

E911 BOARD
MEETING MINUTES

Meeting Date: June 17, 2015

Meeting Location: Embassy Suites
Altamonte Springs

Wednesday, June 17, 2015, beginning time 9:00 a.m. until conclusion of business.

Board Members, meeting attendance:

Laurene "Laurie" Anderson, 911 Coordinator, Charlotte County
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
David "Dave" Konuch, Attorney, Florida Cable Telecommunications Association
Sergeant Dale Mitchell, 911 Coordinator, St. Johns County
Tom Nadler, Manager, Sprint
Ira Pyles, 911 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
Diane Guillemette, Legal Counsel, Office of the Attorney General
Wink Infinger, Statewide 911 Coordinator, DMS-Division of Telecommunications

Staff Members, participating via teleconference:

Thelma Hawkins, Administrative Support, 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
Larry Houff, Partner, Carr, Riggs & Ingram, LLC (CRI)
Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)
Karen Hudson, Carr, Riggs & Ingram, LLC (CRI)

Public Members, meeting attendance:

Venessa Thompson, 911 Coordinator, Putnam County
Sally Jackson, 911 Coordinator, Polk County
David Gleason, TCS
Ed Gonzales, Intrado
Don Nagle, LRKIMBALL
Frank Kirk, Mission Critical Partners
Tim Gundlach, TGRA
Paul Boynton, CenturyLink
Susan Nelson, Airbus
Bill Hail, Venture Technologies
Tim Roberts, GDIT
Brian Kelley, Venture Technologies

Public Members participating via telephone conference:

Deborah Sands, 911 Coordinator, Brevard County
Jennifer Wilson, 911 Coordinator, Martin County
Annette Rodgers, 911 Coordinator, Orange County
Lesil Taylor, 911 Specialist, Bay County
Patricia "Tricia" Davis, 911 Coordinator, Volusia County

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

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1. Call to Order

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

Staff conducted roll call. All 10 of the current seated E911 Board Members were present.

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.

2. Approval of Meeting Minutes

Meeting minutes from the May 13-14, 2015, E911 Board meeting were reviewed by the Board. There were no significant changes or updates received from the Board members or staff after the initial circulation.

Ms. Khazraee made a motion to adopt the May 13-14, 2015, meeting minutes as presented. Mr. Guthrie seconded the motion that carried unanimously (10-0). 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, the Department is checking on the status of those appointments. The 2015 Legislative actions were discussed by Mr. Infinger, to include:

- County Prepaid Special Disbursements are currently in process.
- Prepaid Disbursements:
 - DivTel was informed that the amount would be approximately \$1.7 Million
 - The amount provided was approximately \$1.3 Million
 - The discrepancy in the total amount was due to some of the checks did not clear in time to be included by the Department of Revenue (DOR) in the available funds.
- Administrative Costs:
 - Statute states DOR is allowed to retain up to 3.2% of what is collected from prepaid.
 - The prepaid process has been very effective in appropriating the collections based on the county location to this point.
 - There has been a very minimal amount of funds which have been allocated to the non-specific category, and the board will need to determine where these funds should be used
 - However the majority of funds are going to the counties.
- Fee Rate Change:
 - This will be up for discussion later in the meeting.
 - There is a minimal set of data to make a decision on and the Board will need to review and decide the appropriate use of these funds.
- Rural County Maintenance:
 - A decision will need to be determined as to whether it is better to continue as a grant or to change to a special disbursement.

4. Discussion of confidential data related to provider revenues by county, discrepancies, disbursements and provider invoices. All confidential information was discussed in a manner which will not disclose any confidential information and/or trade secrets.

Mr. Rodriguez conducted the confidential data review related to the wireless and non-wireless March 31, 2015 monthly disbursements to the counties and reflected on the financial statements.

Mr. Greer asked about the status of the Business Case. Mr. Infinger stated that there was no change in the status at this time.

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Wireless

Wireless financial reports for the period ending March 31, 2015, were reviewed and discussed by the Board.

Mr. Guthrie made a motion to authorize distribution of wireless revenues in the amount of \$3,955,281.83. Ms. Anderson seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote. There were no late reports for this period.

Mr. Rodriguez asked if the Board would like the subscriber numbers to be charted for each graphed provider. The Board responded affirmatively. Mr. Greer requested that the top 100 prepaid retailers remitting to DOR be provided for the Board's review.

Nonwireless

Nonwireless financial reports for the period ending March 31, 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 \$2,740,143.44. Sergeant Mitchell seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Prepaid Wireless Distribution

The county allocations of the fee in the prepaid Wireless category for the period ending March 31, 2015, totaled \$739,144.95. A motion was made by Mr. Guthrie to distribute \$739,144.95 to the counties. Ms. Dill-Collier seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Financial Statement

Mr. Houff provided the review of the Financial Statement for the period ending March 31, 2015, that also included a summary of liabilities, deposits and pooled investments, trust fund balance, revenues, expenditures and subsequent events.

Special Disbursement – Training

Mr. Infinger presented and explained the Training reimbursement data sheet.

