

## **E911 BOARD MEETING MINUTES**

### **Meeting Dates:**

E911 Board Meetings  
Oct. 15-16, 2014  
Embassy Suites Hotel  
Altamonte Springs

**Wednesday, Oct. 15, 2014 and Thursday, Oct. 16, 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  
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

### **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:**

Stacy Arias, Deputy Secretary, Department of Management Services  
Paul Boynton, CenturyLink  
Doug Cunningham, CenturyLink  
Silas Daniel, Sumter County  
Robert Downie, Senior Attorney, Department of Management Services  
Ford Frey, CenturyLink  
Ed Gonzalez, Intrado  
Steve O'Connor, Synergem  
Michael Romano, NexGen Global Technologies  
Tim Roberts, TGRA  
James Robinson, AK Associates  
Dina Walker, Seminole County

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

Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications  
Amelia Coates, Sarasota County  
Christine Cooper, Okaloosa County  
Ray Eslinger, Nassau County  
Belinda Farmer, Walton County  
Adrienne Jones, Administrative Support, DMS-Division of Telecommunications  
Donald Lamb, Technical Support, DMS-Division of Telecommunications  
Stacy Needham, Manatee County  
Kent Raheb, Technical Support, DMS-Division of Telecommunications  
Annette Rodgers, Orange County  
Venessa Thompson, Putnam County  
Jennifer Wilson, Martin County

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

**Wednesday, Oct. 15, 2014 beginning at 9:00 a.m. until conclusion of business**

**Due to technical issues the telephone conference was not operational until after lunch break.**

**1. Call to Order**

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

Staff conducted roll call. All board members participated in this meeting.

Ms. Taylor acknowledged staff members in meeting attendance and staff that should be on standby to participate via telephone conference. Staff attempted to reach out via electronic mail to inform county members that issues were being encountered with the telephone conference.

Public members participating in the meeting were requested to acknowledge their participation by signing the sign in sheet 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.

**2. Approve Meeting Minutes for the Sept. 17-18, 2014 E911 Board Meetings**

Meeting minutes from the Sept. 17-18, 2014 E911 Board meetings were reviewed by the Board. Minor typographical and grammatical modifications were provided by Mr. Jennings.

Mr. Greer made a motion to adopt the Sept. 17-18, 2014 meeting minutes with the noted modification. Mr. Guthrie seconded the motion that carried unanimously (9-0).

**3. Old Business**

Board Member Appointment(s)

Mr. Ford requested that Mr. Infinger provide an update related to the status of the county representatives for board member appointment(s). Mr. Infinger informed the Board that Mr. Pyles who currently serves as the large county representative would not be seeking reappointment. Nominations as voted by the county coordinators have been received and submitted to the Florida Association of Counties to be forwarded to the Governor's Appointment Office.

Mr. Infinger informed the Board that Mr. Guthrie would seek re-appointment for the rural county seat and his name has been submitted to the Florida Association of Counties for submission to the Governor's Appointment Office.

**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. Pollischuck reviewed confidential data related to the wireless and non-wireless July 31, 2014 monthly disbursements to counties and financial statements via amplified cell phone.

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 July 31, 2014 were reviewed and discussed by the board.

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of \$4,190,192.14. Mr. Guthrie seconded the motion that carried unanimously (11-0).

Nonwireless

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

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$3,273,841.29. Ms. Dill-Collier seconded the motion which carried unanimously (11-0).

Financial Statement

Due to technical issues and Mr. Barbacci's inability to hear, Mr. Ford gave the review of the Financial Statement for the period ending July 31, 2014 which included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Other issue(s) discussed:

- Anticipated date for initial prepaid revenue
- Prior period adjustments (certified forwards)

**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 \$17,543.65 be approved. Ms. Khazraee seconded the motion that carried unanimously (11-0).

Provider Cost Recovery Reimbursement

Mr. Ford requested a year to date report of wireless service provider cost recovery reimbursement. Ms. Taylor requested that this item be tabled in an effort to reach out to other staff member for the accurate year to date reimbursement amount.

Other issue(s) discussed:

➤ Department of Revenue (DOR) Information

Mr. Ford provided the board members a copy of information as received from DOR related to the processes for wireless prepaid revenues.

