

E911 BOARD MEETING MINUTES

Meeting Dates:

E911 Board Meetings
Dec. 10-11, 2014
Embassy Suites Hotel
Altamonte Springs

Wednesday, Dec. 10, 2014 and Thursday, Dec. 11, 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
Ira Pyles, 911 Coordinator, Hillsborough County

Board Members participating in meeting via telephone conference:

Dale Mitchell, 911 Coordinator, St. Johns County
Tom Nadler, Manager, Sprint

Staff in meeting attendance:

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

Public in meeting attendance:

Paul Boynton, CenturyLink
Steve Bozak, Essential Management
Tom Brazil, Columbia County
Silas Daniel, Sumter County
Peggy DeFilippo, NexGen Global Technology
Ford Frey, CenturyLink
Stephen Fullerton, ECaTs
Steve Godwin, Alachua County
Ed Gonzalez, Intrado
Tim Gundlach, TGRA
Darren Light, AT&T
Kelsey Lindholm, Carousel Industries
Susan Nelson, Airbus
Roy Preuss, Essential Management Solutions
Lizette Resto, Osceola County
Tim Roberts, TGRA
James Robinson, AK Associates
Dina Walker, Seminole County
Alan Woods, Intrado

Staff Members and Public Members participating via telephone conference:

Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications
Tricia Davis, Volusia County
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
Jennifer Payne, Suwannee County
Kent Raheb, Technical Support, DMS-Division of Telecommunications
Annette Rodgers, Orange County
Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)
Chuck Spalding, Palm Beach 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, Dec. 10, 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 present for roll call with the exception of Mr. Dillon and Mr. Pyles who informed staff that they would arrive late for this meeting due to other conflicts. Mr. Nadler attended the meeting face to face but had to participate by phone due to health issues. Ms. Mitchell participated by telephone 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 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 Nov. 12-13, 2014 E911 Board Meetings

Meeting minutes from the Nov. 12-13, 2014 E911 Board meetings were reviewed by the Board. There were no significant changes or updates received from the Board members or staff after the initial draft was circulated. All updates were incorporated in the draft meeting minutes as presented.

Mr. Greer made a motion to adopt the Nov. 12-13, 2014 meeting minutes as presented. Ms. Dill-Collier seconded the motion that carried 9-0. Mr. Dillon and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

3. 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. Houff started these discussions by informing the Board that the confidential data would be reviewed by various Carr, Riggs & Ingram staff members.

Mr. Rodriguez conducted the confidential data review related to the wireless and non-wireless Sept. 30, 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.

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

Wireless

Wireless financial reports for the period ending Sept. 30, 2014 were reviewed and discussed by the board.

Mr. Guthrie made a motion to authorize distribution of wireless revenues in the amount of \$4,172,697.04. Ms. Anderson seconded the motion that carried 9-0. Mr. Dillon and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

Nonwireless

Nonwireless financial reports for the period ending Sept. 30, 2014 were reviewed and discussed by the board.

Ms. Dill-Collier made a motion to authorize distribution of nonwireless revenues in the amount of \$3,229,486.58. Mr. Guthrie seconded the motion that carried 9-0. Mr. Dillon and Mr. Pyles were not available for this vote. 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 Sept. 30, 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.

Other issue(s) discussed:

- Growth of trust fund balance

Provider Cost Recovery Reimbursement

Ms. Hudson provided an overview of the year to date provider cost recovery reimbursements.

Mr. Ford commented positively on some report modifications as implemented by the accounting firm.

Mr. Dillon joined the meeting during these discussions.

Agenda Overview

Mr. Ford gave an overview of the remaining agenda items and inquired if the Board would like to consider for this meeting potentially recessing early in an effort for members to review the 2014 Annual Report draft to provide updates for their assigned sections.

The Board as a whole was of the consensus to recess early in an effort to review the draft 2014 Annual Report for updates.

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

Service Provider Letters

Mr. Ford informed the Board that as included in the meeting package, letters continue to be mailed to service providers with issues related to submission of remittance reports.

5. Old Business

Board Member Appointment(s)

Mr. Ford informed that Board that staff had contacted the Governor's Appointment Office and was informed that pending appointment(s) would be made a the Governor's discretion.

Mr. Ford also informed that Board that Hillsborough County had responded to the requested for Mr. Pyles continued support to the Board until his replacement is named and Hillsborough County has agreed to provide 100% support to the Board until a replacement is appointed.

