

**911 Coordinating Council
Minutes
December 4, 2015**

Council Members in Attendance: Michele Abbott, Robert Boyd, Robert Cooper, Jay Coverdale, Frank Denning, Sen Marci Francisco, Rusty Griffin, Chairman Dick Heitschmidt, Rep. Kyle Hoffman, Mike Leiker, Kerry McCue, Bob McLemore, Josh Michaelis, David Miller, Ken Nelson, Lance Royer, Jimmy Todd, and Ellen Wernicke.

Council Members Absent: John Alcala, Keith Faddis, Kathryn Fairchild, John Fox, Coleen Jennison, Harry Smith and Colonel Chris Stratmann.

Others in Attendance: Scott Ekberg, Phill Ryan, Melissa Wangemann, and Randall White.

Chairman Heitschmidt asked the Council to review the minutes. Robert Boyd moved to approve the minutes and Kerry McCue seconded the motion. The motion passed.

Chairman Heitschmidt called on Melissa Wangemann to provide the LCPA report. She reviewed the PSAP distribution chart with the members of the Council that includes payments through September 2015, explaining each column and the totals given to the PSAPs from the 911 fees. She said the total distribution was at \$13,314,650. She said the amount seemed low and she checked it against the amount last year, which was \$13,446,000, so we are down \$100,000 from 2014, and in 2013 the amount was \$13,721,000. She also reviewed the budget handout for the 911 Coordinating Council, noting that the Council continues to work under its budget.

Chairman Heitschmidt said there was no Administration Committee Report. He asked the Council to review the Legislative Report and to send comments to the Chair or Scott Ekberg.

Michele Abbott provided the Operations Committee Report. She sent out by email to the Council a report on the 2014 PSAP expenditures. She noted that out of the 28 questionable expenditures, 25 of them were unallowable for a total of \$21,515.14. She said there are three PSAPs that have not responded.

She said there were no changes to be made to the new report form, but Ken Nelson said the Operations Committee could use an online version of the PSAP annual report. Earlier this week they did a test on the online form. There is a print and sort option, calculations per vendor, so there are more options. She expects to have a demonstration of the electronic form in the next week. The goal is to get the annual report out to PSAPs at the end of the year. The report is due March 1 of each year. Michele Abbott thanked Ken Nelson, Ellen Wernicke, and Scott Ekberg for the features and work they added to the form. The newsletter to the PSAPs will discuss the new form.

Michele Abbott turned the Operations Committee report over to Ellen Wernicke for discussion on the training committee report. Ellen Wernicke said they are meeting once a month to

discuss the training standards. The committee is reaching out to other states and vendors to see what software and tools they are using. They expect to have another meeting in the next few weeks. Michele Abbott noted that they had started a newsletter, which has gone out twice. The newsletter was part of the strategic plan to keep good communications with PSAPs.

Jay Coverdale provided the Technical Committee report. He first discussed the program management status. He said the contract with Mission Critical Partners and its program are now in its closeout phase, but the contract will remain open until October 2016. He said nine counties are in production now, with seven counties in line to be completed by January. The project is a bit behind. Some PSAPs are experiencing failing Legacy equipment, so the committee was aggressive in their plan and tried to move quickly. There are some PSAPs such as Kiowa, Rawlins, Grant, and Larned that have had failures, but still taking calls even with limited equipment availability. The committee is trying to prioritize those failing sites first. They will try to move up PSAPs as circuits are laid. Chairman Heitschmidt asked if Gray came on the system this week, and it was reported that Gray did hit the system this week.

