

E911 BOARD MEETING MINUTES

Meeting Dates:

E911 Board Meetings
Nov. 12-13, 2014
Renaissance Hotel
St. Augustine

Wednesday, Nov. 12, 2014 and Thursday, Nov. 13, 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

Board Members participating via telephone conference:

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:

Ben Breier, Airbus
Peggy DeFilippo, NexGen Global Technologies
Ray Eslinger, Nassau County
David Gleason, TCS
Keith Godwin, Alachua County
Tim Gundlach, TGRA
Bob Mohr, General Dynamics
Susan Nelson, Airbus
Tony Parrott, Solacom
Michael Romano, NexGen Global Technologies
James Robinson, AK Associates
Patricia Welte, Duval County
Alan Woods, Intrado

Staff Members and Public Members participating via telephone conference:

Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications
Belinda Farmer, Walton County
Tim Gundlach, TGRA
Larry Houff, Partner, Carr, Riggs & Ingram, LLC (CRI)
Karen Hudson, Staff, Carr, Riggs & Ingram, LLC (CRI)
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
Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)

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

Wednesday, Nov. 12, 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.

Staff conducted roll call. All board members participated in this meeting. Mr. Pyles participated via telephone conference.

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. Approve Meeting Minutes for the Oct. 15-16, 2014 E911 Board Meetings

Meeting minutes from the Oct. 15-16, 2014 E911 Board meetings were reviewed by the Board. Minor grammatical modifications were provided by Mr. Jennings.

Ms. Khazraee made a motion to adopt the Oct. 15-16, 2014 meeting minutes with the noted modification. Mr. Guthrie seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

3. Old Business

2014 Fall Rural County Grant Program Award Disbursements

Staff reported that the disbursement letters had been processed and submitted to Financial Management Services (FMS) for payment. However, FMS had to request advance payment of grant funds by the Department of Financial Services (DFS).

FMS informed staff that the request had been submitted with some questions; however, they were confident that payment approval would be granted within the next five to seven days.

Mr. Ford informed the board that if advanced payment authorization was not received the grant funds would have to be disbursed contingent upon certification of project completion by each county.

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. Ford informed the board that due to the DMS procurement process, Carr, Riggs and Ingram were awarded the accounting services contract and would be the new company providing accounting services to the board.

Larry Houff, Partner introduced himself and the accounting team that would be working directly with the board. Mr. Houff also gave a brief overview on their company.

Mr. Rodriguez reviewed confidential data related to the wireless and non-wireless Aug. 31, 2014 monthly disbursements to counties and financial statements via telephone.

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

Mr. Guthrie made a motion to authorize distribution of wireless revenues in the amount of \$4,109,155.71. Ms. Dill-Collier seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Nonwireless

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

Ms. Khazraee made a motion to authorize distribution of nonwireless revenues in the amount of \$3,349,481.99. Mr. Guthrie seconded the motion which carried unanimously (11-0). There were no questions and/or comments related to this vote.

Financial Statement

Mr. Houff gave the review of the Financial Statement for the period ending Aug. 31, 2014. Mr. Houff started the review of the Financial Statement by reminding the board that the nature of a compilation report is to compile all the remittance reports received. Mr. Houff gave the Financial Statement overview that included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

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

Provider Cost Recovery Reimbursement

Ms. Hudson provided an overview of the year to date provider cost recovery reimbursements requested a year to date report of wireless service provider cost recovery reimbursement.

Ms. Taylor informed the board that the wireless service providers had submitted proposals for the fiscal year 2014-15 in the estimated amount of \$9,156,650. Of this amount, wireless service providers actual cost reimbursements was in the total amount of \$7,083,976 that left a remaining balance of approximate \$2,072,674.

Wireless Service Provider Cost Recovery Consent Agenda

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 \$603,460.80 be approved. Mr. Guthrie seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Mr. Greer filed Form 8A.