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 invoices 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 \$334,759.99 be approved. Mr. Guthrie seconded the motion that carried 9-0. Mr. Nadler and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

Ms. Dill-Collier made a motion that payment authorization for Item 2, as listed on the Wireless Service Provider Cost Recovery Consent Agenda in the total amount of \$24,953.80 be approved. Ms. Anderson seconded the motion that carried 9-0. Mr. Nadler and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

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

Ms. Dill-Collier made a motion that payment authorization for Item 3, as listed on the Wireless Service Provider Cost Recovery Consent Agenda in the total amount of \$23,951.64 be approved. Mr. Guthrie seconded the motion that carried 9-0. Mr. Nadler and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

Ms. Dill-Collier made a motion that payment authorization for Item 4, as listed on the Wireless Service Provider Cost Recovery Consent Agenda in the total amount of \$321,944.14 be approved. Mr. Guthrie seconded the motion that carried 9-0. Mr. Nadler and Mr. Pyles were not available for this vote. There were no questions and/or comments related to this vote.

Other issue(s) discussed:

- Ongoing costs for Phase I and Phase II Technology
- Allowable Text-to-911 Costs
(Implementation for actual costs to implement text-to-911 would be available at limited cost for text through network circuits.)
- Reimbursement Process for Text-to-911

Mr. Greer filed Form 8A.

Text-to-911 Procedures

Mr. Ford questioned when discussions related to the Text-to-911 process would be discussed. Mr. Infinger stated that the process could be discussed during afternoon Board meeting session. Mr. Infinger informed the Board that the process had been discussed at the coordinator meeting and that he could share slides as provided at the coordinator meeting. Mr. Infinger also informed the Board that staff was meeting with counties on an individual basis for implementation discussions.

A meeting had been held with the Tri-County (Franklin, Gulf and Liberty) and that they had decided to go with the network connectivity with their Text Control Center being INdigital. Staff and county representative(s) will be working with INdigital on connectivity issues.

The vendor that services many of the North Florida county PSAPs has requested a meeting related to issues surrounding connectivity to the text control centers through existing county MFN circuits.

Mr. Infinger informed the Board that the reimbursement form had been established and utilized to compare Palm Beach County costs.

Annual Report Review Process

Mr. Infinger gave an overview of the 2014 draft Annual Report and each member section assignment. Mr. Infinger also informed the board that the current financial data would be reported on a state and county fiscal year basis while the actions of the board would be reported on a calendar year basis.

Discuss the recommendation(s) and vote on items from confidential data (continued)
Form 8A

Ms. Guillemette questioned the process of submitting the Form 8A and if the member submitting the form should state what not voted on and why submitting form.

6. 2014 State Grant Program Application Review and Prioritization

Ms. Khazraee started the review process with an overview of the grant review process. The following State 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
Calhoun	\$11,053.94	\$11,053.94	E911 System Upgrade	2a
Charlotte	\$277,654.87	\$277,654.87	E911 System Replacement	1
Columbia	\$89,741.85 (Server amount difference)	\$87,303.35	E911 System Upgrade	2a
Gadsden	\$99,245.76 (County withdrew application)	\$0.00	Mapflex Upgrade	
Glades	\$59,057.07 (Calculation error)	\$59,056.17	E911 System Upgrade	2a
Hardee	\$140,102.51	\$140,102.51	E911 System Upgrade	2a
Levy	\$115,451.79 (Carry forward and per diem differences)	\$59,923.09	E911 System Upgrade	2a
Martin	\$549,147.78 (Extended warranty reduction \$14,168.00)	\$374,631.00	E911 System Upgrade	1
Martin	Part B	\$160,348.78	Primary Recorder System	2d

Total number of counties submitting applications: 8

Total number of applications received: 8

Total amount of grant request: \$1,341,455.57

2014 State Grant Program Application Review and Prioritization (continued)

Other issues discussed related to State Grant Program:

- Per Diem/Administrative Costs
- Itemized Costs for Quotes

Ms. Khazraee made a motion to open Rule 60FF1-5.003 State Grant Program for rule development and discussions related to per diem costs and other pending issues. Ms. Dill-Collier seconded the motion that carried 9-0. Mr. Nadler and Mr. Pyles were not available for this vote. Ms. Khazraee requested that further discussion be tabled until later in this meeting.

Text-to-911 Process and Procedures (continued)

Mr. Infinger provided copies of the text-to-911 document and presentation for the board members review.

