

## **E911 BOARD MEETING MINUTES**

### **Meeting Dates:**

E911 Board Meetings

Feb. 11-12, 2015

Betty Easley Conference Center – Room 152

Tallahassee

**Wednesday, Feb. 11, 2015 and Thursday, Feb. 12, 2015 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:**

Kimberly Bickley, Administrative Support, DMS-Division of  
Telecommunications

Diane Guillemette, Legal Counsel, Office of the Attorney General

Larry Houff, Partner, Carr, Riggs & Ingram, LLC (CRI)

Wink Infinger, Statewide 911 Coordinator, DMS-Division of  
Telecommunications

Adrienne Jones, Administrative Support, DMS-Division of  
Telecommunications

Donald Lamb, Technical Support, DMS-Division of  
Telecommunications

Kent Raheb, Technical Support, DMS-Division of  
Telecommunications

Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)

Penney Taylor, Administrative Support, DMS-Division of  
Telecommunications

**Public in meeting attendance:**

Clint Erickson, Washington County

David Gleason, TCS

Ed Gonzalez, Intrado

Tim Gundlach, TGRA

Susan Nelson, Airbus

James Robinson, A.K. Associates

Tammy Young, ISF

**Public Members participating via telephone conference:**

Frank Kirk, Mission Critical Partners

Rolf Preuss, Essential Management Solutions, LLC

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, Feb. 11, 2015 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 this 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. Approve Meeting Minutes for the E911 Board Meetings**

January 14-15, 2015

Meeting minutes from the Jan. 14-15, 2015 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.

Mr. Guthrie made a motion to adopt the Jan. 14-15, 2015 meeting minutes as presented. Ms. Khazraee seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Jan. 29, 2015

Meeting minutes from the Jan. 29, 2015 E911 Board meeting held via telephone conference to discuss issues related to the 2014 Annual Report due to the Governor and Legislature on or by Feb. 28, 2015 was reviewed by the Board. There were no significant changes or updates received from the Board members or staff after the initial draft was circulated.

Ms. Dill-Collier made a motion to adopt the Jan. 29, 2015 meeting minutes as presented. Ms. Mitchell seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

**3. Old Business**

Discuss Board Member Appointments

No updates have been received related to Board Member Appointments.

**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. Houff started these discussions with an introduction of staff that would conduct the financial reporting to the board and gave a brief overview of their company. Mr. Houff also informed the board that responsibility of financial data is to compile into financial statements and is not audited.

Mr. Rodriguez conducted the confidential data review related to the wireless and non-wireless Nov. 30, 2014 monthly disbursements to counties and financial statements. Mr. Rodriguez also informed the Board of modifications as previously suggested that been incorporated in the October reports.

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 Nov. 30, 2014 were reviewed and discussed by the board.

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of \$4,005,286.84. Ms. Anderson 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 Nov. 30, 2014 were reviewed and discussed by the board.

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$3,324,050.22. Mr. Nadler seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

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

Other issue(s) discussed:

- Prepaid disbursement and reporting (separate reports should be produced for prepaid revenues and separate checks remitted to counties)
- Confidentiality of information
- Missing reports

Financial Statement

Mr. Houff gave the review of the Financial Statement for the period ending Nov. 30, 2014 that also included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Provider Cost Recovery Reimbursement

Ms. Hudson provided an overview of the year to date provider cost recovery reimbursements for the period ending Nov. 30, 2014.

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 \$17,757.11 be approved. Mr. Guthrie seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Other issue(s) discussed:

Wireless Service Provider Cost Reimbursement Tracking

Mr. Raheb presented a report that included the approved cost recovery proposal amounts, year to date reimbursement amounts and balances for wireless service provider as previously requested.

Florida Communications Commission (FCC) Wireless E911 Location Accuracy Requirements - Future Technologies

The board briefly discussed the FCC Wireless E911 Location Accuracy Requirements and future technologies that could impact the wireless service provider category of the trust fund. This concern was tabled to be discussed in detail at a future board meeting.

**6. Discuss IDI Billing Solutions Petition for Declaratory Statement**

Ms. Guillemette presented the IDI Billing Solutions Petition for Declaratory Statement for the board's review and consideration.

After in-depth discussion; Board Counsel stated that it was the opinion that the board should not answer due to standing. Company does not appear to be a substantial affected person. This company appears to be a third party billing agent and not the primary service provider. However, a formal draft response would be presented in the March meeting for consideration.

Other issue(s) discussed:

➤ Lobbying Board Members – Sunshine Laws

Ms. Guillemette provided an update to the board members related to how conversations should be carried out when in the midst of other members and informed the board members that no discussions related to any board decisions should be made outside of scheduled board meetings.

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

County Carry Forward Rule Modifications

The draft carry forward rule language and authorized expenditure list were reviewed and discussed by the Board and Board Counsel.

Ms. Guillemette suggested that the authorized expenditure list be included as a rule with the ability to update in the future.

Ms. Guillemette agreed to provide draft language in a future board meeting for board consideration.

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

Putnam County Mapflex Letter

Putnam County provided as a means of information to the board a letter to the vendor regarding their Mapflex project requesting repayment of the grant funds. The board approved a time extension of six months in the December 2014 meeting to Putnam County in an effort for the county to work with the vendor for problem resolution.

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

Mr. Ford informed the Board that this agenda item should be a significant event during the May 2015 board meeting. Mr. Ford also informed the board that special disbursement spreadsheets would be prepared for the board to review for consideration.

Other issue(s) discussed:

- Prepaid legislation
- Effective date of legislation

Ms. Dill-Collier made a motion that effective as of March 1, 2015 that the allocation percentages shall reflect the changes as stated in 365.173, Florida Statute. Ms. Mitchell seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

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

Mr. Infinger informed the board that the draft Annual Report was still in the review process by the Department of Management Services, Communications section.

Mr. Infinger provided to the board the signature page of the cover letter of the report for each member signature.

**11. Public Comments**

There were no public comments or agenda item(s) for future meetings.

**Staff Reports**

Ms. Taylor informed the board that some meeting planning agreements had been signed for the 2015/2016 meeting schedule. However, the meeting schedule would be sent out to all members for final input no later than close of business Thursday, Feb. 12, 2015.

**12. Adjourn**

**Thursday, Feb. 12, 2015 beginning time 9:00 a.m. until conclusion of business**

Meeting cancelled as all agenda items were reviewed and discussed in the Wednesday, Feb. 11, 2015 meeting.

Next scheduled meeting:

March 11-12, 2015, 9:00 a.m. until conclusion of business

LOCATION: Betty Easley Conference Center, Room 152  
Tallahassee

PWT/pwt