

## **E911 BOARD MEETING MINUTES**

Meeting Date: July 15, 2015

Meeting Location: Four Points Sheraton  
Punta Gorda

**Wednesday, July 15, 2015, 9:00 a.m.**

**Board Members, meeting attendance:**

Laurene "Laurie" Anderson, 911 County Coordinator, Charlotte County  
Carolyn Dill-Collier, 911 County Coordinator, St. Lucie County  
Chesley Dillon, Vice-President, Corporate Tax, Tracfone  
Stan Greer, Area Manager, External Affairs, AT&T "Vice Board Chair"  
David "Dave" Konuch, Attorney, Florida Cable Telecommunications Association (By Telephone)  
Sergeant Dale Mitchell, 911 County Coordinator, St. Johns County  
Tom Nadler, Manager, Sprint  
Ira Pyles, 911 County Coordinator, Hillsborough County

**Staff Members, meeting attendance:**

Bernard Grimsley, DMS, DivTel Deputy Director  
Charles Hadley, Public Safety Bureau Interim Chief  
Kimberly Bickley, Administrative Support, DMS-Division of Telecommunications  
Clark Jennings, Legal Counsel, Office of the Attorney General  
Kent Raheb, Technical Support, DMS-Division of Telecommunications  
Donald Lamb, Technical Support, DMS-Division of Telecommunications

**Staff Members, participating via teleconference:**

Wink Infinger, Statewide 911 Coordinator, DMS-Division of Telecommunications  
Thelma Hawkins, Administrative Support, DMS-Division of Telecommunications  
Adrienne Jones, Administrative Support, DMS-Division of Telecommunications  
Larry Houff : Partner, Carr, Riggs & Ingram, LLC (CRI)  
Daniel Rodriguez, Manager: Carr, Riggs & Ingram, LLC (CRI)

**Public Members, meeting attendance:**

Venessa Thompson, 911 County Coordinator, Putnam County  
Sally Jackson, 911 County Coordinator, Polk County  
Sandy Chernoff, 911 County Coordinator, Collier County  
Michelle Clark, 911 County Coordinator Assistant, Alachua County  
Ed Gonzales, Intrado  
Don Nagle, LRKIMBAL  
Tim Gundlach, TGRA  
James Robinson, AK Associates  
Ford Frey, CenturyLink

**Public Members participating via telephone conference:**

Deborah Sands, 911 County Coordinator, Brevard County  
Jennifer Wilson, 911 County Coordinator, Martin County  
Annette Rodgers, 911 County Coordinator, Orange County  
Lesil Taylor, 911 Specialist, Bay County  
Patricia "Tricia" Davis, 911 County Coordinator, Volusia County  
Patricia Welte, 911 County Coordinator, Duval County  
Gregory A. Holcomb, 911 County Coordinator, Lake County  
Christine Cooper, 911 County Coordinator, Okaloosa County  
Jody L. Kenyon, Acting Director Public Safety Communications, Pasco County  
Tricia Davis, 911 County Coordinator, Volusia County  
Susan Nelson, Airbus DS Communications  
Rolf D. Preuss, Essential Management Solutions, LLC

(If teleconference participants are not listed it may be due to non-receipt of emails acknowledging participation.)

**Wednesday, July 15, 2015, 9:00 a.m.**

**1. Call to Order**

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

Staff conducted roll call. Seven of the current seated E911 Board Members were present; Mr. Konuch was on the telephone making a total of eight Board members.

Roll call for staff members was conducted. Public members attending this meeting or 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 ensure 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(s) on the issue(s) list provided, or to send the issue(s) via electronic mail to the staff.

Mr. Greer requested that the new meeting format be explained to the Board. Ms. Bickley stated that to make the meeting flow more efficiently that estimated time slots had been assigned. Mr. Jennings stated that there is a potential issue in posting starting times. By posting starting times for discussion areas, none of the discussion areas may start prior to their posted time. The discussion areas may start late if the previous discussion area runs over its projected time slot, but it may not start earlier than its assigned start time. It was agreed that Mr. Greer and the staff would have working agendas with designated time slots in the future, but the posted agenda would not have time information on it to provide more flexibility.

**2. Approval of Meeting Minutes**

Meeting minutes from the June 17, 2015, E911 Board meeting were reviewed by the Board. There was one change to the wording to read that due to hotel rates being significantly over the State allowable rate, the January meeting will be moved to an alternate site.

