

911 Coordinating Council
Minutes
December 5, 2014

Members in Attendance: Michele Abbott, Robert Boyd, Jay Coverdale, Frank Denning, Kathryn Fairchild, Keith Faddis, Senator Marci Francisco, Paul Haugan, Dick Heitschmidt, Kyle Hoffman, Mike Leiker, Kerry McCue, Josh Michaelis, Mike Napolitano, Ken Nelson, Kim Pennington, Phill Ryan, Harry Smith, Colonel Christopher Stratmann, Jimmy Todd, and Walt Way.

Members Absent: Robert Cooper, Rusty Griffin, Coleen Jennison, Rep. Annie Kuether.

Also attending: Scott Ekberg, Randall White, Melissa Wangemann, R&S Digital, Alexander Open Systems, Intrado.

Chairman Way called the meeting to order at 11:04 a.m. and welcomed the new members, Ken Nelson, Kerry McCue and Josh Michaelis. Chairman Way asked the council members to introduce themselves, and asked the members of the audience to introduce themselves.

Chairman Way discussed the handout on the committee assignments, noting any changes that occurred from discussion of the handout at the August meeting. He noted that he had not given a committee assignment to Kerry McCue. He called on the Council to review the October meeting minutes for approval. Kim Pennington moved to approve the minutes, and Mike Napolitano seconded the motion. The motion passed.

Melissa Wangemann gave the LCPA report. She handed out and explained the PSAP payment distribution chart, noting the total paid out as of September, 2014. She also reviewed the Council's budget, noting the separate accounting for the contracts with vendors. She noted the total expenses for the Council and the net income of \$760,000. Chairman Way asked Melissa Wangemann to review a memo she wrote on the Kansas Open Meetings Act. Melissa Wangemann explained that KOMA applies to the Council and its committees and subcommittees, noting the legal discussion on subordinate groups that support that conclusion. Walt Way asked about KOMA's definition of a meeting, and Melissa Wangemann outlined the definition given in the law. Kathryn Fairchild asked about when notice is required, and Melissa Wangemann said that notice is required when requested by a person. Kim Pennington asked about giving notice and how much time is required to give notice and Melissa Wangemann said case law and attorney general opinions support a reasonable standard.

Chairman Walt Way presented the Administration Committee Report. He discussed the proposed 2015 council operating budget, including the addition of a 911 administrator, who would be a full-time employee that would create continuity for the volunteer-based Council. Michele Abbott noted her support for the administrative position. Mike Napolitano moved approval of the 2015 budget and Kathryn Fairchild seconded the motion. The motion passed. Chairman Way said the Council would move to fill the new administrative position in early January, 2015.

Chairman Way moved to discussion on the 2015 council work plan. Kathryn Fairchild noted that the Dodge City APCO meeting was the 13th and not the 14th and the April meeting should be the 28th in Manhattan, as noted by Josh Michaelis. Christopher Stratmann moved approval of the work plan and Kathryn Fairchild seconded the motion. The motion passed.

Chairman Way reviewed a handout containing the estimated 911 Coordinating Council expenditures for 2015 and 2016. The handout noted an anticipated amount of \$3,612,571 for 2015 expenditures, and \$1,528,000 for 2016. He discussed the current 911 contracts and the potential for future contracts. The purpose of the document is to give the Council a better picture of the current expenses and the future expenses, and to estimate the effects on the grant fund. Chairman Way explained the grant fund to the new members.

Chairman Way reviewed the interim CPE proposal, which was presented at the October meeting. Keith Faddis reviewed the concept of the interim CPE program. He said the Council had requested from MARC that equipment that is no longer supported after 2016 be offered as replacements for PSAPs where their equipment is no longer on the market or the equipment is no longer supported. MARC approved the proposal in the last week. PSAPs can make a request to Scott and the request will go to MARC. The proposal is intended to help PSAPs get through a two-year period before the state system is created.

Chairman Way moved to discussion on the Annual Report to the Legislature. Scott Ekberg noted that the report now includes updated data, but otherwise the report was reviewed by the Council at its October meeting. Chairman Way said the work plan and the financial information will be added to the report and filed with the legislature in 2015.

Chairman Way moved to another legislative item; the Kansas USF fee that is paid to the state. The question was asked whether PSAPs could be exempted from the fee, and the KCC indicated that the answer to that question is no – everyone must pay the fee. The second question is whether the PSAPs could share in the KUSF fee. Jimmy Todd explained the KUSF: it was set up to replace an access charge going from interstate to intrastate, but now it is cost-based fee, and that the fee is funded by landlines. He noted a cap was added to KUSF in the last few years, so sharing the fee could be controversial with providers unless the cap was raised. Phill Ryan agreed with Jimmy Todd's explanation.