Old Business (continued)

Board Member Appointment(s)

Mr. Infinger informed the Board that the Florida Association of Counties had been notified and confirmed that two candidates (Chuck Freeman, Pinellas County and Chuck Spalding, Palm Beach County) had been received for the large county seat currently filled by Mr. Pyles. No updates have been received from the Governor's Appointment Office to date.

Mr. Infinger also informed the board that a letter had been sent to Hillsborough County requesting Mr. Pyles support to the board until a replacement is appointed. The third candidate from Miami-Dade no longer qualified due to the nominee's change in position.

6. E911 Board Rules, Rule Development and Status Report

Mr. Jennings gave the following report on board rules, rule development:

- Rule 60FF1-5.002 Rural County Program

Rule noticed on Oct. 29, 2014 and should be adopted approximately Nov. 20, 2014.

- Rule 60FF1-5.005 Emergency Grant Program

Rulemaking notice scheduled to be filed on Nov. 25, 2014.

Mr. Infinger gave the following report on board rules, rule development:

- Rule 60FF-5.003 State Grant Program

Rule approved and program scheduled with due date for Dec. 1, 2014. One grant application has been received to date for this program. Some grants are anticipated for system upgrades.

- Rule 60FF-5.006 Carry Forward Funds and Excess Funding

Mr. Infinger started the carry forward overview with an explanation of excess carry forward funds. The intent for this rule would be to address issues with new legislation and potentially establish the board opinion of allowable expenditures in rulemaking process. The Board discussed clarification of special disbursement, hosted systems and allowable/disallowable expenditures.

Mr. Infinger agreed to provide a copy of the Board's opinion on allowable expenditures for review and further discussion by the Board.

Lunch Recess

Board Member Attendance

Ms. Dill-Collier made a motion to excuse Mr. Konuch and Mr. Nadler from the afternoon meeting session due to other meeting conflicts. Ms. Mitchell seconded the motion that carried 9-0.

The motion was amended to also excuse Mr. Konuch from the Thursday, Nov. 13, 2014 meeting. Ms. Mitchell made the amended motion and Ms. Anderson seconded the motion that carried 9-0. Mr. Konuch and Mr. Nadler were not present for this vote. There were no questions and/or comments related to this vote.

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

- Rule 60FF-5.006 Carry Forward Funds and Excess Funding (continued)

Mr. Infinger provided a copy of the Board's opinion on allowable expenditures for review and input.

Other issue(s) discussed as board opinion as allowable expense:

- Public awareness – outreach (brochures)

The Board is of the consensus that this opinion should be removed from the E911 website pending further research.

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

Putnam County 13-10-17 Change Request

Putnam County submitted a change request for a time extension until December 2014 in an effort to finalize the grant project and process payment for pending invoices.

Concerns were discussed related to need for variance waiver if extension of time would extend grant project past grant timeline.

Other issue(s) discussed:

- Miami-Dade change request forthcoming
- Server purchase (3-5 year warranty service period)
- Rural County Maintenance

Additional information spreadsheet for review provided. Comparison of actual costs was requested by the board.

**8. St. John's County School for the Deaf and Blind Tour
(tour scheduled 3:30 p.m. until conclusion of tour)**

Meeting Recess

Thursday, Nov. 13, 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. Konuch. 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.

9. 911 Call Handling System Manufacturer's Presentations

The following Systems Manufacturer's Presentations were held:

Presenter: Ben Breier
Airbus

Presenter: Tony Parrott
Solacom Solution & Support Overview

Presenter: Alan Woods
Intrado Viper/Services Overview

Attorney Statement

Mr. Jennings informed public members attending the meeting that when addressing the board due to public records and sunshine laws that it is imperative that each individual identify themselves.

911 Call Handling System Manufacturer's Presentations (continued)

The following Systems Manufacturer's Presentation(s) were held:

Presenter: David Gleason
TCS

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

Mr. Ford 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. Potentially, no discussions will be held until June pending the receipt of March 2014 prepaid revenues.

Special Disbursements

Mr. Ford questioned if any discussions were required during this meeting related to special disbursements. There were no discussions related to special disbursements.

