

## **E911 BOARD MEETING MINUTES**

### **Meeting Dates:**

E911 Board Meetings  
August 13-14, 2014  
Hilton Hotel  
Destin

**Wednesday, August 13, 2014 and Thursday, August 14, 2014 beginning time 9:00 a.m. until conclusion of business**

### **Board Members in meeting attendance:**

Laurene "Laurie" Anderson, Charlotte County  
Carolyn Dill-Collier, 911 Coordinator, St. Lucie County  
Chesley Dillon, Vice-President, Corporate Tax, Tracfone  
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

### **Board Member(s) participating in meeting via telephone conference:**

Ira Pyles, 911 Coordinator, Hillsborough County

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

John Ford, Chairman – Bureau Chief, DMS - Division of Telecommunications

### **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:**

Derek Alvarez, Frequentis  
Sandy Chernoff, Collier County  
Christine Cooper, Okaloosa County  
Clint Erickson, Washington County  
Belinda Farmer, Walton County  
Stephen Ford, Liberty County  
David Gleason, TCS  
Keith Godwin, Alachua County  
Ed Gonzalez, Intrado  
Sally Jackson, Polk County  
Clifton McGowan, Jr., Holmes County  
Susan Nelson, Cassidian  
Christie Pontis, CenturyLink  
David S. Roark, South Walton Fire District  
James Robinson, AK Associates  
Alan Woods, Intrado

**Staff Members and Public Members participating via telephone conference:**

Jeff Barbacci, Thomas Howell Ferguson, P.A.  
Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications  
Tim Gundlach, TGRA  
Adrienne Jones, Administrative Support, DMS-Division of Telecommunications  
Donald Lamb, Technical Support, DMS-Division of Telecommunications  
Jennifer Payne, Suwannee County  
Chris Pollischuck, Thomas Howell Ferguson, P.A.  
Rolf Preuss, Flagler County  
Kent Raheb, Technical Support, DMS-Division of Telecommunications  
Annette Rodgers, Orange County

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

**Wednesday, August 13, 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 welcoming Chesley Dillon, newly appointed Board member. The Board is now a full member Board consisting of 11 members.

Staff conducted roll call. Of the current eleven Board members ten participated in this meeting. Mr. Pyles informed staff that he would participate via telephone conference due to another meeting conflict. However, Mr. Pyles would be delayed in joining the conference due to the other meeting conflict. Mr. Ford was not available for this meeting due to a conflict with the Joint Task Force (JTF) Board meeting.

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 list their issue on the issue(s) list as provided or to send the issue(s) via electronic mail to staff.

**2. Welcome New Board Meeting**

Mr. Greer welcomed Mr. Dillon to the Board and thanked everyone for attending and participating in the meeting.

Excused/Unexcused Absence from Board Meeting(s)

Mr. Jennings informed the Board that there are provisions in statute that reference if a Board member has too many unexcused absences from Board meetings that their seat could become vacant. In addition when the member is up for re-appointment, Senate confirmation could question the unexcused absences.

Ms. Khazraee made a motion that Mr. Nadler and Mr. Pyles absence from the July 2014 meeting be excused. Ms. Dill-Collier seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

Mr. Guthrie made a motion that Mr. Ford be excused from this August 13-14, 2014 meeting. Ms. Mitchell seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

**3. Approve Meeting Minutes for the July 9-10, 2014 E911 Board Meetings**

Meeting minutes from the July 9-10, 2014 E911 Board meetings were reviewed by the Board. Some modifications were received from Mr. Jennings after the initial draft was sent out and were updated to the Board.

Mr. Konuch requested that under the continued discussions for the E911 Board Strategic Initiative – Text-to-911 White Paper, page nine, after withdrawing a motion related to funding of text-to-911 technology, a statement be included that counties have the ability to choose or make decision on the technology they would utilize.

Ms. Khazraee made a motion to adopt the July 9-10, 2014 meeting minutes with the noted modifications. Mr. Guthrie seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

**4. Old Business**

Femtocell Clarification

At the request of Mr. Konuch, this agenda item was included as a follow-up from the July Board to request that Mr. Nadler provide an update on the Femtocell technology to assure that this cost was reimbursable to the wireless service providers.

Mr. Nadler provided an update on the femtocell technology and the Board is still of the consensus that this cost should be cost reimbursable.

**5. 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. Pollischuck reviewed confidential data related to the wireless and non-wireless May 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.

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

Wireless

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

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of \$4,208,812.72. Mr. Guthrie seconded the motion that carried 9-0. Mr. Ford and Mr. Pyles were not available for this vote.

Nonwireless

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

**Mr. Pyles joined the meeting via telephone conference during these discussions.**

Ms. Khazraee made a motion to authorize distribution of nonwireless revenues in the amount of \$3,356,385.87. Ms. Dill-Collier seconded the motion which carried 10-0. Mr. Ford was not available for this vote.

Missing Remittance Reports

Mr. Pollischuck informed the Board that some of the missing wireless and non-wireless remittance reports had been received since closing out the May 31, 2014 disbursement reports and would be included in the June report.

