

Meeting Date: Wednesday, January 13, 2016

Meeting Location: Department of Management Services, Tallahassee, FL 32399

January 13, 2016:

Board Members, meeting attendance:

1. Bill Rogers, Director, DMS-Division of Telecommunications, E911 Board Chairman
2. Laurene "Laurie" Anderson, 911 County Coordinator, Charlotte County
3. Carolyn Dill-Collier, 911 County Coordinator, St. Lucie County
4. Chesley Dillon, Vice-President, Corporate Tax, Tracfone
5. Stan Greer, Area Manager, External Affairs, AT&T
6. Ben Guthrie, 911 Coordinator Gulf County
7. Sandra "Sandy" A. Khazraee, Director of State Regulatory Affairs, CenturyLink
8. David "Dave" Konuch, Attorney, Florida Cable Telecommunications Association
9. Sergeant Dale Mitchell, 911 County Coordinator, St. Johns County
10. Tom Nadler, Manager, Sprint (By phone)
11. Ira Pyles, 911 County Coordinator, Hillsborough County

Staff Members, meeting attendance:

1. Ben Fairbrother, External Affairs Coordinator, DMS-Legislative Affairs
2. Kim Bickley, Technical Support, DMS-Division of Telecommunications
3. Kent Raheb, Technical Support, DMS-Division of Telecommunications
4. Donald Lamb, Technical Support, DMS-Division of Telecommunications
5. Charles Hadley, Interim Chief, Public Safety Bureau, DMS-Division of Telecommunications
6. Diane Guillemette, Legal Counsel, Office of the Attorney General

Staff Members, participating via teleconference:

1. Adrienne Jones, Administrative Support, DMS-Division of Telecommunications
2. Larry Houff, and Partner, Carr, Riggs & Ingram, LLC (CRI)
3. Daniel Rodriguez, Manager, Carr, Riggs & Ingram, LLC (CRI)

Members of the Public, meeting attendance:

1. Linda Woloski
2. Silas Daniel, Sumter County
3. Bill Tobey, Synergem
4. Tim Gundlach, TGRA
5. David Gleason, TCS
6. Daniel Carroll Walton County
7. Keith Godwin, Alachua County
8. James Robinson, AK Associates
9. Tammy Young, ISF

Members of the Public, participating via telephone conference:

1. Stacy Needham, Manatee County
2. Annette Rodgers, Orange County
3. Christine Cooper, Okaloosa County
4. Rolf Preuss, Volusia County
5. Dina Walker, Seminole County
6. Tricia Davis, Volusia County

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

1. Call to Order
 - o Meeting called to order at approximately 9:00 a.m.
 - o Staff conducted roll call. Ten of the eleven current seated E911 Board Members were present. Mr. Nadler attended by phone.
 - o Roll call for staff members was conducted.
 - o Public members attending this meeting or participating in the telephone conference were requested to acknowledge their participation by signing in on the sign-in spreadsheet on the computer in the back of the room or by sending an email to staff to ensure that they would be properly noted in the meeting minutes.
 - o Public members with issue(s) to be presented to the board for consideration were requested to list their issue(s) on the issue(s) index cards provided, or to send the issue(s) via electronic mail to the staff.
2. Approval of Meeting Minutes
 - o Mr. Guthrie moved to approve the December 2015 minutes. Ms. Dill-Collier seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
3. Review and Vote on Disbursements to the Counties

Wireless

Wireless financial reports for the period ending October 31, 2015, were reviewed and discussed by the Board. Mr. Guthrie moved to authorize distribution of wireless revenues in the amount of \$3,815,415.77. Ms. Dill-Collier seconded the motion which carried (11-0).

Non-wireless

Non-wireless financial reports for the period ending October 31, 2015, were reviewed and discussed by the Board. Mr. Guthrie moved to authorize the distribution of non-wireless revenues in the amount of \$2,187,781.18. Sgt. Mitchell seconded the motion which carried (11-0).

Prepaid Wireless

The county allocations of the fee in the Prepaid Wireless category for the period ending October 31, 2015, were reviewed and discussed. Mr. Guthrie moved to distribute \$1,107,527.94 to the counties. Ms. Anderson seconded the motion which carried unanimously (11-0).