The board discussed the following related to wireless prepaid:

- wireless prepaid remittance form
- non-specified fees
- collection process – timeline from DOR to DMS
- changes in fee amount
- distribution mechanism

## 6. Rural County 2014 Fall Program Application Review and Prioritization

Ms. Khazraee started the review process with an overview of the grant review process. The following Rural County Grant Applications were reviewed and prioritized. Some county representatives and vendors were available to provide justification to some grants:

COUNTY	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PURPOSE	PRIORITY
Baker	\$28,143.24	\$28,143.24	E911 Maintenance	2a
Bradford	\$48,879.00	\$47,879.00	E911 Maintenance	2a
Bradford	Part B	\$1,000.00	Map Maintenance	2b
Calhoun	\$12,702.97	\$6,930.97	E911 Maintenance	2a
Calhoun	Part B	\$5,772.00	Map Maintenance	2b
Columbia	\$51,467.00	\$51,467.00	E911 Maintenance	2a
Desoto	\$17,267.48	\$17,267.48	E911 Maintenance	2a
Desoto	\$700.00	\$700.00	Coordinator Meeting	Withdrew
Dixie	\$49,676.80	\$44,676.80	E911 Maintenance	2a
Dixie	Part B	\$5,000.00	Supp ALI Database Maintenance	7
Dixie	\$52,527.16	\$52,527.16	E911 System Upgrade	4a
Franklin	\$4,167.00	\$4,167.00	E911 Maintenance	2a
Gadsden	\$46,399.12	\$46,399.12	E911 Maintenance	2a
Glades	\$44,491.61	\$28,394.61	E911 Maintenance	2a
Glades	Part B	\$5,597.00	Map Maintenance	4a
Glades	Part C	\$10,500.00	GIS Mapping Services	6b
Gulf	\$4,167.00	\$4,167.00	E911 Maintenance	2a
Hamilton	\$47,313.00	\$41,913.00	E911 Maintenance	2a
Hamilton	Part B	\$400.00	Map Maintenance	2b
Hamilton	Part C	\$5,000.00	Supp ALI Database Maintenance	7
Hardee	\$30,667.19	\$30,667.19	E911 Maintenance	2a
Hendry	\$64,483.43	\$55,583.43	E911 Maintenance	2a
Hendry	Part B	\$8,900.00	Map Maintenance	2b
Hendry	\$11,300.00	\$11,300.00	Recorder Replacement	4d
Lafayette	\$37,605.14	\$32,605.14	E911 Maintenance	2a
Lafayette	Part B	\$5,000.00	Supp ALI Database Maintenance	7
Liberty	\$23,046.10	\$23,046.10	E911 Maintenance	2a
Liberty	\$1,450.00	\$1,450.00	Coordinator's Meeting	Withdrew
Madison	\$41,227.00	\$39,266.00	E911 Maintenance	2a
Madison	Part B	\$1,961.00	Map Maintenance	2b
Putnam	\$90,717.75	\$90,235.25	E911 Maintenance	2a

Other issue(s) discussed:

### Priority 7

Mr. Ford expressed that as he would not be present for the Board decision on Priority 7 grant requests; his vote at this time would be not to fund as inquiries have been previously made how and where supplemental ALI database has made a difference with no feedback other than imagine what if. Mr. Ford also stated that it is a requirement of the board to assure the effective use of 911 funds; responses other than 'image how good it would be if', would be required. Mr. Ford suggested that the board make a firm decision related to supplemental ALI database.

**Mr. Ford had to leave the meeting due to other meeting conflicts. Mr. Greer chaired the meeting from the point of the Putnam County grant review and prioritization.**

**Rural County 2014 Fall Program Application Review and Prioritization (continued)**

The following Rural County Grant Applications were reviewed and prioritized. Some county representatives and vendors were available to provide justification to some grants:

<b>COUNTY</b>	<b>AMOUNT</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>PRIORITY</b>
	<b>REQUESTED</b>	<b>RECOMMENDED</b>		
Putnam	\$10,170.00	\$10,170.00	ALI Server Replacement	4e
Taylor	\$33,813.24	\$33,813.24	E911 Maintenance	2a
Union	\$44,396.75	\$44,396.75	E911 Maintenance	2a
Wakulla	\$18,145.14	\$18,145.14	E911 Maintenance	2a

**Total number of counties submitting applications: 20**

**Total number of applications received: 25**

**Total amount of grant request: \$814,923.12**

**Total amount of recommended award: \$797,290.62**

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

The following were discussed as Board Rules, Rule Development and Status Report:

➤ 2015 Rural County Grant Rule Development

Mr. Infinger informed the Board that the 2015 Rural County Grant Program Rule Development is in progress. Information has been sent to Mr. Jennings for processing.