Chairman Way raised the question of whether 911 legislation should be introduced in 2015 to address issues that were raised by PSAPs. On the issue of transferring 911 calls from one jurisdiction to another, Melissa Wangemann will work with the two counties at issue in a recent disagreement. Scott Ekberg noted that the disagreement resulted from the transferring county having emergency medical dispatch (EMD) and the transferee county not having EMD. The county was following the EMD protocol when it didn't transfer. Kim Pennington said they transfer the call but stay on the call for the purpose of giving EMD. Kathryn Fairchild raised the issue of liability if you don't transfer the call because the county taking the call does not know the jurisdiction. There was some discussion among the council members about the liability

issues in transferring 911 calls to other jurisdictions. Melissa Wangemann noted that she had heard about an additional fee to cell phones to fund a database of disposable phones for criminal investigations.

Chairman Way called on Michele Abbott to give the Operations Committee Report. Michele Abbott discussed the PSAP annual report and possible modifications to the report. Kim Pennington provided the Training Subcommittee Report. She said the committee's training standards were modeled on the APCO standards. She reminded the Council that they reviewed them in October, and they were discussed at the APCO conference. She said the training standards will be a living document, and they will modify as Next Generation 911 advances. Kim Pennington said the committee and the Council will have to work out the process for certification and record keeping. She hopes to see implementation in 2016. Colonel Stratmann discussed how Division of Emergency Management tracks training and the potential to use their model. Paul Haugan moved approval of the training standards and Christopher Stratmann seconded the motion. The motion passed.

Scott Ekberg, 911 Liaison, gave his report. He noted his report in October on a new web-based conferencing program that cost about one-half of other programs. He created a new account for the program called Start Meeting, and noted the service that will be offered by the program. Scott Ekberg said he anticipated an expense of less than \$200 per month. He said he really likes the ability to transfer information and presenter rights. He said the services will be shared with any member of the Council. Michele Abbott said it was difficult to hear on the conference call, and Jay Coverdale noted that the use of the conference call phone was probably the issue; the meeting room would need to use the microphone system to make the conference call easier to hear.

Scott Ekberg discussed the governance plan. He noted that the chairs of each of the committees sit on the governance committee. He said the committee is trying to keep the document to 15 pages in length. The governance committee has worked with the 911 Council committees, with the GIS Subcommittee ahead of the others in their contribution to the governance document.

Scott Ekberg discussed the issue of leasing a vehicle for his travel. He explained how much the Council is paying him for mileage, versus the cost to lease a vehicle. He drives roughly 18,000 miles a year at \$.56 per mile, which equals \$10,000, or \$30,000 over three years. Scott Ekberg discussed the calculations of a lease with a minimum savings of \$5,000. Kerry McCue suggested looking at federal surplus vehicles. Colonel Stratmann asked how the Council would insure the car. He also suggested looking to forfeited property for a vehicle. Scott Ekberg noted that car registration and insurance are both open questions. Chairman Way said the consensus appeared to be that the leasing of a vehicle should be pursued.

Melissa Wangemann answered Scott Ekberg's earlier question, saying that the 2013 PSAP distribution was \$13.7 million compared to \$13.4 million this year, so the distribution level was down.

Chairman Way called on Jay Coverdale to provide the Technical Committee Report. He noted the project management handout. Jay Coverdale first discussed the NG 911 Technical Services RFP, which was issued a year ago to Mission Critical Partners. He noted the project is staying within the allotted budget. He said there are three phases to the GIS remediation project. Jay Coverdale said the committee is close to completing analysis and moving into data remediation and quality assurance. He also noted an RFP for developing the technical infrastructure to move the state towards NG 911 with a statewide solution. The committee is looking at data centers to house the equipment and hosting solutions, among other issues. Jay Coverdale noted that no contract has been awarded and therefore the discussions are still confidential. He said the committee is close to making a recommendation, and hopes to discuss the RFP conclusions at the next Council meeting.

Colonel Christopher Stratmann provided an update on First Net. He said the first consultation will occur in April, and will serve as the kickoff of the program. They have expanded the content and the attendance list at the first consultation. He discussed the representation from the legislature and the governor's office at the first consultation. He said a preliminary meeting may occur in March, 2015.