Jay Coverdale discussed the contract with Randall White, who provides program management for the project. He said the contract was set to expire in December 2015. Jay Coverdale reported that they are working to extend the contract one year. Jay Coverdale reported that the Council is getting a great value in its work from Randall, and Scott Ekberg agreed saying his value exceeded his price. Jay Coverdale next discussed the GIS data remediation project, noting it is on schedule. Ken Nelson said the project is on budget. Jay Coverdale next discussed the technical support specialist, with a contract in place for Phill Ryan. Scott Ekberg said Phill Ryan was extremely helpful in working with AT&T. Jay Coverdale said we are extending the performance on the data QA audit contract to allow for remediation completion, but he does not expect to exceed the budgeted costs. The last item is the RFP for orthoimagery, which requires a re-fly to be done in region 6, and 10% of payments have been held until completion.

Jay Coverdale said there are several documents created by the Infrastructure Team that need to be reviewed. He noted the Infrastructure Security Policy that needs to be discussed, which is targeted at the security relationship between the Council and AT&T. This document was shared with the Council after the October meeting, and he asked the Council to review and approve the document. Lance Royer moved to approve the document, and David Miller seconded the motion. The motion passed.

Jay Coverdale continued with the Technical Committee Report. He next reviewed the Security Policy for the Data Access and Support Center which covers data loaded to PSAPs and other data we send via the network to each PSAP. Lance Royer moved and Michele Abbott seconded the motion to approve and accept the Security Policy. The motion passed.

Jay Coverdale covered the Technical Governance Policy, and called for any questions, The policy defines the relationship between the Council and the technology provider and the relationship between Council and the PSAPs. Bob McElmore moved to approve, and Josh Michaelis seconded the motion. The motion passed.

Jay Coverdale reviewed the next document, the Technology Change Management Plan. He said this important document creates coordination between the parties. It was presented earlier this week to the Council via email, so he called for any questions on the plan. Lance Royer moved adoption and Michele Abbott seconded the motion. The motion passed.

Jay Coverdale next covered the Incident Management Plan. This document was also sent earlier this week via email, and may need further discussion. The plan provides documentation and guidance for how Council, infrastructure providers and PSAPs will work together if a failure or problem occurs. The plan covers all types of incidents no matter the severity. Chairman Heitschmidt asked if any Council member was concerned about adopting the plan. There was no discussion, and Ellen Wernicke moved adoption of the plan, and Michele Abbott seconded the motion. The motion passed. Jay Coverdale said he appreciated everyone's work on the documents, and all these documents are working documents and will change as the needs of the Council change.

Chairman Heitschmidt turned to Ken Nelson, who reviewed the GIS data gap analysis and remediation map provided by AOS. Ken Nelson noted that AOS is doing a good job on the project. Ken reviewed the data review progress map with the Council next. Ken said he expects completion of the statewide project by March, 2016. Although the project is a bit delayed—as they hoped to finish by end of 2015—he said the project has gone well. Ken Nelson noted he did a program at the National GIS Association, and said there was interest from other states on the Kansas project.

Ken Nelson moved to discuss the Statewide Orthoimagery project. He said they have statewide data, but noted that region 6 needed a refile, with the Council holding up payment until that is completed. He said the imagery is distributed to vendors and counties to use for remediation. He said the information is also available in webservice format. Ken Nelson discussed distribution of the NAS devices, which provides centralized storage for the entire statewide imagery collection in each PSAP. He said the county can share the NAS device. He said 13 of these have been sent. Ken Nelson said if the system goes down, the county does not lose access to its county data but does lose statewide information.

Ken Nelson covered the Vesta map configuration and the spatial interface function workgroup. He said they are building a map template, and will update the Council on the map template as it progresses. As for the spatial interface group, this group is called to study call routing and to provide the next level of service for the network. The group's next step is to host some workshops with vendors to better understand possible solutions. The workshops will help them build a RFP for the project.

The last item he discussed was the KDOT RFP, which was awarded to Geo Comm. He said there was a lag in remediation, which has slowed down GeoComm's work on conflation and aggregation of the data in the statewide database. The work is coming along well.

Ken Nelson reviewed the DASC Support Service agreement, which allows DASC to work with the 911 Coordinating Council. He described the services provided over the last year, and what work is expected in the upcoming year.