4. Review Accountant's Financial Statement

- Mr. Houff presented an overview of the Financial Statement (Blue book).
- Mr. Houff presented the trend analysis of the E911 Trust Fund Balance.
- Mr. Rogers asked DMS staff to work with Carr, Riggs, and Ingram to determine how much Prepaid Wireless revenue offset the decrease in E911 fee rate.

5. Review and Vote on Special Disbursements

- Mr. Lamb presented a review of the projected state grant payments from January 2016 through the end of the fiscal year.
- Mr. Lamb presented a review of 2015/16 E911 Wireless spending authority.
 - Mr. Pyles asked if the spending authority within the Wireless category is further delineated into specific categories such as monthly disbursements and special disbursement programs.
 - Mr. Lamb stated the Board can adjust spending amounts within the Wireless category.
- Mr. Lamb presented a review of the 2015/16 Nonwireless spending authority.
 - Mr. Greer asked if we will have more spending authority in the Nonwireless category than the Board expects to spend.
 - Mr. Lamb stated that is correct.
- Mr. Lamb presented a review of the 2015/16 Prepaid Wireless spending authority.
- Mr. Lamb presented a projection of spending authority balances in Wireless, Nonwireless and Prepaid Wireless categories at the end of the 2015/16 fiscal year.
 - Mr. Lamb stated that at the current spending rate, there may be a spending authority shortage of approximately \$1.45 million in the Wireless spending authority category, but that he was about to present one of many examples of how the Board could solve that issue.
- Mr. Lamb presented a set of example adjustments the Board could make to keep expenditures below the total spending authority in each category (Wireless, Nonwireless and Prepaid Wireless).
 - Mr. Pyles asked if statute dictated what expenditures could be made from each spending authority category.
 - Mr. Raheb stated that statute dictates where E911 fee revenue is allocated in the trust fund when the revenue comes in.

- Mr. Konuch asked if DMS has a specific citation from statute that indicates spending authority can be moved from one category to another.
 - Mr. Fairbrother recommended that Chairman Rogers assign DMS an action item to find statutory authority references for the example spending authority adjustments that Mr. Lamb provided.
 - Mr. Rogers assigned this action item to DMS staff.
 - Mr. Raheb presented a review of the Special Disbursement.
 - Mr. Pyles asked if the Board needs to recalculate the amount of the Special Disbursement.
 - Mr. Guthrie stated the Board is scheduled to recalculate the amount of the Special Disbursement in February since the Board previously decided to reevaluate the amount of the special disbursement on a quarterly basis.
 - Mr. Pyles asked if the large adjustment in revenue that one carrier is currently executing should be considered in the recalculation of the amount of the Special Disbursement in February 2016.
 - Mr. Raheb stated that the adjustment will be factored into the recalculation in February 2016.
 - Mr. Konuch moved that the Board make a Special Disbursement in the amount of \$231,781.34 to the designated counties. Ms. Dill-Collier seconded the motion which carried (10-0). Mr. Nadler was absent for this vote.
6. Review and Vote on Cost Recovery
- Ms. Dill-Collier moved that the Board pay \$233,209.73 for Item #1 to be paid from current year funds. Mr. Guthrie seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
 - Ms. Dill-Collier moved that the Board pay \$20,397.78 for Item #2 to be paid from current year funds. Sgt. Mitchell seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
 - Ms. Dill-Collier moved that the Board pay \$274,479.54 for Item #3 to be paid from current year funds. Mr. Guthrie seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
 - Ms. Dill-Collier presented a review of cost recovery payments versus approved proposals.
 - Mr. Pyles asked what timeframe is included in the chart presented by Ms. Dill-Collier.
 - Mr. Raheb stated the chart includes payments through December 2015.
7. Vote on Grant Change Requests
- Mr. Raheb stated the Board has not received any formal grant change requests, but Manatee County sent an email request for an extension for a state grant.

