

## **E911 BOARD MEETING MINUTES**

### **Meeting Dates:**

E911 Board Meetings  
Jan. 14-15, 2015  
Homewood Suites Hotel  
Port St. Lucie

**Wednesday, Jan. 14, 2015 and Thursday, Jan. 15, 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:**

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:**

David Gleason, TCS  
Keith Godwin, Alachua County  
Ed Gonzalez, Intrado  
Tim Gundlach, TGRA  
Frank Kirk, Mission Critical Partners  
Kelsey Lindholm, Carousel Industries  
Bob Mohr, General Dynamics  
Tony Parrott, Solacom  
Roy Preuss, Essential Management Solutions  
Stanley Tart, Intrado  
Alan Woods, Intrado

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

Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications  
Larry Houff, Partner, 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  
Annette Rodgers, Orange County  
Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)  
Venessa Thompson, Putnam County

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

**Wednesday, Jan. 14, 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.

Meeting Documents for Board Review

Mr. Ford informed the Board that documents related to board's draft rule and draft annual report had been provided for review. It was requested that the board recess early from this meeting in an effort to review documents prior to discussions in part during this meeting and on Thursday.

Travel Reimbursement

Mr. Ford informed the board that each member was authorized to travel by whatever method so desired; however, would only be reimbursed for what the State's process of evaluation deems to be the lowest cost to the State. Mr. Ford provided some examples of cost reimbursement calculations.

Agenda Overview

Mr. Ford provided an overview of the meeting agenda scheduled around the scheduled St. Lucie County PSAP Tour.

2014 Annual Report Draft Review

Mr. Ford informed the board that the 2014 Annual Report was due to the Governor and Legislature by February 28, 2015. However, it is imperative that the draft be prepared and submitted timely in an effort to allow Communications time to review prior to final report.

Staff Update

Ms. Guillemette reported that Mr. Jennings did have a desire to attend this meeting; however, due to health issues he was unable to attend. Mr. Jennings did have an opportunity to utilize the E911 system and it worked well. Ms. Guillemette also reported that Mr. Jennings was doing better but regretfully could not attend this meeting.

Mr. Jennings communicated that he would attempt to attend one of the upcoming local meeting scheduled to be held in the Tallahassee area.

**2. Approve Meeting Minutes for the Dec. 10-11, 2014 E911 Board Meetings**

Meeting minutes from the Dec. 10-11, 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.

Mr. Ford informed the board, as the Department of Management Services has oversight of the board, that the Department has a new Secretary (Chad Poppell). Mr. Ford stated that the secretary or his designee is appointed chairman of the board and at this point he was still chairman. Mr. Ford also informed the board that the Department had a new Deputy Secretary (Erin Rock) and Chief of Staff (Ben Wolf).

Mr. Konuch requested for clarification purposes that the discussion on page eight related to Text-to-911 Process and Procedures be modified. Mr. Infinger agreed to provide clarification language to Mr. Konuch for review prior to posting to the website.

Ms. Dill-Collier made a motion to adopt the Dec. 10-11, 2014 meeting minutes with the requested modifications. Mr. Guthrie 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.

Currently the Board is awaiting an appointment for Mr. Pyles, large county seat position and re-appointment of Mr. Guthrie.

**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 overviews to the board.

**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 (continued).**

Mr. Rodriguez conducted the confidential data review related to the wireless and non-wireless Oct. 31, 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 Oct. 31, 2014 were reviewed and discussed by the board.

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of \$4,271,394.89. 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 Oct. 31, 2014 were reviewed and discussed by the board.

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$3,261,231.14. Ms. Anderson seconded the motion that 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 Oct. 31, 2014 that also 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)**

Other issue(s) discussed:

- Returned payments
- Action for companies not remitting fee
- Interest received from grant award funds and how to apply

Provider Cost Recovery Reimbursement

Mr. Huff provided an overview of the year to date provider cost recovery reimbursements.

Mr. Ford confirmed that the provider cost recovery reimbursements were unchanged for the period ending Oct. 31, 2014.

Wireless Service Provider Cost Recovery Consent Agenda

The following wireless service provider cost reimbursement invoices were reviewed for payment authorization:

Mr. Greer filed Form 8A.

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 \$202,080.43 be approved. Mr. Guthrie seconded the motion that carried unanimously (11-0). 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 \$8,936.82 be approved. Ms. Mitchell 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. Pyles requested for future reporting that the approved cost recovery amount be include in the report to provide a year to date balance for each provider.

**6. Discuss 2014 E911 State Grant Award Posting and 2015 Rural County Grant Program and Spring Cycle Posting**

Mr. Infinger informed the Board that the Spring Rural County Grant application was posted to the E911 Board website and email notifications with application attached had been sent to all counties. The due date for applications for the Spring program is on or before April 1, 2015.

Mr. Infinger also informed the Board that the 2014 State Grant Program awards had been posted at the E911 Board website with all award letters mailed to the counties approved for awards. Payments for the State Grant Program continue to be contingent upon project certification by the county.

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

Lake County S6-13-12-03

Lake County submitted a change request for a six month time extension due to unforeseeable circumstances and budget issues at the local level.

Mr. Guthrie made a motion to accept the Lake County change request as presented. Ms. Dill-Collier seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Miami-Dade County S6-13-12-5

Miami-Dade submitted a modified change request updated to match the system request. This change request is for a one year extension in time due to development of new system specification.

