

E911 BOARD MEETING MINUTES

Meeting Dates and Location: E911 Board Meetings
May 13-14, 2015
Embassy Suites
Altamonte Springs

Wednesday, May 13, 2015 and Thursday, May 14, 2015 beginning time 9:00 a.m. until conclusion of business.

Board Members, meeting attendance:

Carolyn Dill-Collier, 911 Coordinator, St. Lucie County
Chesley Dillon, Vice-President, Corporate Tax, Tracfone
Stan Greer, Area Manager, External Affairs, AT&T "Vice Board Chair"
Benjamin "Ben" Guthrie, 911 Coordinator, Gulf County
Sandra "Sandy" Khazraee, Regulatory Affairs Director, Southern Region, Century Link "Via Telephone"
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 Members, meeting attendance:

Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications
Diane Guillemette, Legal Counsel, Office of the Attorney General
Charles Hadley, Public Safety Bureau Interim Chief
Wink Infinger, Statewide 911 Coordinator, DMS-Division of Telecommunications

Staff Members, participating via telephone conference:

Thelma Hawkins, 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
Kent Raheb, Technical Support, DMS-Division of Telecommunications
Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)

Public Members, meeting attendance:

Pat Welte, 911 Coordinator, Duval County
Venessa Thompson, 911 Coordinator, Putnam County
Dina Walker, 911 Coordinator, Seminole County
Silas Daniel, 911 Coordinator, Sumter County
Sandi Chernoff, 911 Coordinator, Collier County
Keith Godwin, 911 Coordinator, Alachua County
Michelle Clark, 911, Alachua County
Tricia Davis, 911 Coordinator, Volusia County
Chuck Freeman, 911 Coordinator, Pinellas County
Lizette Resto, 911 Coordinator, Osceola County
Amber Siena, Osceola City SO
Rolf Preuss, EMS
David Gleason, TCS

Wednesday, May 13, 2015 Public Members, meeting attendance continued:

Ed Gonzalez, Intrado
Tim Gundlach, TGRA
Susan Nelson, Airbus
Don Nagle, Lekin Ball

Public Members, participating via telephone conference:

Stacy Needham 911 Coordinator, Manatee County
Jennifer Payne, 911 Coordinator, Suwannee County
Clint Erikson, 911 Coordinator, Washington County
Gregory Holcomb, 911 Coordinator, Lake County
Bob Finney III, Collier Technical Bureau Manager

(Some tele-conference participants may not be listed due the non-receipt of emails acknowledging their participation.)

1. Call to Order

Meeting called to order at approximately 9:00 a.m.

Staff conducted roll call. Nine of the current 10 seated E911 Board Members were present; Ms. Khazraee tele-conferenced in due to illness. Ms. Anderson was absent.

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 April 15-16, 2015 E911 April Board Meeting

Meeting minutes from the April 15-16, 2015 E911 Board meeting 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.

Mr. Nadler made a motion to adopt the April 15-16, 2015 meeting minutes as presented. Mr. Konuch seconded the motion that carried unanimously (9-0). 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, Mr. Nadler and Ms. Khazraee agreed to continue into a second term if approved by the Governor.

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. Rodriguez conducted the confidential data review related to the wireless and non-wireless Feb. 28, 2015 monthly disbursements to counties and financial statements.

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

Wireless

Wireless financial reports for the period ending Feb. 28, 2015 were reviewed and discussed by the board.

Ms. Mitchell made a motion to authorize distribution of wireless revenues in the amount of \$3,552,856.51. Ms. Dill-Collier seconded the motion that carried unanimously (9-0). There were no questions and/or comments related to this vote.

Nonwireless

Nonwireless financial reports for the period ending Feb. 28, 2015 were reviewed and discussed by the board.

Mr. Guthrie made a motion to authorize distribution of nonwireless revenues in the amount of \$2,708,388.07. Ms. Dill-Collier seconded the motion that carried unanimously (9-0). There were no questions and/or comments related to this vote.

Special Distribution

The amount of difference in funds due to the change in the fee for the period ending Feb. 28, 2015 totaled of \$1,227,090.00. A motion was made by Ms. Dill-Collier to distribute \$1,227,090.00 in a Special Distribution to the counties. Mr. Guthrie seconded the motion that carried unanimously (9-0). There were no questions and/or comments related to this vote.