Special Disbursement – Estimate to Meet the Average From 2014

Mr. Infinger presented the spreadsheet that provided the 2014 average fund data. This provided the Board with additional data points for the period when the Counties were not receiving the prepaid fee and, also, the amounts once the fee was enacted. Mr. Infinger was asked to show the percentage of loss of revenue for the counties now that they are receiving the fee.

It was recommended that the Board wait until August, 2015, to make a decision on a Special Disbursement, this would allow for more data.

Ms. Khazraee made a motion that the Board wait until August, 2015, to review the data. Mr. Konuch seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Rural County Maintenance Disbursement Analysis

Mr. Infinger presented the research information that Staff assembled. Mr. Greer requested that the analysis data sheet be sent to him in excel format for him to do additional review and analysis. The Board requested that additional data on the cost of maintenance for each county be assembled by Staff.

Rural County Grant Category

Mr. Infinger presented the Rural County Grant Category data sheet.

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Non-Specified Prepaid Revenue

Due to the small amount of funds in this category, the funding will be retained in its own category until it reaches an amount that can be disbursed. The Board requested that the Blue Book be adjusted to show the \$890.00 which has not been disbursed.

**5. Discuss Recommendations and Vote on Items from Confidential Data
Discussion on the recommendation(s) and vote on items from confidential data.**

Mr. Greer and Mr. Nadler filed a form 8a associated with the Cost Recovery section.

Provider Cost Recovery Reimbursement

Mr. Houff provided an overview of the year to date provider cost recovery reimbursements for the period ending March 31, 2015.

Ms. Dill-Collier made a motion that payment be authorized for Item 1, as listed on the Wireless Service Provider Cost Recovery Agenda in the amount of \$200,471.53. Mr. Guthrie seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Ms. Dill-Collier made a motion that payment be authorized for Item 2, as listed on the Wireless Service Provider Cost Recovery Agenda in the amount of \$14,940.38. Sergeant Mitchell seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Ms. Dill-Collier made a motion that payment be authorized for Item 3, as listed on the Wireless Service Provider Cost Recovery Agenda in the amount of \$ 24,540.14. Mr. Guthrie seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Ms. Dill-Collier made a motion that payment be authorized for Item 4, as listed on the Wireless Service Provider Cost Recovery Agenda in the amount of \$ 273,155.76. Mr. Guthrie seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

6. E911 Board Rules, Rule Development and Status Report

Ms. Guillemette presented this section.

The Annual Review of Existing Rules will require the Board's approval. Ms. Khazraee made a motion that the Annual Review be approved. Ms. Dill-Collier seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

60FFI-5.0015 will be allowed to expire.

60FFI-5.004 New Language was sent forward on June 15, 2015, and will go into effect on August 1, 2015. Ms. Dill-Collier made a motion that 60FFI-5.004 be opened for rule development. Sergeant Mitchell seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Ms. Khazraee made a motion stating that 60FFI-5.004 will not cause harm to small business. Mr. Guthrie seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

60FFI-5.0015 needs a typographical error corrected; Ms. Guillemette asked and was given permission to make this correction.

60FFI-5.006 was sent forward June 24, 2015, and will go into effect on August 4, 2015.

New Language "The E911 Board will post the Rate on the E911 Website."

Mr. Guthrie made a motion to notice the New Language. Mr. Nadler seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

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

Mr. Infinger presented information on E911 Fee Collection and Distribution. Mr. Infinger gave background on the existing documents and Mr. Pyles identified that a prepaid section needs to be added. Ms. Khazraee identified a needed format change.

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

Change Request – Holmes Request for Time Extension – Grant Number 14-04-13

Mr. Infinger presented information on Holmes County Change Request. Ms. Dill-Collier made a motion to approve the Holmes County change request. Ms. Anderson seconded the motion that carried unanimously (10-0). There were no questions and/or comments related to this vote.

Rural County (Developments)

Based on EDR legislative population report Nassau County will no longer be eligible for Rural County Grants once their new population exceeding 74,999 posts on the Florida Association of Counties website.

9. Other Business

Ms. Bickley will provide a plan for potential changes to the E911 Board 2016 meeting locations. Ms. Bickley asked about the more frequent use of teleconferences, specifically for January and February 2016 meetings. Mr. Greer, Ms. Dill Collier, Mr. Nadler, Ms. Khazraee and Mr. Konuch stated they did not feel that teleconferences were productive in their opinion. They stated that teleconferences were especially unproductive when associated with funding issues, and they believed that they would still be working through the prepaid funding at that time and possibly finalizing the State Grants. Ms. Bickley asked if they would be willing to host the meeting in Tallahassee, and they stated possibly one (February). However, they originally had requested the location be moved to an alternate site because the cost of hotel rooms being above the State allowed per diem rate.

Staff Reports

Business items cited for future board meetings.

- August – Vender GIS Presentation
- September – Alachua County GIS Presentation
- November – Vender PBX Telephone Presentation

10. Adjourn

Next scheduled meeting:

DATE: July 15, 2015, 9:00 a.m. until conclusion of business
LOCATION: Four Points Sheraton
Ponte Gorda