Mr. Infinger further explained that there would be two options for funding (1) web interface from text control center connected through an IP network circuit or (2) network connection directly into compatible NG-911 equipment. The costs are limited to the IP network circuit and the per seat Text Control Center costs. Mr. Infinger stated that the board had provided that any equipment upgrades required could be applied for through the State Grant Program. The board agreed that the IP network cost disbursement would be provided for the county for the text-to-911 initiative, with no differentiation between new circuits and existing circuits as long as the circuits will be used for text-to-911.

The board agreed that the special disbursement will be an upfront disbursement to enable the counties to establish text-to-911 with an initial disbursement for 12 months. Sustainability will be looked at after the first year depending on the needs and information provided by the county.

MFN connectivity costs to the TCC were part of the initiative as part of the board funded costs. MFN county connectivity costs are used because of the existing state contract pricing and it is used as a proxy ceiling amount for cost reimbursement. Additional clarification that other carrier costs from the text control center to the carriers network are not provided was recommended to be incorporated into the report. The funding provided to the county are limited to the state contract amount for the county IP network circuit cost and the maximum cost per seat for the text-to-911 service in the report. No additional reimbursement will be provided for any other provider or carrier costs.

Other item(s) discussed:

- County progress reports
- Special disbursement (lesser of amount projected or actual costs)
- Application process
- Form submission
- Circuitry diagram
- Implementation costs

7. E911 Board Rules, Rule Development and Status Report

Ms. Guillemette informed the Board that it is the understanding through briefing with Mr. Jennings that there were no open items related to rule development.

Mr. Infinger informed the Board that the preliminary draft for the carry forward developmental language was in progress. There are no updates for this meeting.

8. Spring Rural County Grant Program

Mr. Infinger informed the Board that no changes had been made to the rule and that applications would be due for this program on or before April 1, 2015.

Flat Rate Maintenance Awards

Mr. Ford stated that the Board had discussed previously a flat rate maintenance award to be conducted each grant cycle rather than going through the application process. Mr. Infinger informed the board that information gathering was still in process and would be available in January 2015.

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

Mr. Ford informed the Board that fee allocation percentages should be tabled with the understanding that the trust fund continues to grow and there should be adequate funds in reserve available to keep counties whole during any shortfall of revenues.

Other issue(s) discussed:

Legislative Issues

Mr. Infinger informed the Board that in an effort to assure that all processes in place related to the 2014 legislative enactments; notification letters informing of fee changes have been mailed to all service providers and the fee remittance documents for the new Jan. 1, 2015 rate change to \$.40 rate have been posted on the E911 website.

10. E911 Board 2014 Annual Report

Mr. Infinger provided a copy of the 2014 draft Annual Report and framework with all assigned sections for review and input.

Mr. Infinger suggested that within the Next Generation section of the Report that CAD System updates be included and that the Board review the financial statement as provided by the accountants.

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Meeting Recess

Thursday, Dec. 11, 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. Nadler.

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.

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

Miami-Dade S6-13-12-5

Miami-Dade submitted a change request for a change in manufacturer, associated changes in hardware, software, training and maintenance costs related to the Coral Gables Police Department E911 Call Taking System. Captain Nizam Ishmael, Miami-Dade 911 Coordinator was available via telephone conference and Darren Light, AT&T face-to-face to support the change request.

Ms. Khazraee made a motion to accept the Miami-Dade change request as modified from the meeting material and presented prior to the discussions. Ms. Dill-Collier seconded the motion that carried 10-0. Mr. Nadler was not available for this vote. There were no questions and/or comments related to this vote.

Putnam County Change Request

Mr. Infinger provided updated information related to the Putnam County change request as discussed in the November board meeting.

Putnam County requested a time extension to resolve issues with service provider related to the cancellation of Mapflex maintenance and to finalize grant.

Staff recommended a 6 month time extension for the vendor and county to resolve the issues. Staff indicated that the information provided included an indication that a reason the system was not accepted was that the Automatic Vehicle Locate (AVL) system was not functional. The concern is that AVL is not an allowable grant item. Venessa Thompson, Putnam 911 Coordinator indicated that the system had not been installed in the PSAP and that the only test software that had been installed and it had not been accepted. The Board requested monthly status reports related to this grant project completion.

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

Ms. Khazraee made a motion to approve the Putnam County six month time extension with the contingency that monthly project updates be provided to the Board and that staff assist county with problem resolutions. Mr. Pyles seconded the motion that carried 10-0. Mr. Nadler was not available for this vote. There were no questions and/or comments related to this vote.

