

E911 BOARD MEETING MINUTES

Meeting Dates:

E911 Board Meetings

March 11-12, 2015

Betty Easley Conference Center – Room 152

Tallahassee

Wednesday, March 11, 2015 and Thursday, March 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

Board Members participating via telephone conference:

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:

Keith Godwin, Alachua County
Ed Gonzalez, Intrado
Tim Gundlach, TGRA
Don Nagle, Kimball Consulting
Susan Nelson, Airbus
Tammy Young, ISF

Public Members participating via telephone conference:

Jody Kenyon, Pasco County
Stacy Needham, Manatee County
Jennifer Payne, Suwannee County
Rolf Preuss, Essential Management Solutions, LLC
Annette Rodgers, Orange County
Venessa Thompson, Putnam County
Patricia Welte, Duval County

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

Wednesday, March 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 acknowledged participation in this meeting with the exception of Mr. Pyles who informed staff that he would be joining via telephone conference later in the meeting due to other meeting conflicts. Mr. Nadler participated via telephone conference.

Roll call for staff members was conducted. Public members attending this meeting and participating by 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 Feb. 11-12, 2015 E911 Board Meetings

Meeting minutes from the Feb. 11-12, 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.

Ms. Khazraee requested that language for discussions related to the IDI Billing Solutions Petition for Declaratory Statement is modified for clarity purposes. Ms. Guillemette provided updated language.

Ms. Dill-Collier made a motion to adopt the Feb. 11-12, 2015 meeting minutes with the stated modifications. Ms. Mitchell seconded the motion that carried 10-0. Mr. Pyles was not present for this vote. There were no questions and/or comments related to this vote.

3. Old Business

2014 E911 Annual Report

Mr. Ford informed the Board that a copy of the 2014 E911 Annual Report as provided to the Governor and Legislature was provided for each member. A copy of the report would be made available online for members of the public.

Discuss Board Member Appointments

Mr. Ford informed the Board that no updated notifications had been received for any new or expired 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.

Mr. Rodriguez conducted the confidential data review related to the wireless and non-wireless Dec. 31, 2014 monthly disbursements to counties and financial statements. These disbursements reflected the new allocation percentages as stated in section 365.173 Florida Statute.

The board was informed that remittance reports from some companies showed significant fluctuations of subscribers.

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

Wireless

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

Ms. Khazraee made a motion to authorize distribution of wireless revenues in the amount of \$4,635,577.43. 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.

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

Nonwireless

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

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$3,269,277.39. Ms. Mitchell 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.

Financial Statement

Mr. Houff started the review of the Dec. 31, 2014 financial statement by stating that the financial data just reviewed by Mr. Rodriguez was compiled into the financial statements, but they did not audit the data.

Mr. Houff gave the review of the Financial Statement for the period ending Dec. 31, 2014 that also included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Mr. Houff informed the Board that the financial statement footnotes had been updated to include prepaid distributions.

Provider Cost Recovery Reimbursement

Mr. Houff provided an overview of the year to date provider cost recovery reimbursements for the period ending Dec. 31, 2014.

Other issue(s) discussed:

Items for discussion next month due to changes in fee rate

The Board discussed the methodology in factoring the change in fee rate and percentage changes to best address the 20% shortfall anticipated to impact the counties.

The Board is of the consensus that information on a twelve month basis (including December 2014) should be prepared for review.

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

Wireless Service Provider Cost Recovery Consent Agenda

Mr. Greer filed Form 8A.

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 \$3,040,002.40 be approved. Mr. Guthrie seconded the motion that carried 10-0. Mr. Pyles was 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 \$15,297.94 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.

Mr. Nadler informed the Board via email to staff that due to technical issues he was unable to conduct votes.

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 \$23,705.63 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 \$292,326.19 be approved. Mr. Greer 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:

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.