Other issue(s) discussed:

- The Board requested that the VoIP provider number 104 be added to the set of graphs presented to the Board.
- The Board requested that any provider reporting a large loss be added to the executive summary.
- The Board requested a line be added in the blue book for training disbursements.

Financial Statement

Mr. Houff provided the review of the Financial Statement for the period ending Feb. 28, 2015 that also included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Other issue(s) discussed:

- The Board reviewed items referencing additional breakdowns in the Fund balance section of the Balance Sheet, including:
 - Addition of Designated for Rural County reimbursement grants item.
 - Modification of "Designated for reimbursement grants" item to specifically identify it for E911 State grant items.
- The Board reviewed referencing special training disbursements to counties and additional breakdowns in the Profit and Loss Statement, including:
 - Addition of Special training disbursements item below Special distributions to counties.
 - Addition of Text-to-911 Special Disbursement when disbursements begin on the E911 Board initiative.
- The Board reviewed the special training disbursement details and the provision of a separate dedicated spreadsheet on the website. It is to be located on the same webpage with the fee disbursement spreadsheets.

These changes were requested the above changes in future Financial Statement.

Provider Cost Recovery Reimbursement

Mr. Houff provided an overview of the year to date provider cost recovery reimbursements for the period ending Feb. 28, 2015.

E911 Board 2014 Legislative Analysis Review

Mr. Infinger provided an overview of the Board Impact and Actions based on the remaining 2014 legislation issues.

- Finance and Accounting Development Provision – Final verification in Progress
 - Verify prepaid wireless category addition with existing wireless and nonwireless categories
 - Verify LBR approved for fiscal year 2014-15 Prepaid Spending Authority
- Carry Forward and Excess Cost Recovery – Rule Approved and in Development
- County Special Disbursements – In Progress – April and May Complete
 - Additional County Special Disbursements – Pending Board review of prepaid and county funding analysis – Information to be prepared for June Board meeting
- County Prepaid Disbursement Accounting Development Provision – In Progress - DOR information beginning May 25, 2015
 - Awaiting DOR information to begin final development of process and procedures.
- Prepaid Nonspecific Disbursement Accounting Development Provision – Scheduled for June Board meeting
 - Awaiting prepaid revenue verification and collections and review by E911 Board.
 - Awaiting prepaid nonspecific breakdown to determine E911 Board process and procedures.
- Fee Rate Change/Allocation Change Provision – Availability beginning June 1, 2015 - Pending
 - Allocation change – Determination awaiting prepaid revenue receipts, revenue needs to be verified
- E911 State Grant Provision – (Fall Program) Application and Rule In progress
- Rural County Maintenance – Initial Planning
 - Determine Special Disbursement or Grant Program funding approach – Pending Prepaid revenue determination.
- New Statewide Grant Provision – Pending prepaid revenue remittance
 - Determine the amount of the Grant Program Funding and the Grant Program Rule Development and application.

County Special Training Disbursement - Forty-seven counties attended the Spring 2015, 911 Coordinators meeting and training. It was a successful meeting focusing on NG-911 training and finance. The total reimbursement to the counties is \$56,400.00.

Provider Cost Recovery Reimbursement

Reviewed Wireless Service Provider Cost Recovery Agenda and Cost Recovery Payments versus Approved Proposals documents

- Ms. Dill-Collier made a motion that payment authorization for Item 1, as listed on the Wireless Service Provider Cost Recovery Agenda in the total amount of \$113,070.15. Ms. Mitchell seconded the motion that carried unanimously (9-0). Mr. Greer filed an 8a form. 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 Agenda in the total amount of \$10,256.14. Mr. Guthrie seconded the motion that carried unanimously (9-0).

7. E911 Board Rules, Rule Development and Status Report

Rules in Process:

60FFI-5.0015 Authorized Expenditures (will occur at 2:00 p.m. workshop)

60FFI-5.006 Requirements for County Carry Forward and Excess Funds (in rule development process, signed Statement of Estimated Regulatory Cost (SERC) needed to proceed. For SERC development Agency refers to the Board and Vice Chair can sign for E911 Board.