Ms. Khazraee made a motion to accept the Miami-Dade change request for the one year time extension. Mr. Konuch seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Nassau County S6-13-12-01

Nassau County submitted a change request for a nine month time extension due to a delay in contract execution.

Mr. Guthrie made a motion to accept the Nassau County change request for nine months. Ms. Mitchell seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

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

Wakulla County S6-13-12-6

Wakulla County submitted a change request for a nine month time extension due to system integration issues.

Staff in support of this change request requested a one year time extension in an effort to assure sufficient time to complete project.

Mr. Guthrie made a motion to accept the Wakulla County change request for one year as requested by staff. Mr. Konuch seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

Manatee County S6-13-12-04

Manatee County submitted a change request for a time extension and scope change for the Manatee County primary PSAP E911 CPE Geo-Diverse System.

Mr. Infinger informed the board that it appears to be no true scope change however; adding 4 additional positions, the network connection between the geo-diverse system and changing primary to secondary for Manatee County Law Enforcement PSAPs.

The time extension requested was through December 30, 2015.

Ms. Dill-Collier made a motion to accept the Manatee County change request. Mr. Guthrie seconded the motion that carried unanimously (11-0). There were no questions and/or comments related to this vote.

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

Mr. Ford informed the Board that as this agenda item is a place holder to allow discussions if and when needed that at this time there should be no changes. Mr. Ford stated that the board would be reviewing potential special disbursements for the January and February 2015 county disbursements in an effort to keep the counties whole.

Other issue(s) discussed:

- Legislative Budget Request to establish prepaid category
- Legislative Budget Amendment to redistribute distributions to counties to include wireless prepaid
- Wireless prepaid percentage allocations
- Revenue neutral bill
- Next Generation Business Case status



## **9. E911 Board Rules, Rule Development and Status Report**

### Preliminary Draft Carry Forward Rule

The draft carry forward rule language was reviewed by the Board and Board Counsel with some suggestions for modifications to the language.

The following were discussed related to the draft Carry Forward Rule:

- Authorized Expenditures being separated in a separate rule
- Definition of Carry Forward and why established
- Draft language and timeline schedule for notice
- Assessment Costs

Ms. Guillemette agreed to draft language for staff review before submitting to the Board for review and acceptance before the next scheduled Board meeting.

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

Mr. Infinger provided an update for the anticipated review of the draft E911 Board Annual Report on Thursday, January 15, 2015.

Items for specific review:

- Board Member names correct on cover sheet and cover letter
- Entire Report with Appendix's
- Revenue versus Distribution Projections
- Inclusion and/or Exclusions to Report

## **11. Public Comments**

Mr. Gundlach requested discussions related to ESInet and the special Text-to-911 special disbursements.

Mr. Gundlach stated that this request was presented for discussion based on his consulting work and current regional planning for potential regional ESInets. Mr. Gundlach questioned as funding is being made available to assist with the Text-to-911 initiatives; would this initiative also be a way to come up with how the State would develop an ESInet statewide network.

Mr. Gundlach questioned plan for how ESInet would work related to MFN circuit reimbursements and how technology would be set-up for decision and strategy purposes.

Mr. Ford responded that at this time the board is unsure what the statewide ESInet network would look like. The original technical specifications from two years ago are still in-place and may still be relevant; however, no business case has been conducted.

**Public Comments (continued)**

Mr. Ford further explained that when the initial Request for Information (RFI) was submitted, eleven different models were received.

Mr. Ford explained that he personally has a concept of what the ESInet would look like but no final picture will be developed until the State gets there business case completed. Mr. Ford explained the concept behind reimbursing Text-to-911 costs and explained that the funding for Text-to-911 funding was not proposed to develop or fund a regional ESInet.

Mr. Pyles questioned if the MFN costs to TCC (Text Control Center) would be a part of Board's reimbursable costs? Mr. Infinger explained that this was part of the Board's initiative, but paid directly and are not part of the county reimbursable costs. Some counties are working with their providers and utilizing their existing Intrado arrangements.

**Staff Reports**

The 2015/2016 Proposed meeting schedule was presented for the Board's review and acceptance. Ms. Taylor requested that the Board review the proposed schedule and provide input and feedback.

**12. St. Lucie County PSAP Tour**

**Meeting Recess**

**Thursday, Jan. 15, 2015 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.

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.

**Future Meeting Schedule (continued)**

Mr. Konuch requested that the future meeting schedule be discussed. Ms. Mitchell agreed to assist with locations in and around the Jacksonville area. Mr. Greer questioned availability at the Rosen Shingle Creek, Orlando. Ms. Anderson requested a meeting be held in the Punta Gorda area in addition to Alachua County requesting a meeting to be held in the Gainesville area.

**Discuss E911 Board 2014 Annual Report (continued)**

Mr. Infinger conducted the review of the 2014 Annual Report draft. The following items were reviewed and discussed:

- Report Cover
- Cover Letter
- Report reviewed in entirety

**13. Adjourn**

Next scheduled meeting:

January 29, 2015, 2:00 p.m. until conclusion of business

LOCATION: Telephone Conference to discuss E911 Board 2014 Annual Report

February 6, 2015, 2:00 p.m. until conclusion of business

LOCATION: Telephone Conference to discuss E911 Board 2014 Annual Report

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

LOCATION: Betty Easley Conference Center, Room 152