6. Discuss IDI Billing Solutions Petition for Declaratory Statement

Ms. Guillemette presented a proposed Final Order that denied the IDI Billing Solutions Petition for Declaratory Statement for the board's review and consideration.

The Board discussed the process for the Final Order that was signed by Mr. Ford and requested that Ms. Taylor as Clerk of the Board file the petition. Ms. Guillemette informed the Board that once the final order is filed, a copy should be mailed to the petitioner and a copy provided to her office for notice in the Florida Administrative Register.

7. E911 Board Rules, Rule Development and Status Report

County Carry Forward Rule Modifications

The carry forward rule language draft and the county fiscal information form were reviewed and discussed by the Board and Board Counsel.

Ms. Guillemette gave an overview of the filing process. The Board discussed statute interpretations related to allowable expenditures.

Lunch Recess

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

County Carry Forward Rule Modifications

The Board updated the county fiscal information form and reviewed the proposed rule language.

Ms. Khazraee made a motion to proceed with notice of rule development. Ms. Dill-Collier 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.

County Carry Forward Rule - Statement of Estimated Regulatory Costs (SERC)

Mr. Guthrie made a motion that there would be no adverse impact on any small business as a result of rule development for the county carry forward rule. 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.

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

Authorized Expenditure Rule

The Board was of the consensus that the notice of rule development for the authorized expenditure rule would be advertised in an effort to allow the board, staff and counties to work on the actual language for this rule. The draft would be sent to the county 911 coordinator for discussion next month.

Issue(s) of concern:

- ENP Certification
- Personnel Costs
- Vehicle Costs

Mr. Dillon made a motion to notice the authorized expenditure rule for development. Mr. Konuch seconded the motion.

Public comments related to Authorized Expenditures

Mr. Godwin, Alachua County representative requested to be allowed to provide input for the authorized expenditure language draft, requesting that the ENP certification costs for telecommunicator and supervisors be included in the language.

Mr. Godwin also requested that vehicles be included as an allowable expenditure.

Due to differing opinions on vehicle purchases; staff agreed to research history related to previous discussions and/or opinions to be reported back to the Board.

The motion and second to move forward with the notice for the authorized expenditure rule development carried 10-0. Mr. Pyles joined the meeting via telephone conference during these discussions. Mr. Nadler was not available for this vote. There were no additional questions and/or comments related to this vote.

8. Discuss 2015 Spring Rural County Grant Program

Mr. Infinger reported that the Spring Rural County Grant applications that are due on or before April 1, 2015 are being received and staff is assisting where needed with the grant submissions. Mr. Infinger stated that a potential issue deals with maintenance grant applications where counties are holding carry forward fund reserves for equipment replacements. Carry forward funds cannot be used for maintenance so it should not impact maintenance grant applications.

Mr. Infinger stated that carry forward funds provision is for capital expenditures, system upgrades and system replacements. Staff will continue to work with each county when issues arise related to any grant request.

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

Mr. Infinger reported that reminders had been sent to all counties related to the quarterly reports and that all reports were up to date.

Putnam County

Mr. Infinger reported that staff was still waiting for Putnam County and the manufacturer to report on the resolution of the issue(s).

There were no additional questions and/or comments related to the Spring Rural County Grant Program or Quarterly Report processes.

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

Mr. Ford stated that as discussed this item would be tabled for discussions until the April 2014 Board meeting.

11. Discuss Florida Communications Commission (FCC) Location Accuracy Order
2015 911 Goes to Washington

Ms. Dill-Collier provided a report on the 2015 911 Goes to Washington Conference attended February 23-26, 2015. Ms. Dill-Collier also reported on upcoming indoor location accuracy testing.

Mr. Ford added that there was a location accuracy incident in Georgia which has generated a lot of inquiries from the media. Mr. Ford stated that he was unsure how the question came in; however, in accordance to the Annual Report the Board is reporting that all counties are Phase 1 and Phase 2 compliant. There appears to be a huge percentage of wireless calls that do not indicate location identifier or is displayed as a Phase 1 call. So then, where is the information disconnect?