60FFI-5.002 E911 Rural County Grant Application for 2015 Fall Schedule

Mr. Infinger reviewed the Rural Grant Application and the proposed changes with the Board. The application is due Oct. 1, 2015 and needs to be posted July 1, 2015.

The Board made recommendations on editing the wording on certain phrases or context in the application. Mr. Infinger noted these changes and stated he would incorporate them into the application.

Sole Source Issue discussion

- Wording explaining the requirements relating to the use of the Sole Source option needs to be included.
- Mr. Nadler and Mr. Greer recommended that the County provide their process for determining Sole Source use, a justification needs to be provided.
- Mr. Chesley recommended removal of "fair and reasonable" in pricing justification statement. This was agreed upon by the Board.

The carry forward calculations and form were reviewed and the Board requested that the completed form be submitted in the application packages from the counties.

Discussions tabled due to time specific item during this meeting.

6. Allowable Expenditures Workshop – (Wednesday, May 13, 2015 beginning time 2:00 p.m.)

Mr. Greer called the workshop to order. Ms. Guillemette provided a review of the proposed rule on allowable expenditure and reviewed documents provided for discussion. A signup sheet to the workshop was requested:

<u>Attendees</u>	<u>Title</u>	<u>Organization</u>	<u>Contact Number</u>
Pat Welte	911 Coordinator	Duval County	(904) 630-2256
Venessa Thompson	911 Coordinator	Putnam County	(386) 916-4066
Dina Walker	911 Coordinator	Seminole County	(407) 665-5911
Chuck Freeman	911 Coordinator	Pinellas County	(727) 464-3852
Tricia Davis	911 Coordinator	Volusia County	(386) 248-1773
Sandi Chernoff	911 Coordinator	Collier County	(239) 252-9380
Ray Elsinger	911 Coordinator	Nassau County	(904) 210-5975
Sally Jackson	911 Coordinator	Polk County	(863) 255-7529
Keith Godwin	911 Coordinator	Alachua County	(352) 338-7361
Michelle Clark	911	Alachua County	(352) 338-7361
Silas Daniel	911 Coordinator	Sumter County	(352) 569-1600
Lizette Resto	911 Coordinator	Osceola County	(407) 344-5268
Amber Siena	911, Osceola SO	Osceola County	(407) 344-5268
Bill Hail		Venture Technologies	(678) 675-3897
Don Nagle		Lekim Balls	(301) 277-7442
Derek Alvarez		TCS	(303) 709-0348
Susan Nelson		Air Bus	(951) 234-6876
Rolf Preuss		EORS	(407) 205-4603
Ed Gonzalez		Intrado	(954) 445-3254
David Gleason		TCS	(802) 473-2005
Tim Gundlach		TGRA	(321) 704-3153

Mr. Greer opened the workshop up for attendee input. Ms. Jackson, 911 Coordinator, Polk County stated that the counties had discussed the rule at the coordinator meeting and discussed asking their county attorneys for their interpretations of the statute. By doing this, they could come up with 67 alike or differing opinions for every expenditure item. The statute is written in a way that the audit will be used to determine if the expenditure is allowable, and if not, it will be between the auditor and the county. She questioned if the intent of the Board was to get in between the county 911 coordinator, the county attorney, and the auditor. Mr. Greer responded that the Board did not want to find itself in that position. He indicated that

they could adopt the rule as posted, add to the proposed language, or not develop a rule. Mr. Greer indicated that the only area where the Board would determine specific fundable expenditures is in the grant programs. Mr. Pyles referenced deletion of the open ended priority 6 in rural grants and priority 7 in state grants, to eliminate issues not specifically listed in the grant. Multiple counties stated that they did not believe the Board needed a rule, and it should be left up to interpretation by the county 911 coordinators, attorneys and the auditors.

Ms. Dill-Collier asked if it would be appropriate for the Board to vote whether a rule was needed for this issue. Ms. Guillemette stated that it would be proper, but if the rule goes away so must the E911 Board Allowable Expenses Opinion List.

Ms. Dill-Collier made a motion to not make an Allowable Expenses Rule. Ms. Mitchell seconded the motion that carried unanimously (9-0). There were no questions and/or comments related to this vote.

