reviewed the deployment of the 43 PSAPs and the Yoder backup site. He said four additional PSAPs are scheduled in December, 2016. So, 47 PSAPs should be on the system by the end of this year. He said the schedule through AT&T is set through August of 2017. He expects another 40-50 to come on in the next year. He noted the conversations with the counties who are considering joining the statewide system, such as Sedgwick County and Shawnee County, among others. He said there have been conversations with counties and the KHP. The Council will be presenting information on NG911 to the New Sheriffs School next week.

NG911 Statistics. Scott Ekberg reviewed the statistics on calls to 911, including the call volumes for PSAPs.

Telcom Carrier Report. Scott Ekberg mentioned that CenturyLink PSAPs that are joining the statewide system. Mr. Ekberg asked Phill Ryan to review that transition. Phill noted that 20% of the state is served by Century Link. He said those counties need to be re-trunked. Phill said there have been conference calls with the counties and great cooperation from the telecommunication companies and the PSAPs in an effort to complete this project.

Host Site Redundancy. Scott Ekberg also discussed the deployment of the redundant/diverse connectivity for the Topeka host, and noted it has been delayed several times. The deployment will occur in February 13, 2017, and will require PSAPs to reroute their 911 calls to administrative lines for a short time.

PSAP Update. Scott Ekberg asked Lori Alexander to provide the PSAP Report. Lori Alexander reported that she is reaching out to PSAPs and possible site visits. Ms. Alexander is working with those on the system to create user names and passwords on the 911 Program Portal. She has been working with Kansas Data Access and Support Center (DASC) to streamline the expenditure reports. She said she would be attending the New Sheriffs Orientation on Monday with Scott Ekberg.



6 New Business

Bank Accounts. Melissa Wangemann asked permission from Chairman Heitschmidt to issue two checks to NSI to allow them to open their bank account as the new LCPA. Chairman Heitschmidt authorized the financial transaction.

LCPA Audit. Returning to old business, Senator Marci Francisco asked if the Council wants to defer the action on the LCPA Audit until the February, 2017, meeting, or if they could complete the work today by quickly reviewing the LCPA Audit. The LCPA Audit was reviewed. Senator Marci Francisco moved to accept the audit report completed on the KAC acting as LCPA. Michael Albers seconded the motion. The motion passed.

Dickinson County MOU. Also, returning to old business, Sheriff Frank Denning asked to further discuss the Dickinson County MOU. Chair Heitschmidt said that follow-up would be conducted to ensure that all requirements for entering into the agreement were met.

Chairman Heitschmidt noted that the next meeting is **February 3, 2017**.

7 Adjournment

The meeting adjourned at about 12:15 p.m.

Submitted by:

Scott Ekberg
NG911 Administrator