Ms. Mitchell stated that when a call comes in as Phase 1 call and after rebidding location information the system displays as a Phase 2 call. However, the MIS will record the call as Phase 1 call even though it is a Phase 2 call because the MIS system cannot capture the call data a second time. The majority of the calls that they receive provide Phase 2 data after a rebid and that is where the disconnect in information reporting could be.

Mr. Ford stated that when the report comes out, the picture painted of 911 in Florida could be different from the Board's understanding because what is being reported is that all calls received are Phase 1. This would give the appearance that Florida is behind in Phase 2 implementation.

2015 911 Goes to Washington

Ms. Khazraee stated that she had attended a conference and there was a report that had been given from the FCC that test calls had been made from an office and they were never able to locate the address of the call.

This location issue could be due to new buildings not updated from the time that the database was built.

Ms. Dill-Collier suggested that for future 911 Goes to Washington Conferences, that the Board have at least one board representative attend the conference due to involvement and upcoming legislation that could affect the State.

12. Staff Reports

Educational Training Funding Request

Mr. Infinger presented on behalf of the Florida APCO and NENA Organizations an educational training funding request for training to be held at the Spring 911 Coordinator's Meeting. The Spring 2015 911 Coordinator's meeting is scheduled for May 3, 2015 through May 6, 2015 in the Daytona Beach area.

The following educational funding training was requested:

- What's the Box Do? Understanding NG9-1-1 Components
\$4,000.00
- Changing the Faces of Disaster
\$2,100.00
- Crimes in Progress
\$2,500.00

Total educational funding request: \$8,600.00

Other issue(s) discussed:

- Reserved Seating for Vendors

Ms. Nelson inquired, with the understanding that counties receive priority with training, that reserved seating be considered for vendors.

The Board expressed concerns that in reserving seating for vendors that this could potentially block coordinators from attending training and also it could give the perception that the board is funding training for vendors.

Educational Training Funding Request

Mr. Guthrie made a motion to approve educational funding for the Spring 2015 Coordinator's meeting as presented. Ms. Mitchell seconded the motion that carried unanimously (11-0). There were no additional questions and/or comments related to this vote.

Mr. Ford commented that no commitment could be made for reserved seating. However, the consensus would be that the class could be open to the vendors after April 18th to give the coordinators sufficient time to reserve the training.

Staff Reports (continued)

Statewide GIS Initiative

Mr. Infinger requested direction of the board to determine if two E911 Board Statewide initiatives should be reviewed independently. The first would be for statewide GIS mapping. Florida counties can currently take advantage of the DOT Basemap project to obtain their surrounding county map data. However, mapping that incorporates the actual surrounding county 911 maps is needed to build a statewide 911 map. Mr. Infinger agreed to work on development of a report and informational cost analysis to be presented at a future board meeting.

Statewide Management Information System (MIS)

Mr. Infinger suggested that with the needed data for the legislative and federal reports and to determine the extent of needed wireless re-routes the statewide MIS should be considered separately. The MIS would need to meet the requirements of the board's list of future initiatives. A proposed alternative could be presented for the board's consideration. Mr. Infinger agreed to prepare a report and informational cost analysis for the board's consideration to be presented at a future board meeting.

Future Meeting Schedule

Ms. Taylor provided to each Board member a copy of the completed 2015-2016 Meeting Schedule and informed the board for public information that the meeting schedule would be posted to the E911 website at the earliest convenience.

Other issue(s) discussed:

- April 15-16, 2015 Board Meeting
(review and prioritization of 2015 Spring Rural County Grant Applications)

Public Comments

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

13. Adjourn

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Thursday, March 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, March 11, 2015 meeting.

Next scheduled meeting:

April 15-16, 2015, 9:00 a.m. until conclusion of business
LOCATION: Betty Easley Conference Center, Room 152
Tallahassee

PWT/pwt