Mr. Nadler made a motion to adopt the June 17, 2015, meeting minutes as modified. Ms. Dill-Collier seconded the motion that carried unanimously (8-0). There were no questions and/or comments related to this vote.

**3. Old Business**

Status of Board Member Appointments

Ms. Bickley reported that there was nothing new to report on appointments. Mr. Greer asked if the Governor's office had received the appointment letters. Ms. Bickley stated the Governor's office had received the letters, and she explained the process.

**4. Vote on Disbursements to the Counties**

Wireless

Wireless financial reports for the period ending April 30, 2015, were reviewed and discussed by the Board.

Ms. Anderson made a motion to authorize distribution of wireless revenues in the amount of \$3,783,842.11. Ms. Dill-Collier seconded the motion that carried unanimously (8-0). There were no questions and/or comments related to this vote.

Nonwireless

Nonwireless financial reports for the period ending April 30, 2015, were reviewed and discussed by the Board.

Ms. Dill-Collier made a motion to authorize the distribution of nonwireless revenues in the amount of \$2,690,810.20 Sergeant Mitchell seconded the motion that carried unanimously (8-0). There were no questions and/or comments related to this vote.

Prepaid Wireless

The county allocations of the fee in the prepaid Wireless category for the period ending April 30, 2015, totaled \$1,045,411.45. A motion was made by Ms. Dill-Collier to distribute \$1,044,963.37 to the counties. Sergeant Mitchell seconded the motion that carried unanimously (8-0). There were no questions and/or comments related to this vote. The difference in the two figures is the encumbered forward funds from the previous month.

**Wednesday, July 15, 2015, 9:00 a.m.**

Mr. Greer asked that the first six pages of the information sheets that will be voted on for distribution show the funds to be voted on and percentages of change. Mr. Pyles also asked for a one-page summary showing the funds for each category to be voted on and that it is placed before the six-page executive summary.

Ms. Dill-Collier stated that she would like to see monthly how the prepaid revenue is offsetting the decrease of revenue in the Wireless and Nonwireless since the fee change from \$0.50 to \$0.40. Ms. Dill-Collier said she would like to see this by county to determine how each county is doing. Currently, the funds are approximately revenue neutral with 33 counties down in funding, while 34 counties are up in funding.

#### **5. Review Accountant's Financial Statement**

Mr. Houff presented an overview of the Financial Statement (Blue Book).

Ms. Dill-Collier asked why the prepaid in the Blue book includes the unspecified funds. The Board will review and decide if the unspecified prepaid funds will be placed in the Rural County Grants. Mr. Jennings stated the difference in the prepaid amounts accounts for the total amount of encumbered funds from the previous month. Mr. Greer asked if the Board has the latitude to move the money into the Rural Grant funds. Mr. Jennings stated he will research this issue and provide an answer to the Board.

#### **6. Wireless Service Provider Cost Recovery Plans Presentations**

- Ms. Clattenburg presented Sprint's cost recovery Plan. The Board had no questions.
- Ms. Miller presented Cellular South's cost recovery Plan. The Board had no questions.
- Ms. Smith presented AT&T Mobility's cost recovery Plan. The Board had no questions.
- Ms. Martin presented SouthernLINC's cost recovery Plan. The Board had no questions.

#### **7. Vote on Acceptance of Cost Recovery Plans**

Mr. Pyles made a motion to approve the 2015-2016 Revision to Cost Recovery Proposals for \$7,557,128.14. Ms. Anderson seconded the motions that carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

Mr. Dillion questioned how the Board verifies the Cost Recovery Plans prior to payment by the Board paying. The DMS staff stated vendors must send in their billing notices that are reviewed prior to payment.

Ms. Dill-Collier asked if there are enough Carry Forward funds to cover the fund amounts. Mr. Raheb confirmed that enough carry forward funds are available.

Ms. Dill-Collier made a motion to approve the 2016-2017 Cost Recovery Proposals for \$7,079,921.02. Sergeant Mitchell seconded the motions that carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

Mr. Greer filed an 8a potential conflict of interest form.

#### **8. Vote on Cost Recovery Disbursements**

Ms. Dill-Collier made a motion to approve \$128,066.23 authorized to be paid from Certified Forward Funds. Sergeant Mitchell seconded the motion which carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

Ms. Dill-Collier made a motion to approve \$28,975.92 authorized to be paid from Certified Forward Funds. Ms. Anderson seconded the motion which carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

Ms. Dill-Collier made a motion to approve \$270,297.96 authorized to be paid from Certified Forward Funds. Ms. Anderson seconded the motion which carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

Mr. Greer filed an 8a potential conflict of interest form.

