

E911 BOARD MEETING MINUTES

Meeting Dates:

E911 Board Meetings
June 11-12, 2014
Marriott Renaissance Hotel
St. Augustine

Wednesday, June 11, 2014 and Thursday, June 12, 2014 beginning time 9:00 a.m. until conclusion of business

Board Members in meeting attendance:

Carolyn Dill-Collier, 911 Coordinator, St. Lucie County
John Ford, Chairman – Bureau Chief, DMS - Division of Telecommunications
Stan Greer, Area Manager – External Affairs, AT&T
Benjamin “Ben” Guthrie, 911 Coordinator, Gulf County
Sandra “Sandy” Khazraee, Regulatory Affairs Director, Southern Region, Century Link
David “Dave” Konuch, Attorney, Florida Cable Telecommunications Association
Dale Mitchell, 911 Coordinator, St. Johns County
Tom Nadler, Manager, Sprint
Ira Pyles, 911 Coordinator, Hillsborough County

Board Member(s) unable to attend meeting due to other conflict:

Laurene “Laurie” Anderson, Charlotte County

Staff in meeting attendance:

Wink Infinger, Statewide 911 Coordinator, DMS-Division of Telecommunications
Clark Jennings, Legal Counsel, Office of the Attorney General
Penney Taylor, Administrative Support, DMS-Division of Telecommunications

Public in meeting attendance:

Sam Bard, TCS
Brett Bayag, Broward County
Dennis Cleary, Clear Results, LLC
Peggy DeFilippo, NexGen Global Technology
Ray Eslinger, Nassau County
Richard Flores, Florida School for the Deaf and the Blind
David Gleason, TCS
Keith Godwin, Alachua County
Tim Gundlach, TGRA
Phil Jones, Nice Systems
Don Nagle, L.R. Kimball
Susan Nelson, Cassidian
James Robinson, AK Associates
Michael Romero, NexGen Global Technology
Ray Smithers, Clear Results
Vanessa Thompson, Putnam County
Pat Welte, Duval County

Staff Members and Public Members participating via telephone conference:

Jeff Barbacci, Thomas Howell Ferguson, P.A.
Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications
Tricia Davis, Volusia County
Bob Finney, Collier County
Tim Gundlach, TGRA
Adrienne Jones, Administrative Support, DMS-Division of Telecommunications
Donald Lamb, Technical Support, DMS-Division of Telecommunications
Rachel Love, Wakulla County
Chris Polischuck, Thomas Howell Ferguson, P.A.
Kent Raheb, Technical Support, DMS-Division of Telecommunications
Annette Rodgers, Orange County
Deborah Sands, Brevard County

(Some telephone conference participants may not be listed as no email was received acknowledging their participation.)

Wednesday, June 11, 2014 beginning at 9:00 a.m. until conclusion of business

1. Call to Order

Meeting called to order at approximately 9:00 a.m.

The meeting started with staff conducting roll call. All current Board members were present for this meeting with the exception of Ms. Anderson due to other conflicts.

Roll call for staff members was conducted. Public members attending this meeting and participating in the telephone conference were requested to acknowledge their participation by signing the sign in sheet or by sending an email to staff to assure that they would be properly noted in the meeting minutes. Public members with issue(s) to be presented to the Board for consideration were requested to either list it on the issue(s) list provided or to send the issue(s) via electronic mail to staff.

E911 Board Vice-Chairman

Mr. Ford acknowledged Mr. Freeman's service in his role as Vice Chair to the Board and requested a nomination for his replacement.

Mr. Nadler recommended Mr. Greer who accepted the recommended nomination. There were no additional nominations to serve as Vice Chair. The Board unanimously agreed that Mr. Greer serve as Vice Chair to the E911 Board.

2. Approve Meeting Minutes for the May 14-15, 2014 E911 Board Meetings

Meeting minutes from the May 14-15, 2014 E911 Board meetings were reviewed by the Board. Some modifications were made to the meeting minutes as presented.

Ms. Khazraee made a motion to adopt the May 14-15, 2014 meeting minutes with the noted modifications. Mr. Guthrie seconded the motion that carried 9-0. Ms. Anderson was not present for this vote.

Acknowledgement of Appreciation

Mr. Ford acknowledged Mr. Freeman's support to the Board and presented a plaque of appreciation for 6 ½ years of service to the Board.

3. Old Business

Board Member Appointments

Mr. Ford informed the Board that Ms. Laurene Anderson replaced Mr. Freeman as of May 16, 2014 for an at-large representative Board seat. The Board will continue to await notice from the Governor's Appointment Office for future appointments.

Mr. Ford informed the Board that there was some conflict related to an Industry appointment seat due to the stipulation that 2 members could not represent the same company on the Board. Mr. Ford stated that to his knowledge only one name remains for the vacant wireless Board seat, therefore, once again, an appeal goes out to the industry that any interested candidates please submit their name to the Governor's Appoint Office.