Financial Statement

As information to the newly appointed Board member, Mr. Barbacci started the review of the Financial Statement by stating that the nature of a compilation report is to compile all the remittance reports received. Mr. Barbacci also stated that these reports are not audited or reviewed and often not independent as stated in the financial statement.

Mr. Barbacci gave an overview of financials for the period ending May 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.

Letters to Service Providers

Ms. Bickley informed the Board that as included in the meeting package letters had been mailed to some service providers with issues related to submission of remittance reports.

**Discuss the recommendation(s) and vote on items from confidential data (continued)**

Wireless Service Provider Cost Recovery Consent Agenda

The following wireless service provider cost reimbursement invoice(s) was 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 \$317,110.26 be approved. Ms. Mitchell seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

Explanation of Cost Recovery Reimbursement

At the request of the Board, Mr. Infinger provided an explanation of cost recovery reimbursement and cost in which the wireless service providers could seek reimbursement (circuits, database, engineering, testing, etc.).

Mr. Greer filed Form 8A.

**7. Discuss E911 Board Statewide Strategic Initiatives**

Interim Text-to-911 White Paper

Mr. Infinger informed the Board that the Text-to-911 document as presented in the meeting package was a modified version that included changes required to clarify some concerns and also included some wordsmithing updates.

Mr. Infinger reviewed with the Board all updates made to the text-to-911 document as presented.

Mr. Infinger shared with the Board a lifesaving incident in the Collier County area via their web browser text-to-911 technology.

Other issue(s) discussed related to the Text-to-911 White Paper:

- Service Provider Request Letters updated (Cellular South and Southern LINC)
- Appendix 7 (Text-to-911 Service Disbursement Submission Form)
- County Methodology (fundable/non-fundable)
- Connectivity Issues
- Clarification of browser based connections
- Network connectivity
- Firewall/call handling
- Open/closed IP connection

The Board discussed an issue of concern related to internet connectivity not built into Text-to-911 White Paper report.

**Discuss E911 Board Statewide Strategic Initiatives (continued)**

Interim Text-to-911 White Paper

Mr. Pyles made a motion to allow for funding to support text-to-911 initiatives to include services of SMS to web browser, SMS to CPE web browser, SMS to PSAP MSRP solutions to include connectivity and any of the per seat or per monthly cost for the aggregate solution. Mr. Konuch seconded the motion.

Discussion(s):

- The intent of this motion was for clarification of the previous motion made in July 2014 Board meeting
- CAD station connection
- All new equipment deliveries will have integrated package built in the system for texting
- State system for next generation (statewide routing)
- State owned agreement on text control center (TCC)
- Circuit lockdown

The motion failed with a vote of 2 to 8. Mr. Pyles and Mr. Konuch voted yes on this vote with all other Board members voting no. Mr. Ford was not available for this vote.

Mr. Nadler made a motion to not fund internet connection but to fund all other options as stated. Ms. Khazraee seconded the motion that carried 8 to 2. Mr. Pyles and Mr. Konuch voted no on this vote with all other Board members voting yes. Mr. Ford was not available for this vote.

**Lunch Recess**

**Discuss E911 Board Statewide Strategic Initiatives (continued)**

Interim Text-to-911 White Paper

Meeting reconvened following lunch break with Mr. Greer making the suggestion that the Interim Text-to-911 Report be reviewed by staff and the Board and then forward to the Department of Management Services Communications section for final review.

Mr. Greer spoke to pieces of the Report that would continually change; Mr. Infinger agreed to post updates at the E911 Board website once a month based on information provided by the counties.

Mr. Greer suggested that the final review of this Report to be conducted during the Thursday, August 14, 2014 meeting.

Other issue(s) discussed:

New Legislation Changes and Implementation Issues PowerPoint Presentation

These changes and implementation based on July 1, 2014 enactment.

- State Grant Program Application effective December 1, 2014
- Remote Hosted 911 Equipment
- Carry Forward Funding

Ms. Dill-Collier made a motion that the State Grant Program application be published for adoption as of September 1, 2014 with an effective date of December 1, 2014. Ms. Khazraee seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Annual Report Changes

Mr. Infinger informed the Board that provision have been placed in the new legislation that the Annual Report would be compiled on a State fiscal year basis versus a calendar year basis.

Notification of Change in E911 Prepaid Wireless Fee Remittance Letter

Mr. Infinger presented a draft notification of change in E911 prepaid wireless fee remittance letter in accordance with Florida Statute 365.172(8) for Board consideration.

Ms. Khazraee questioned if the letter is required for a Bill that was effective as of July 1, 2014.

Ms. Mitchell made a motion that the Notification of Change in E911 Prepaid Wireless Fee Remittance Letter be sent. Mr. Guthrie seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Potential Special Disbursement

The potential special disbursement issue to maintain the same level of county disbursement funding for April and May 2015 was tabled until the numbers can be calculated based on the preceding six month period.



**8. E911 Board Rules, Rule Development and Status Report**

Mr. Infinger informed the Board of the following Rule Development Status Report(s):

- State Grant Program Rule Development initiated and adopted effective September 1, 2014.
- Rural County Grant Program applications are due October 1, 2014 with no pending changes.
- Rural County Grant Program  
Application changes are being initiated for the Rural County Grant Program which should be effective January 1, 2015 with impact on the Spring 2015 Grant Program.

