

# 2019 Work Plan for 911 Coordinating Council

## Scheduled Council Meetings for 2019:

- January 25, 2019 (Fri) (Web Conference)
- April 1, 2019 (Mon) (KS APCO – Mulvane)
- June 8, 2019 (Fri) (Web Conference)
- August 16, 2019 (Fri) (Topeka)
- October 7, 2019 (Mon) (Joint Conference with KS APCO – TBD)
- December 13, 2019 (Fri) (Web Conference)

## OBJECTIVES:

### A. Executive Committee

### Date Due

**ACTIVITIES:** Oversight of Local Collection Point Administrator (LCPA) contract services; monitor 911 revenue collection and approve Council budget; identify Administrative Regulations needed; distribute prepaid wireless 911 fees in excess of \$2 million/year; provide guidance to Public Safety Answering Points (PSAPs) on use of 911 funds; monitor telecommunications service provider compliance with 911 Act requirements and Regulation; Conduct annual review of LCPA. Oversight of Council's Communications Plan, portal and web-site services to provide timely and relevant information to PSAPs and to provide access by stakeholders to information, guidance, standards, and general information from the Council; Evaluate strategies and recommendations of Strategic Plan update, due February 28, 2019; Accept and/or modify strategies, timelines, priorities, fiscal objectives, and staff recommendations; facilitate multi-jurisdictional implementation efforts identified in plan; take specific actions to implement strategies and goals in the plan; evaluate any legislative action needed to implement strategies; monitor plan implementation progress and update it with accomplishments, revised priorities, and changes in strategies and goals.

#### 1. Perform Statutory Council Responsibilities

- **Conduct annual review of LCPA** 06/07/19
- **Review status of Professional Employment Organization (PEO) Development** 01/18/19
- **Work Plan and Budget Planning Workshop** 08/23/19
- **Draft 2019 Budget and Workplan to Council** 10/07/19
- **Adopt 2019 Budget and Workplan** 12/13/19

#### 2. Annual Reports to Legislature, Federal Communications Commission (FCC), National 911 Profile Database

- **Profile Database update due** 07/01/19
- **FCC report due** 07/31/19
- **Present draft Legislative report to Council** 10/07/19
- **Approve final legislative report Council** 12/13/19

#### 3. Statewide Strategic Plan for Implementation of Next Generation 911 (NG911) Services

- **Updated Strategic Plan draft provided to Council** 01/18/19
- **Council adoption of updated Strategic Plan** 01/25/19
- **Exec Committee Strategic Planning Workshop** 08/22/19

#### 1. Council Operations

- **Review and revise business case** 03/31/19

• Review and revise business case	06/30/19
• Review and revise business case	09/30/19
• Review and revise business case	12/31/19
• AT&T, Motorola Roadmap review	06/14/19
• Develop Public Safety Dispatch Center (PSDC policy) and MOA for participation in statewide system	02/01/19
<b>4. Ensure that appointments for Coordinating Council Positions are made</b>	
• Develop and PSAP representative application process for appointment to Council	01/25/19
• Provide names to Governor's Office for appointments	04/01/19
• Develop mentoring and succession plans (Council and Committees)	04/01/19
• Create orientation training packet	10/07/19
<b>5. State Outreach</b>	
• Review and revise overall communications plan	04/01/19
• Ensure that every project addresses communication with stakeholders as a part of the project plan	Ongoing
<b>6. National Outreach</b>	
• Execute projects of 911 Grant Program application	Ongoing
• Investigate/participate in federal Department of Defense (DoD) notification project	On Hold - DoD
• Investigate/participate in National 911 text interpretation project	TBD
• Investigate/participate in Department of Homeland Security (DHS) 911 cybersecurity pilot	TBD
• Investigate/participate in National 911 Computer Aided Dispatch (CAD) Data Sharing project	TBD
<b>7. Legislation / Administrative Regulations</b>	
• Present testimony in support of changes to Kansas 911 Act	Ongoing
• Monitor and comment on federal legislation affecting 911	Ongoing
<b>8. Ongoing for other activities</b>	12/31/19
<b>B. Operations Committee</b>	<b>Due Date</b>

**ACTIVITIES:** Review compiled PSAP financial report information for 911 expenditures and make recommendations to Council regarding approval; Identify additional information for expenditure report content and prepare reports. Assist in providing technical and operational guidance to PSAPs and other Council Committees; Develop policy and a public education plan for Real-Time-Text-to-911 (RTT-to-911), outbound text, and other i3 enhancements on the statewide NG911 system. Develop and deliver PSAP and public education on Council projects. Review and respond to requests from the stakeholder community regarding 911 specific applications; Support on-going migration of the Statewide NG911 System to the Nationwide Emergency Services IP Network (ESInet), including geospatial routing and other i3 services. Evaluate contract extension of Kansas Knowledge Center and recommend action to Council. Evaluate creation of voluntary training cadre and recommend action to Council. Continue migration of PSAPs onto the statewide NG911 System pursuant to the migration plan. Review training, change

management, risk management, governance and Incident Management plans for any necessary modifications.