Ken Nelson provided the GIS Subcommittee Report. He gave an update on the gap analysis work done by AOS. He described the handout listing the GIS data gap analysis and remediation project. He said Project A on gap analysis is complete and the committee has moved on to remediation and quality assurance. He said most counties have chosen a vendor to work on projects B and C. There is a GIS Data Review Committee that checks the QA analysis so the vendor is not remediating and checking quality both. Some QA checks are going to the committee more than once. He described the second status map that shows the audit 1 counties and the audit 2 counties and explained the remediation and quality assessment processes. The data is usually turned around in five days from the vendor to the GIS Data Review Committee. He explained the list of counties that are approved by the GIS Data Review Committee.

Ken Nelson reviewed the orthoimagery project. He said the data is available as a website service. He said the information is starting to be delivered in GeoTIFF or MrSID formats. Two regions have been submitted in these formats and the rest should be received shortly. Ken Nelson reported that there would be some re-flights in district 6, and another delivery of images after the additional flights. The committee has received 191 call requests for the website images. There is a request page that can be used to request the images. The web service can be imbedded in to your system. Ken Nelson said the committee was not happy with the solution used by the vendor to address this issue, but a new token program has been developed to address the concerns. Chair Way asked when the contract ends, and he and Ken Nelson thought it ended around June, 2015 but they were not sure without checking the contract.

Ken Nelson touched on the governance plan, and said the committee was close to finalizing its plan for consideration by the Council. Lastly, Ken Nelson noted the meeting schedule for the subcommittee.

Ken Nelson reviewed the DASC Support Services Proposal. The proposal outlines funding support for the services provided for NG 911. Ken Nelson passed out a handout that explains the DASC services that are focused on 911. The services would focus on the development and maintenance of a 911 program portal, and to manage the statewide orthoimagery database. Ken Nelson said they would work up an annual work plan that would complement what other service providers are doing in the state. He noted that the handout contained a budget outlining the 911 monies requested to help with these programs and the amount requested is \$160,000. Chair Way noted that DASC has lost state funding. Paul Haugan asked if the proposed amount was enough to cover the level of services offered to the Council. Phill Ryan asked if there will be a statewide repository of the imagery. Phill Ryan also asked the follow-up question of whether the state has the resources to serve as the repository. Ken Nelson said the state could handle the repository.

Chair Way called on the Council to consider the proposal. Sen. Marci Francisco asked for more clarification on the funding to the division. Ken Nelson said the money dedicated to GIS has been cut. He described a \$50,000 grant that was received for GIS development from the Kansas Water Plan. Sen Francisco explained how she thought those entities benefiting from the service should help pay the costs and not allow the state to stop funding an effort that benefits the state. Chair Way noted that cost-sharing was being discussed with KDOT. Keith Faddis recommended that there be an annual review of the costs and whether the amount in the proposal is still accurate after the work is done. Paul Haugan agreed with that comment.

Paul Haugan moved approval of the payment proposal, and Kim Pennington seconded the motion. The motion passed.

Chair Way said the Council will need to enter into a Memorandum of Understanding (MOU) with the University of Kansas in order to share costs.

Ken Nelson also proposed a training program on GIS, with the help of Sherry Massey, the Dickinson County GIS Coordinator who has a lot of expertise in the area. The proposal would provide cost sharing for the position that conducts the training, and the training is expected to be a huge undertaking going forward. Ken Nelson said the Dickinson County Board of County Commissioners has been very accommodating in providing her time for training, and he was not sure how long the goodwill will continue. Paul Haugan asked if Sherry Massey's role on training will encompass the training standards developed by Kim Pennington's subcommittee. Ken Nelson and Kim Pennington said the proposal will eventually encompass education on the training standards. Ken Nelson said he expected to work out an annual work plan for Sherry Massey's training schedule and payment. Keith Faddis asked whether materials are covered by the proposal and Ken Nelson said he thought the number included training materials. Senator Francisco asked if Sherry's travel was included in the proposal, and Ken Nelson said it reflects

the total amount requested. Sen Francisco asked for accounting on the various expenses, such as costs of materials and travel. Paul Haugan asked if existing training already exists on NG 911, and Ken Nelson said there is, but Sherry's training is focused on Kansas information. Michele Abbott asked if Council should develop expectations for the training program before identifying the costs. Colonel Stratmann asked if the Council should ask for accountability of the number of hours that Sherry Massey would spend on the training. Chairman Way said the consensus appears that there is support for paying for the training model, but that the Council would like clearer direction on accountability of the time and costs invested in the program.

Chairman Way noted that the next meeting will be February 6 and the meeting will be a web conference meeting only.

The meeting was adjourned at 1:05 p.m.