Chairman Heitschmidt called on Phill Ryan to give the Technical Support Specialist report. He said the implementation of this project is going well. They are trying to roll out and deploy as quickly as possible. He explained the progress in the counties, and how each county is working through the deployment. GIS team is doing a great job and producing quality results. He noted the PSAPs that have failed equipment, explaining the re-routing process to address problems. He said he and Scott Ekberg tested the program in Kiowa earlier in the week, and it worked well. He discussed work on the backup center, and their efforts to get it online. Chairman Heitschmidt asked if there is a fiscal note on turning the backup center into a training center. Phill Ryan thought hardware could be funded by grant money. Michele Abbott discussed the grant money received for the backup center from the south central regional homeland security council, which is around \$60,000. She said the generator at the center was purchased with the grant money. She said it was designed to be a command post, with grant funding used for that purpose. Phill Ryan said annual costs to the Council could be \$12,000, which is a high estimate. Scott Ekberg said that may be the estimate for connectivity, but additional equipment may cost \$20,000-25,000 for the backup network, putting the estimate around \$30,000. Bob McLemore moved and David Miller seconded a motion to approve the expenditure and add \$30,000 to the 911 Coordinating Council's 2016 budget. The motion passed.

Scott Ekberg said there are eleven sites are up and running right now. Hodgeman County ran its test on Tuesday of this week. The installations and cuts are improving with each one. He said that they got Hodgeman County up and running in 23 minutes. He gave detail about the Gray County setup, which ran as well. He said local technicians in Gray County helped with the setup. Scott Ekberg said the remediation contract and GIS contract will be extended but do not include any additional costs. He noted an extension of the project management contract with Randall White, which will require increased funding to keep Randall White working on project management on behalf of the Council. Chairman Heitschmidt asked if any Council member was opposed to extending the contracts, and there was no opposition registered.

Scott Ekberg covered the 2016 Work Plan. HE said he had not heard any feedback. He said the August meeting may conflict with the National APCO meeting so that meeting will be moved to August 5th or 19th. Chairman Heitschmidt said August 5th worked best for him. Senator Marci Francisco clarified that three meetings will be in person as opposed to webinars. Scott Ekberg said we may want to move up some dates on the work plan and strike section (I) from the Work Plan relating to statewide backup, training and testing feasibility study, and replacing this section with an amended section. Bob McLemore moved to approve the 2016 Work Plan, and Robert Boyd seconded the motion. The motion passed.

Scott Ekberg reviewed the proposed 2016 budget. He noted it was introduced at the October meeting, and he has not received any questions about the budget. With the addition of \$30,000 the budget would be at \$479,361 which falls within the estimated Council's statutory

budget authority of \$593,565. Chair Heitschmidt asked if Sherri Massey's travel expenses were included and Scott Ekberg said that expenditure would need to be included. Senator Marci Francisco asked about the per-meeting costs, and Scott Ekberg explained the anticipated costs. Lance Royer asked about a vehicle listed in the budget and Scott Ekberg explained it was more cost effective to purchase a car than pay mileage. Senator Marci Francisco moved to adopt the 2016 budget and Robert Cooper seconded the motion. The motion passed.

Scott Ekberg next reviewed the Legislative Report, noting that he has change the format but not the content. The Council will plan to adopt it at the February meeting. Sen. Marci Francisco asked about the language relating to large urban counties subsidizing the smaller counties, and called into question whether that is a correct statement. Scott Ekberg explained that large urban counties give up some of their income. Melissa Wangemann said she would send Scott Ekberg the percentage breakdowns given in statute to accurately reflect the distribution formula. Jimmy Todd pointed out some clerical errors for correction. Lance Royer noted that the number of PSAPs appeared to be incorrect.

Chairman Heitschmidt called for any new business. Scott Ekberg said he would like to see a small working group prepare for legislation, should the Council decide to increase the 911 fee.

Chair Heitschmidt reminded the Council that the next meeting is February 5. The meeting was adjourned.