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| <b>2. Facilitate Communication among Council and Stakeholders</b>                                      |                 |
| • PSAP financial expenditure reports due.  | 03/01/19        |
| • Present 911 fee expenditures to Council for review and approval                                      | Ongoing         |
| • Develop Communications Policy for operations under the Communications Plan                           | 08/16/19        |
| <b>3. Meetings for outreach and collaboration</b>  |                 |
| • Review existing joint conference relationship and explore options                                    | 02/28/19        |
| • Spring APCO  | 04/01/19        |
| • Fall APCO  | 10/07/19        |
| • Admin Day  | 07/17/19        |
| • MARC / Council Roadmap Meeting   | 02/20/19        |
| • MARC / Council Roadmap Meeting   | 11/20/19        |
| • Create monthly training webinar program  | 03/01/19        |
| <b>4. Ongoing Projects</b>   |                 |
| • Develop RTT-to-911 and outbound text policy and training as needed                                   | 06/30/19        |
| • Evaluate Kansas Knowledge Center and recommend action  | 06/08/19        |
| • Evaluate creating a training cadre and recommend action  | 04/09/19        |
| • Continue migration of PSAPs onto the hosted system   | Ongoing         |
| • Review Council plans for needed update & present to Council  | 12/13/19        |
| <b>5. Ongoing for other activities</b>   | Ongoing         |
| <b>C. Broadband Interoperability Committee</b>   |                 |
| 1. Monitor developments related to NG911 with FirstNet   | Ongoing         |
| 2. Monitor developments related to NG911 with other carriers offering public safety broadband services | Ongoing         |
| <b>D. Technical Committee</b>  | <b>Due Date</b> |

**ACTIVITES:** Ongoing monitoring of emerging cybersecurity threats and implementation of plans to reduce associated risks. Monitoring of progress towards improved location accuracy. Provide technical and security review of planned i3 service additions to the NG911 system. Review technical and security implications of Public Safety Broadband integration to the NG911 system.

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| <b>1. Ongoing for all activities</b> | <b>Ongoing</b> |
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**E. GIS Committee**

**ACTIVITES:** Provide needed GIS data work in support of geospatial call routing migration. Provide oversight of GIS data maintenance to ensure that all Kansas jurisdictions remain in compliance with required maintenance. Conduct quality assurance testing of GIS data maintenance submissions. Support PSAP migration from MSAG to Geo-MSAG. Support migration from Vesta Locate to selected replacement product for mapping of calls. Support refresh of aerial imagery. Providing continuing training for GIS Data Stewards and GIS Data Maintainers.

1. **Geospatial Call Routing on ESInet**
  - **Assist West in creation and alignment of geospatial street address guide with existing MSAG data for geospatial routing** **02/28/19**
2. **Hosted Call Handling**
  - **Support migration to new mapping product for hosted system** **TBD**
3. **Statewide Aerial Imagery**
  - **Plan and execute deployment of imagery refresh** **TBD**
4. **Ongoing for other activities** **Ongoing**

**December 31, 2023:** Legislature's Division of Post Audit will have completed an audit of the 911 system as set out in KSA 12-5377(c) .

**2019 Legislative Session:** Legislature shall review the 911 Act (KSA 12-5377(d)).

## 911 Coordinating Council Calendar of Events

<i><b>Date</b></i>	<i><b>Activity</b></i>
1/18/2019	Review status of PEO
1/18/2019	Updated Strategic Plan draft provided to Council
1/25/2019	Council adoption of updated Strategic Plan
1/25/2019	Develop and PSAP representative application process
2/1/2019	Develop PSDC policy and MOA for participation in statewide system
2/20/2019	MARC / Council Roadmap Meeting
2/28/2019	Review existing joint conference relationship and explore options
3/1/2019	PSAP financial expenditure reports due.
3/1/2019	Create monthly training webinar program
3/31/2019	Review and revise business case
4/1/2019	Provide names to Governor's Office for appointments
4/1/2019	Develop mentoring and succession plans (Council & Committees)
4/1/2019	Review and revise overall communications plan
4/1/2019	Spring APCO
4/8/2019	Evaluate creating a training cadre and recommend action
6/7/2019	Conduct annual review of LCPA
6/8/2019	Evaluate Kansas Knowledge Center and recommend action
6/14/2019	AT&T, Motorola Roadmap review
6/30/2019	Review and revise business case
6/30/2019	Develop RTT-to-911 and outbound text policy and training
7/1/2019	Profile Database update due
7/17/2019	Admin Day
7/31/2019	FCC report due
8/16/2019	Develop Ops Comm Policy for under the Communications Plan
8/22/2019	Exec Committee Strategic Planning Workshop
8/23/2019	Work Plan and Budget Planning Workshop
9/30/2019	Review and revise business case
10/7/2019	Draft 2019 Budget and Workplan to Council
10/7/2019	Present draft Legislative report to Council
10/7/2019	Create orientation training packet
10/7/2019	Fall APCO
11/20/2019	MARC / Council Roadmap Meeting
12/13/2019	Adopt 2019 Budget and Workplan
12/13/2019	Approve final legislative report Council
12/13/2019	Review Council plans for needed update & present to Council
12/31/2019	Review and revise business case