The proposed changes to the Spring 2015 Rural County Grant Program will conform to the State Grant Program that provides grant awards after project completion certification has been submitted by the county.

Mr. Infinger informed the Board that the suggestion to handle county maintenance needs to be via a special disbursement, this issue has been tabled for discussions at the October 2014 Board meeting in an effort to allow all Board members to be present for the discussions.

The following Grant Program Applications were reviewed and discussed:

- Rural County Grant Program Application
- State Grant Program Application
- Emergency Grant Program Application

Other issue(s) discussed:

- Special Disbursements for Training (attendance to the Spring and Fall Coordinator's meeting for all counties) from Wireless Disbursements to Counties

Mr. Guthrie made a motion that the E911 Board will establish a special disbursement program to disburse amounts set forth as follows: \$1,000 for the fall 911 coordinator's meeting and training; and \$1,200 for the spring 911 coordinator's meeting, training and Florida APCO/NENA conference. The special disbursement is limited to the County 911 coordinator or their designee based on sign in at the meeting or training. Designee contact information to be provided by the county 911 coordinator to the statewide 911 coordinator prior to the meeting and training. Ms. Dill-Collier seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

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

Washington County Change Request

Washington County submitted a change request to report changes in costs involving the licensing agreements, which were reduced by utilizing existing licenses. The grant project cost savings were approximately forty thousand dollars.

Ms. Khazraee made a motion to accept the Washington County change request to purchase on bid selected reflecting cost savings. Ms. Dill-Collier seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Washington County submitted within the same change request a request to utilize cost savings in the approximate amount of forty thousand dollars for the purchase of two command posts.

Issue(s) discussed related to request to utilize funds:

- Priority
- Priority level grant cycle approved
- Request limitations

Ms. Khazraee made a motion not to fund the purchase of two command posts due to previously determined priority funding level cap in the Spring 2014 Rural County Grant Program. Mr. Nadler seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

The Board informed Washington County that they had the ability to re-apply in the Fall Rural County Grant Program and encouraged them to do so.

**Meeting Recessed**

**Thursday, August 14, 2014 beginning time 9:00 a.m. until conclusion of business**

Meeting reconvened with staff acknowledging that all current Board members were participating in this meeting with the exception of Mr. Ford. Mr. Pyles participated via telephone conference.

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.

**10. Other Business**

New Board Member Information

Staff provided new member information related the E911 Board. This information included:

- Establishment of the Board
- Responsibilities of the Board
- Structure of the Board
- Statutory authority of the Board
- Board staff and management support
- The E911 Fund (Emergency Communications Number E911 System Fund)
- E911 Fund Maintenance and Oversight
- Legislative Budget Request (LBR) Process
- E911 Fee Collection and Distribution
- E911 Fee Allocation Distribution
- E911 2012/2013 Legislative Budget Appropriations
- E911 Board Meetings
- E911 Board Accountant
- E911 Board Legal Counsel
- E911 Board Travel Authorizations and Reimbursements
- Florida Sunshine Laws (conversations between members, public records, gift laws)

**Discuss E911 Board Statewide Strategic Initiatives (continued)**

Interim Text-to-911 White Paper

Mr. Guthrie made a motion to approve the Text-to-911 White Paper Report with reviewed changes and that the Report is submitted to DMS Communications for review. Ms. Mitchell seconded the motion that carried unanimously (10-0). Mr. Ford was not available for this vote.

Special Disbursement

Special disbursement issue was tabled for a future meeting with staff agreeing to prepare spreadsheets for Board's review and consideration.

**Other Business (continued)**

State Plan Sub-Groups

Mr. Infinger reported to the Board that numerous subgroup meetings have been held related to text-to-911, femtocell, county plans, inspections, etc. Preliminary rule development is in process and currently being worked on with counties through the State Plan updates.

Fall 911 Coordinator Meeting

The 2014 Fall 911 Coordinator meeting is scheduled for November 2, 2014 through November 6, 2014 in the Gainesville (Alachua County) area.

Geographic Information System (GIS)

Susan Nelson provided a status update on the GIS training based on county feedback that the tentative schedule is for one class to be held in Tallahassee, one in Polk County and with the third class still pending scheduling.

Financial Disclosure Forms

Mr. Nadler questioned the Financial Disclosure Form and requirements for submission. Staff informed the Board members that the Financial Disclosure Form should be submitted to the Commission on Ethics in July of every year. If the form is not submitted penalties could apply.

Staff informed the Board that if the forms are not received a courtesy reminder would be sent to each member in July of each year.

Oath of Office

Staff informed the Board that Mr. Dillon's Oath of Office, as required before any official votes are made, had been received by the Department of State, Division of Elections.

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

No discussions required. This item is placed on the monthly agenda to allow discussions, if required.

**12. Adjourn**

Next scheduled meeting:

September 17-18, 2014, 9:00 a.m. until conclusion of business

LOCATION: Embassy @ Westshore, Tampa

PWT/pwt