➤ 2014 State Grant Program Rule

Mr. Infinger informed the Board that the 2014 State Grant Program Rule had been adopted and there were no issues with the upcoming December 2014 grant program.

➤ Emergency Grant Program Rule Development

Ms. Dill-Collier made a motion to initiate rule development for notice of rulemaking for the emergency grant program. Mr. Guthrie seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

Mr. Guthrie made a motion to adopt the Emergency Grant Program Statement of Estimate Regulatory Cost (SERC) as presented as it reflects the Board opinion that the statement accurately reflects what the board believes to be the estimated regulatory cost of the proposed rule. Therefore, the SERC shall provide that the proposed rule will have no fiscal impact to small businesses in any form or fashion. Ms. Mitchell seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

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

➤ Carry Forward Funds and Excess Funding

Mr. Infinger informed the Board that this was a preliminary process to update statute language to comply with March 1, 2015 legislative requirements. Mr. Infinger also informed the Board that statute modifications would have to be made due to carry forward funds being calculated on a fiscal year basis and not a calendar year basis. It is the opinion of staff that the Rule should reflect that this would be the county and not state fiscal year.

The Board discussed the allowable and non-allowable opinion listing as to if the listing should be established by the rule development process.

The Board is of the opinion that staff working with a board member coordinator will develop language to present to the board at a future meeting.

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

Washington County 13-10-21 Change Request

Washington County submitted a change request for a time extension of two-hundred ten (210) days in an effort to process monthly installments for maintenance to avoid any over payments.

Mr. Guthrie made a motion to accept the Washington County time extension change request. Ms. Mitchell seconded the motion that carried 10-0. Mr. Ford was not available for this vote.

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

Mr. Greer informed the Board that discussion related to fee allocation percentages and the E911 trust fund was included on the agenda as a place holder for discussions; however, at this time no discussions were required.

Meeting Recessed.



**Thursday, Oct. 16, 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 Ms. Dill-Collier, Mr. Ford and Mr. Pyles.

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. Conduct vote(s) on 2014 Fall Rural County Grant Awards**

The Board started discussion related to votes for the Rural County Grant awards by assuring that all pending issues had been resolved and reviewing the level of funding available for this program.

Ms. Khazraee made a motion to approve grant request for the 2014 Fall Rural County Grant Program through priority 6b. Mr. Guthrie seconded the motion that carried 8-0. Ms. Dill-Collier, Mr. Ford and Mr. Pyles were not available for this vote.

Other issue(s) discussed:

Legislative Analysis Overview

Mr. Infinger provided the Board with a draft 2014 Legislative Analysis whitepaper that included the following information:

- Grant provision
- Special disbursement/allocation change provision
- Annual report provision
- Service provider fee rate change notification
- Fee rate change/allocation change provision
- Finance and Accounting development provision
- Prepaid nonspecific disbursement accounting development provision
- Carry Forward Rule
- Board Administration Excess funding
- Rural County Maintenance

**11. Discuss E911 Board 2014 Annual Report**

Mr. Infinger provided a copy of the 2013 E911 Board Annual Report to the board for purposes of review, input and section assignment. Mr. Infinger explained the Annual Report as statutorily required as informational to the new board members.

Mr. Infinger also presented a framework to assist with the 2014 draft E911 Annual Report. Mr. Infinger requested that each board member send via email the section(s) that they would like to be responsible for updating.

**12. Public Comments  
Staff Reports**

Mr. Greer explained that during the votes that he had failed to ask if there were any concerns or questions. Mr. Greer asked if there were any questions and or concerns related to any votes that the board had conducted. There were no questions and/or concerns.

Mr. Greer asked if there were any public comments or additional staff reports. There were no public comments or additional staff reports.

**13. Adjourn**

Next scheduled meeting:

November 12-13, 2014, 9:00 a.m. until conclusion of business

LOCATION: Renaissance Hotel, St. Augustine

PWT/pwt