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

Rule 60FFI-5.002 - Rural County Grant Application for 2015 Fall Schedule continued.

Mr. Infinger reviewed the priority list to determine Board recommended changes in the list. Map maintenance was modified to mapping maintenance in the list. Discussion on potentially eliminating priority six occurred. It was decided to remove priority six from Rural Grants.

Rule 60FFI-5.003 – E911 State Grant Application

Mr. Infinger reviewed the State Grant Application rewrite for 2015 State Grant Cycle with the Board. The Board recommendations on wording changes in the Rural Grant Program will be incorporated into this application. These changes will be incorporated for review and vote tomorrow.

Mr. Infinger went over the current priority list to review changes required by the board. Discussed eliminating priority seven except for the portion related to the backup 911 systems occurred. It was decided to remove wording in priority seven except for the portion related to the Backup System.

Meeting Recessed.

Thursday, May 14, 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 with exception of Ms. Anderson and Mr. Konuch.

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

Rule 60FFI-5.002 - Rural County Grant Application for 2015 Fall Schedule continued. Final changes were reviewed. Mapping maintenance was modified to mapping system maintenance in the list

- Ms. Mitchell made a motion to open for development of Rule 60FFI-5.002 and application for the Rural County Grant Program. Mr. Nadler seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.
- Ms. Dill-Collier made a motion that Rule 60FFI-5.002 changes and applications amendments will not have an adverse impact on small businesses and will not directly or indirectly increase regulatory costs to any entity or government in excess of \$200,000 in aggregate in Florida within one year after implementation of the rule. Mr. Guthrie seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.
- Mr. Guthrie made a motion to notice Rule 60FFI-5.002 with language. Ms. Dill-Collier seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.

Rule 60FFI-5.003 - E911 State Grant Application continues. Final changes reviewed. Language on Priority 7 was adjusted to read: Counties with E911 Phase II Systems requesting E911 backup system equipment...

- Mr. Nadler made a motion to open for development the Rule 60FFI-5.003 and application for the E911 State Grant Program. Ms. Mitchell seconded the motion and the motion that carried unanimously (8-0). There were no questions and/or comments related to this vote.
- Ms. Dill-Collier made a motion that Rule 60FFI-5.003 changes and applications amendments will not have an adverse impact on small businesses and will not directly or indirectly increase regulatory costs to any entity or government in excess of \$200,000 in aggregate in Florida within one year after implementation of the rule. Mr. Guthrie seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.
- Ms. Dill-Collier made a motion to notice Rule 60FFI-5.003 with language. Mr. Guthrie seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.

Other Business

- Service Provider Rule
 - Ms. Guillemette will research with staff to determine if the Board has jurisdiction to register VoIP Service Providers as part of the fee remittance process.

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

It was decided, there would be no action taken this month.

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

There was nothing to report at this time.

10. Other Business

Staff Reports

- Prepaid information review and action – scheduled for June Board Meeting
- Service Providers Cost Recovery – scheduled for July Board Meeting
- GeoComm (GIS) has requested to provide a presentation – scheduled for August Board Meeting
- Alachua County GIS presentation – scheduled for September Board Meeting
Preparation for use in the Statewide GIS Initiative
- Mr. Nadler requested information update on the NG-911 System business case, provide in the June meeting.

Public Comments

- Ms. Welte, 911 Coordinator, Duval County asked about allowable expenditures and the reference in the State E911 Plan. She was notified that this is not an E911 Board issue and any changes in the State E911 Plan is the responsibility of the Department and would have to go through rule development.
- Ms. Welte asked about automatic location information and the multiline telephone systems. Discussed how counties can contact individuals with responsibility to help assure companies are providing ALI information, including risk management, human resources and attorneys. Mr. Godwin, 911 Coordinator, Alachua County spoke about PBX issues and suggested the Counties send a letter to the PBX provider when discrepancies occur.

Mr. Guthrie made a motion to adjourn. Ms. Dill-Collier seconded the motion and the motion carried unanimously (8-0). There were no questions and/or comments related to this vote.

12. Adjourn

Next scheduled meeting:

June 17-18, 2015, 9:00 a.m. until conclusion of business

LOCATION: Marriott Renaissance Hotel
St. Augustine