11. Public Comments/Staff Reports

There were no public comments or additional staff reports.

Discuss Rural County and State Grant Program Quarterly Reports and Change Requests (continued)

Putnam County 13-10-17 Change Request (continued)

Staff provided an updated change request form that included all items related to the mapflex grant project and the request for additional time to complete final paperwork and return all unused grant funds to the Board.

Ms. Khazraee made a motion to accept the Putnam County change request for the two month time extension. Mr. Guthrie seconded the motion that carried 9-0. Mr. Konuch and Mr. Nadler was not present for this vote. There were no questions and/or comments related to this vote.

Other issue(s) discussed:

Educational Training Funding

Mr. Infinger reported that fifty-two counties in total were represented for the training offered at the 2014 Fall 911 Coordinator's meeting. Of the total counties that were represented; fifty were seeking training expenses reimbursement.

Mr. Infinger also reported that there was full attendance for all classes provided at the 2014 Fall 911 Coordinator's meeting.

Other issue(s) discussed (continued):

Polk County Equipment Disposal

In accordance with Chapter 274 Florida Statute; Polk County requests the disposal of 2008 equipment purchased with grant funds due to equipment failure.

Ms. Khazraee made a motion that it is the general consensus to authorize staff to handle disposal of equipment five years or older (equipment with no salvage value). Mr. Greer seconded the motion that carried 9-0. Mr. Konuch and Mr. Nadler were not available for this vote. There were no questions and/or comments related to this vote.

Legislative Analysis

Mr. Infinger provided an updated whitepaper that included schedule timelines. Mr. Infinger informed the Board that the remaining task for December would be to post new remittance forms for collections in January 2015. Discussion related to allocation changes are in planning stage.

12. Discuss E911 Board 2014 Annual Report

Mr. Infinger informed the board that staff was working on the Annual Report framework and in process of reviewing financial reports.

Mr. Ford informed the board that as a result of the Department of Revenue (DOR) meeting, notifications would be sent to all prepaid providers.

Other issue(s) discussed:

- Non-specific disbursements
- Special disbursements for training
- Maintenance for rural counties

Mr. Infinger informed the board that the request for county information was due by Dec. 15, 2014. Mr. Infinger agreed to send board member report section assignments by email.

Text-to-911 Update

Mr. Infinger informed the board that the information provided included the latest updates to the map and county information for text-to-911 implementations.

Alachua County shared a text-to-911 success story.

Other issue(s) discussed:

Federal Communications Commission (FCC) Actions

Mr. Infinger shared for informational purposes related to issues within the FCC that includes Tracfone Petition Lifeline Services being exempt from the E911 fee and how other states are handling this issue.

Mr. Guthrie requested updates on FCC information that impacts board. Mr. Ford requested that staff share information with board via email once received instead of holding to share in board meetings.

Statewide Next Generation 911

Mr. Greer requested as a result of attending the 911 Coordinator's meeting that the 911 regional groups provide feedback to the board relative to what regions would be interested in hosted systems, what type hosted system the counties would be interested in, what associated issues could be encountered and other criteria related to features and functions. Mr. Greer requested the vendor community assistance in working with the board to establish a regional/statewide system.

Mr. Greer also requested that staff include in the rural grant spreadsheet the manufacturer and type of call taking equipment by county to provide equipment details to the board.

E911 Board Meeting Future Agendas

Mr. Ford informed the Board that as a result of Government in the Sunshine the Board should not have items included under "Other Business", therefore, the Other Business items has been removed from the agenda.

Mr. Ford stated that the Board will address these concerns with a new agenda item for future meeting issues that would be included on the agenda for a future meeting.

Mr. Ford questioned if any public members had any items for consideration for the future agenda. There were no items presented. Mr. Ford requested that if any future items of consideration are requested that they be presented in advance by email to staff.

13. Adjourn

Next scheduled meeting:

Dec. 10-11, 2014, 9:00 a.m. until conclusion of business

LOCATION: Embassy Suites Hotel, Altamonte Springs

PWT/pwt