Wednesday, July 15, 2015, 9:00 a.m.

**9. E911 Rule Development**

Mr. Jennings reported the Board decided rule 60FF1-5.0015 Authorized Expenditures was not needed. Rule 60FF1-5.002 Rural County Grants was published on June 17, 2015 and Joint Administrative Procedures Committee received the Letter on July 1, 2015. Rule 60FF1-5.003 E911 State Grants was published on June 17, 2015, and (JPAC) received the letter on July 1, 2015. Rule 60FF1-5.006 was published on May 27, 2015.

Mr. Jennings presented the letter to be sent to JPAC for approval. Sergeant Mitchell made a motion to approve the letter. Mr. Konuch seconded the motion which carried unanimously (7-0). There were no questions and/or comments related to this vote. Mr. Nadler was out of the room during the vote.

**10. Discuss Rural County and State Grant Program Change Requests**

Lake County requested an extension on State Grant S6-13-12-03 until Sept, 30, 2015. Ms. Dill-Collier made the motion to extend and Ms. Anderson seconded the motion which carried unanimously (8-0). There were no questions and/or comments related to this vote.

**11. Other Business**

• **Staff Reports**

- Ms. Bickley identified an additional correction in the minutes relating to the location where the last meeting was held. The correction was accepted and Mr. Nadler made a motion to accept the change to the minutes. Mr. Pyles seconded the motion which carried unanimously (8-0). There were no questions and/or comments related to this vote.
- Ms. Bickley reported that the August meeting has been moved from Fort Walton Beach to Navarre.
- Ms. Bickley asked if it would be acceptable to post the audio files for the meetings instead of writing minutes. Mr. Jennings stated that would not meet the Sunshine Law requirements.
- Ms. Anderson asked when the Board should look at possibly changing the fee. It was stated that they will look at it in August and September 2015. It was requested that a second meeting day in September be considered, as there may be a large attendance of the 911 County Coordinators for the decision on the fee. The Board also requested that the Staff provide data on prepaid for the Board to use to consider a fee change. E911 Board requested staff to inquire how many counties would like to attend the September 2015 E911 Board meeting. Possible two-day meeting for September 2015.

• **Public Comments**

- Ms. Thompson, Putnam County, reported that Putnam County and Intrado had come to an agreement, and the issue would be closed out shortly.

**12. Adjourn**

Mr. Pyles made a motion to adjourn. Mr. Nadler seconded the motion which carried unanimously (8-0).

**13. Action Items from the July 2015 E911 Board Meeting**

- Ms. Dill-Collier stated that she would like to see monthly how the prepaid revenue is offsetting the decrease of revenue in the Wireless and Nonwireless since the fee change from \$0.50 to \$0.40. Ms. Dill-Collier said she would like to see this by county to determine how each county is doing. Currently, the funds are approximately revenue neutral with 33 counties down in funding, while 34 counties are up in funding.
- Vice Chairman Mr. Greer requested board accountant amend the Executive Summary. First six pages of the Executive Summary should be the amount to be voted on and disbursed as well as county variances. Two pages for wireless, two pages for non-wireless and two pages for prepaid. Mr. Pyles asked that, in addition to the Executive Summary having the key six pages moved to the front, an additional single page be placed as the front page listing the totals which need to be voted on.
- E911 Board requested staff to inquire how many counties would like to attend the September 2015 E911 Board meeting. Possible two- day meeting for September 2015.

**Wednesday, July 15, 2015, 9:00 a.m.**

- Mr. Greer requested time estimates/ time specifics be removed from public agenda and only visible on Vice Chairman's and staff's agenda.
- E911 Board will look into/discuss changing the E911 prepaid fee in August 2015 meeting. The Board requested that staff provide the current prepaid data to base their discussion on.
- Mr. Infinger received a request for a presentation on Statewide Management Information System (MIS) be slotted for the August E911 Board meeting.
- Mr. Greer asked if the Board has the latitude to move the money into the Rural Grant funds. Mr. Jennings stated he will research this issue and provide an answer to the Board.

**Next scheduled meeting:**

DATE: August 12, 2015, 9:00 a.m.  
LOCATION: Hampton Inn & Suites  
Navarre