Old Business (continued)

Posting of Service Provider Subscriber Information

Mr. Ford informed the Board that this previously discussed issue related to if service provider subscriber information could be posted as public information.

Mr. Jennings stated that the service provider subscriber information as currently posted with total revenues could include landline (non-wireless) and wireless with some reports. Therefore if someone attempted to calculate the total number of subscribers as currently posted; one could not be 100% certain in the calculations due to compilation of information by revenue.

Mr. Jennings informed the Board to post any additional information in any other manner would be in conflict of Florida Statute 365.174.

Mr. Konuch and Mr. Nadler agreed that from an Industry standpoint the posting of subscriber information in any other manner would raise issue(s) of concern.

4. Discuss confidential data related to provider revenues by county, discrepancies, disbursements and provider invoices. All confidential information discussed in a manner as not to disclose any confidential information and/or trade secrets.

Mr. Polischuck reviewed confidential data related to the wireless and non-wireless March 31, 2014 monthly disbursements to counties and financial statements.

The Board was informed that issues continue to be encountered with remittance reports from some companies and with fluctuations of subscribers from some companies.

5. Discuss the recommendation(s) and vote on items from confidential data

Wireless

Wireless financial reports for the period ending March 31, 2014 were reviewed and discussed by the Board.

Ms. Khazraee made a motion to authorize distribution of wireless revenues in the amount of \$4,251,785.22. Mr. Guthrie seconded the motion that carried 9-0. Ms. Anderson was not present for this vote.

Nonwireless

Nonwireless financial reports for the period ending March 31, 2014 were reviewed and discussed by the Board.

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$3,402,941.33. Ms. Dill-Collier seconded the motion which carried 9-0. Ms. Anderson was not present for this vote.

Financial Statement

Mr. Barbacci gave an overview of financials for the period ending March 31, 2014 which included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Provider Cost Recovery Reimbursement

Mr. Barbacci gave an overview of the statement for Provider Cost Recovery Reimbursements.

Wireless Service Provider Cost Recovery Consent Agenda

The Board unanimously agreed that the process of Wireless Service Provider Cost Recovery Reimbursement invoice review would be assigned to Ms. Dill-Collier. Ms. Dill-Collier agreed to take the lead in this process review.

The following wireless service provider cost reimbursement invoice(s) were reviewed for payment authorization:

Ms. Dill-Collier made a motion that payment authorization for Item 1, as listed on the Wireless Service Provider Cost Recovery Consent Agenda in the total amount of \$295,511.18 be approved. Mr. Guthrie seconded the motion that carried 9-0. Ms. Anderson was not present for this vote.

Mr. Greer filed Form 8A.

6. E911 Board Rules, Rule Development and Status Report

Mr. Jennings informed the Board that two (2) rules (Rural County Grant and State Grant Programs) had both been noticed for rule development.

Mr. Infinger informed the Board that if the house bill is signed the rule for the State Grant program would then be completed. Mr. Infinger also informed the Board that the Rural County Grant Program rule development would start in August with applications due on October 1, 2014. Information related to Rural County grant rule development will be presented in the August meeting that will include maintenance information.

Mr. Infinger stated that two (2) other rules would potentially require review (fee collection and cost recovery) related to Femtocell charges. Mr. Infinger informed the Board that information would be forthcoming in the August Board meeting.

Mr. Jennings informed the Board that these items would be included in the Annual Regulatory Plan which gives the legislature a report of items that the Board is considering. The Board would have an opportunity to take actions or do nothing on these items reported and will also allow the legislature an opportunity to provide input.

Mr. Infinger informed the Board as a point of information that the Department of Management Services is working on the State E911 Plan rule.

Other issue(s) discussed:

- Department of Financial Services (DFS) Audit

Mr. Ford informed the Board the DFS audit reflected from a review of eight (8) grants the same finding and that there was no authority to make advance payments for these grants. Mr. Ford also informed the Board that the Rural County Grant Program application could be changed to reflect similar language as the State Grant Program to be a reimbursable grant upon receipt of a certified invoice.

- Rural County Grant Program

The Board discussed the Rural County Grant Program potentially being changed to be specific to equipment replacement with a special disbursement to handle maintenance needs.

- Travel Issues

The Board discussed the Rural County Grant Program and that for some counties funding via this program is the only way the counties are funded to travel. The Board discussed a special distribution to all sixty-seven (67) counties in an effort for the coordinators to attend meetings.

Mr. Infinger informed the Board that information related to this proposal could be presented in the August Board meeting, if interested.

The Board requested that Mr. Jennings research when, how and if this type of general disbursements could be considered as a grant and follow back up with the Board.

E911 Board Rules, Rule Development and Status Report (continued)

Other issue(s) discussed:

- Reason some counties do not attend conferences/meetings (time, travel restrictions, funding)
- Reimbursement process for travel
- Future training request (GIS)
- Funding level for training/travel

7. Discuss Rural County and State Grant Program Quarterly Reports and Change Requests

Madison County

Madison County submitted a change request form requesting a time extension of thirty days in an effort to complete the project and pay the vendor.