E911 Board 2014 Annual Report (continued)

Mr. Infinger requested that all updates to the 2014 Annual Report draft Financial Report be received by the end of the week. Edits will then be sent to the accounting firm to final. Mr. Infinger informed the board that once the financials are completed he will then work with each board member on their assigned sections for the annual report.

Mr. Infinger also informed the board that all counties have not yet submitted their county information for the annual report and that staff would be working with these counties to obtain the needed information.

Other issue(s) discussed:

- Decrease size of report
- Suggestions for cover
- Communications review of report
- Previous feedback on reports
- Reporting of Prepaid Revenues
- Supplement to report
- Reporting on Prepaid Impact
- Other State comparison

12. Conduct vote(s) on 2014 State Grant Priorities and vote on grant award(s)

Ms. Khazraee started discussion related to votes for the State Grant awards by confirming that all pending issues had been resolved.

The following State Grant applications were presented for acceptance for grant awards:

COUNTY	AMOUNT REQUESTED	AMOUNT RECOMMENDED	PURPOSE	PRIORITY
Charlotte	\$277,654.87	\$277,654.87	E911 System Replacement	1
Martin	\$549,147.78 (Extended warranty reduction \$14,168.00)	\$374,631.00	E911 System Upgrade	1
Calhoun	\$11,053.94	\$11,053.94	E911 System Upgrade	2a
Columbia	\$89,741.85 (Server amount difference)	\$87,303.35	E911 System Upgrade	2a
Glades	\$59,057.07 (Calculation error)	\$59,056.17	E911 System Upgrade	2a
Hardee	\$140,102.51	\$140,102.51	E911 System Upgrade	2a
Levy	\$115,451.79 (Carry forward and per diem differences)	\$59,923.09	E911 System Upgrade	2a
Martin	Part B	\$160,348.78	Primary Recorder System	2d
Total Grant Award		\$1,170,050.71		

Mr. Greer made a motion to approve State Grant awards as presented for the 2014 Fall State Grant Program. Mr. Guthrie seconded the motion that carried 10-0. Mr. Nadler was not available for this vote. There were no questions and/or comments related to this vote.

Ms. Anderson filed Form 8A under the condition that Charlotte County that she represents was awarded a 2014 State Grant award.

Mr. Ford informed the board and counties of the guidelines in which the State grant funds would be disbursed based on county certification of project completion.

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

Mr. Ford restated for the purpose of counties that have been concerned about the potential January 2015 decrease in revenues; that sufficient reserves are available to address any decreases to assure that no county will be negatively impacted.

Mr. Ford requested that the Board consider any special disbursement for future discussions.

Other issue(s) discussed:

Future State Grant Program

The Board discussed the next State Grant Program timeline. It appears that some counties were unable to apply for a grant within the 2014 Fall State Grant Program due to new personnel issues.

Issue(s) discussed:

- Carry Forward Funds
- Per Diem (\$186)

Ms. Khazraee made a motion to withdraw motion as made on Wednesday, December 10, 2014 to notice the State Grant Program be opened for Rule Development. Mr. Greer seconded the motion that carried 10-0. Mr. Nadler was not available for this vote. There were no questions and/or comments related to this vote.

911 Goes to Washington

Ms. Dill-Collier made a request that the Board provide funding for registration to attend the 2015 911 Goes to Washington Conference.

Mr. Guthrie made a motion that funding for registration cost be approved for Ms. Dill-Collier to attend the 2015 911 Goes to Washington Conference. Mr. Konuch seconded the motion that carried 10-0. Mr. Nadler was not available for this vote. There were no questions and/or comments related to this vote.

State 911 Board

Mr. Guthrie acknowledged the Board for providing educational funding support for classes held at the 911 Coordinator's meetings.

Future Agenda Items

Due to Florida in the Sunshine Law requirements and the notice of specific items for discussion in public meetings; Mr. Ford requested that that any person(s) requiring specific items to be placed on the agenda at future meetings; contact Ms. Taylor

13. Other Business (continued)

***Public Comments**

There were no public comments.

***Staff Reports**

There were no additional staff reports.

14. Adjourn

Next scheduled meeting:

January 14-15, 2015, 9:00 a.m. until conclusion of business

LOCATION: Homewood Suites, Port St. Lucie

PWT/pwt