



Kansas 911 Coordinating Council Policy on Return of Workstations on the Statewide Call Handling System

Date Originated	October 17, 2013
Last Revised	May 7, 2014
Prepared by	Scott A. Ekberg, NG911 Administrator
Prepared for	Dick Heitschmidt, Coordinating Council Chairman



Document Change Log

Date	Author	Change	Reason
12/11/17	Ekberg	Original release.	



Contents

1	Introduction	4
2	Policy on Return of Workstations	4
2.1	Timing.....	4
2.2	Procedure for Returning Workstation	4
2.3	Cost of Returning Workstation	4

1 Introduction

As PSAPs come onto the statewide call handling system, the PSAP makes the election as to the number of workstation positions they desire to install. Should a PSAP find, over time, that the number of workstations that they installed is in excess of their need and desire to eliminate a workstation position, this policy shall govern such return. To recover the costs borne by the Council for one-time charges for equipment and installation, a return charge will be assessed to the PSAP. This charge will be on a sliding scale based on the length of time that the workstation has been in service. Additionally, any early termination charges made by AT&T will be the responsibility of the PSAP.

2 Policy on Return of Workstations

2.1 Timing

PSAPs shall notify the Council in writing of their desire to return a workstation no later than December 15th of the calendar year in which the decision to return such workstation is made. This allows the following year's invoicing to include the costs of returning such workstation, while eliminating the returned workstation from the invoice.

2.2 Procedure for Returning Workstation

The following procedure shall be followed for return of a workstation:

- 1) PSAP notifies Council in writing of desire to return workstation no later than December 15th of the calendar year
- 2) Council obtains cost of early termination from AT&T for the workstation
- 3) Council calculates remaining one-time cost payout for the workstation
- 4) Council presents total cost of return of the workstation to the PSAP and obtains verification of intent to return the workstation from the PSAP
- 5) Annual invoice is issued to PSAP deleting the workstation from the total workstation count and adding the costs for the return of the workstation as presented in 4 above.
- 6) Upon payment of the invoice, the Tiger Team is notified of the return and arranges to remove the workstation from the PSAP at the Tiger Team's convenience.

2.3 Cost of Returning Workstation

The cost for reimbursement of one-time costs paid by the Council for returning a workstation shall be based on the following table:

End of Year of Return	Workstation	Command Post
1	\$14,850	\$16,792.92
2	\$12,375	\$13,994.10
3	\$9,900	\$11,195.28
4	\$7,425	\$8,396.46
5	\$4,950	\$5,597.64
6	\$2,475	\$2,798.82
7	\$0	\$0



This cost shall be **in addition to any early termination fee charged by AT&T** to the Council for early return of the workstation.

Please contact the Kansas NG911 Administrator for details.