Staff recommended a time extension until October Board meeting in an effort to assure sufficient time is given to completely close out project.

Mr. Guthrie made a motion to accept the Madison County change request as recommended by staff. Ms. Mitchell seconded the motion which carried unanimously (9-0). Ms. Anderson was not present for this vote.

Lunch Recess

8. Discuss E911 Board Statewide Strategic Initiatives

Interim Text-to-911 White Paper

Mr. Infinger discussed updates on the Interim Text-to-911 White Paper with the Board. The text-to-911 information includes everything from legal aspects to alternatives with reference to receiving text-to-911 information from text control centers.

Mr. Infinger informed the Board that the text-to-911 presentations had been presented at the Board and coordinator group meetings with a round table discussion at the coordinators meeting. Mr. Infinger also informed the Board that there were still many unknowns at this time related to text-to-911 for the coordinators.

Other issue(s) discussed:

- If technology is in place so all counties can handle text-to-911 calls
- Comparison of text control centers
- Options and Alternatives (TTY short term option)
- Cost Clarification
- Alachua County approach to text-to-911
- Pricing
- Possible funding for pilot project

The Board is of the consensus that staff poll county interest in text-to-911 pilot and based on feedback the Board would then research a mechanism to disburse funds.

Other issue(s) discussed:

- Timeframe
- Selection Process
- Public Education

The Board discussed that the best plan of action at this time, as text-to-911 has been publicized as being available, would be for the counties to select the plan that best suits them and move forward with requesting service from service providers as this would be in the best interest of citizens of Florida to implement ubiquitously.

Mr. Ford requested that the Board think on the item overnight and bring thoughts back on Thursday.

Meeting Recessed

Thursday, June 12, 2014 beginning time 9:00 a.m. until conclusion of business

Meeting reconvened with staff acknowledging that all Board members were present for this meeting with the exception of Ms. Anderson and Ms. Mitchell.

Public members attending this meeting and participating in the telephone conference that did not participate on Wednesday were requested to acknowledge their participation by signing the sign in sheet or by sending an email to staff to assure that they would be properly noted in the meeting minutes.

9. Florida School for the Deaf and Blind - Text Emergency Notification Project Presentation

Presenters: Gary Chandlee, Chief of Police
Michael Romano, Founder, NexGen Global Technologies
Richard Flores, Director, Business Systems Analytics

AGENT511 (Text Control Center) Presentation

Presentation cancelled due to presenter's adverse weather conditions cancelling airline departure.

10. Discuss Fee Allocation Percentages and the Emergency Communications Number E911 System Fund (E911 Trust Fund)

Mr. Ford polled the Board for any motions or discussions needed at this time. There were no motions offered.

Mr. Ford informed the Board that the Bill would be sent to the Governor on June 13, 2014 thereafter the Governor would have 15 days to sign, veto or take no action.

Mr. Ford suggested that a letter be sent to the three (3) counties that would have a higher access line 911 fee rate than the proposed statewide \$.40 rate. Notifying these counties of the rate reduction and allow them the option of notifying the Board to request a voluntary reduction of the fee so that their county rate be consistent with the current statewide rate.

Mr. Nadler made a motion that a notification letter be sent to the impacted counties stating effective January 1, 2014 there would be a fee reduction and request if it would be the desire to remain at their higher level. Ms. Dill-Collier seconded the motion that carried 8-0. Ms. Anderson and Ms. Mitchell were not present for this vote.

11. Other Business

Public Comments/Staff Reports

There were no public comments.

Discuss E911 Board Statewide Strategic Initiatives (continued)

Text-to-911 White Paper

The Board discussed potential recommendations for Text-to-911. Mr. Konuch questioned if the Board should include zipwhip as a potential solution. Mr. Konuch stated that zipwhip is not yet implemented; however, it would be interesting to see how it works. Mr. Konuch also stated that as the Board is researching transition solutions, zipwhip appears to show a lot of promise.

Mr. Pyles commented that from a non-emergency standpoint that a product like zipwhip would be useful in the communications center. However from a 911 standpoint some of the manufactures are attempting to emulate the functionality within their own CPE specifically to 911.

Mr. Infinger stated that these additional system features could be needed in 911 response but are outside the statute limitations for 911. However, Mr. Infinger suggested that the Board review the allowable expenditure portion that applies to 911.

The Board discussed mechanisms to disburse funds for text-to-911 pilot projects and the associated problems with funding disbursement to specific counties and determined that this idea presented too many funding distribution issues.

Other issue(s) discussed:

- Advertising any other number than 911 and liability issues
- Plan of Action for Conversion
- Funding for NexGen Projects

The Board requested that Mr. Infinger forward Text-to-911 White Paper with recommendations included. Mr. Infinger also agreed to provide information on Text-to-911 implementation issues.

12. Adjourn

Next scheduled meeting:

July 9-10, 2014, 9:00 a.m. until conclusion of business

LOCATION: Rosen Shingle Creek Hotel, Orlando

PWT/pwt