- Mr. Rogers asked if there was a representative from Manatee County on the phone line.
 - Mr. Fairbrother stated there does not appear to be a representative from Manatee County on the phone or in person.
- Mr. Guthrie asked about the status of the Highlands County grant change request.
 - Ms. Guillemette stated that Highlands County's change request has been received, filed and scheduled to be heard at the next E911 Board meeting on January 28th, 2016.
- Mr. Fairbrother stated the phone bridge appears to have lost audio and redialed the conference line.
- Mr. Rogers recognized Stacy Needham from Manatee County on the conference line and asked for clarification on the Manatee County grant change request.
 - Ms. Needham stated that Manatee County is requesting a time extension on a grant that expires on January 23rd, 2016.
- Ms. Guillemette stated the grant allows the Board to extend the timeframe of the grant and that she advised Manatee County to file a petition prior to the expiration date of the grant.
- Ms. Guillemette stated the Board may consider the petition at the January 28th, 2016 meeting and, if granted, the extension would relate back to the date the petition was filed.
- Mr. Pyles asked if this extension would take the grant beyond the maximum two year time frame of a state grant.
 - Ms. Guillemette stated that the terms upon which this grant money was awarded allows the Board to extend the timeframe beyond two years and there is nothing in statute that prohibits it.
- 8. E911 Board Rule Development and Status Report
 - Ms. Guillemette stated the rule status report is unchanged.
 - Mr. Rogers provided an update on the SERC RFQ and stated that the anticipated completion date of the SERC is March 11th, 2016.
 - At the request of the Board, Ms. Guillemette provided a review of rules relating to electronic receipt of grant applications. Ms. Guillemette also provided instructions to the Board regarding how to change the rule to accept electronic grant applications.
 - Mr. Pyles asked if, as a result of this potential rule change, the application could be submitted electronically as a primary means of submission.
 - Ms. Guillemette stated that if this rule change was approved by the Board, the grant application must be delivered by hand or email, but one copy of the original application must also be provided.
 - Sgt. Mitchell stated that if grant applications are accepted by email, DMS must provide a confirmation of receipt.

- Ms. Khazraee stated the Board should offer three options for delivery of grant applications; email, by hand or by mail instead of dictating one way over another.
- Mr. Pyles asked if the Board will be able to complete this rule change in time for the spring grant applications.
 - Ms. Guillemette stated the quickest a rule change can make it through the entire process is 62 days.
- Mr. Pyles moved that the Board open rule development to allow mail, hand, or email delivery of grant applications. Ms. Dill-Collier seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.

9. E911 Technology Roadmap Status Report

- Mr. Rogers provided an update on the strategic planning facilitator RFQ and made copies of the RFQ available to the Board.
- Mr. Greer asked for copies of other states' strategic plans.
 - Mr. Rogers directed DMS staff to provide copies of those plans and the strategic planning facilitator RFQ to all Board members.

10. Discuss E911 Board Annual Report for 2015

- Mr. Raheb provided the Board with the latest draft of the 2015 E911 Board Annual Report and stated the report is nearly complete.
- Mr. Rogers asked DMS staff if there are any counties from which the Board still needs data.
 - Ms. Jones stated the Board still needs data from Leon and Okeechobee counties and that both counties have been notified.
- Mr. Chesley asked for the deadline for communicating any necessary changes to DMS.
 - Mr. Raheb stated that if Board members have any changes, they can send them to DMS staff between now and the meeting on January 28th, 2016.

11. Other Business

- Mr. Rogers recognized Mr. Godwin from the audience to address the Board.
- Mr. Godwin stated that Alachua County is working with several counties to develop an emergency services network that involves agreements between counties. Mr. Godwin stated that some counties plan on applying for grant funding to complete this project and that there is additional technical language needed in the grant applications to allow this project to move forward.
 - Ms. Guillemette stated that if the Board would like to add that language to the application, it can do so as part of the rule development that was opened at this meeting.
 - Mr. Rogers directed Ms. Guillemette to work with Mr. Godwin to ensure that language is added to the rule change.
- Mr. Rogers recognized Mr. Fairbrother for a question.

- Mr. Fairbrother asked for clarification on the location for the February 2016 Board meeting.
 - Mr. Greer stated there was a request from Palm Beach County that the Board meet in their county at some point in the future.
 - Ms. Dill-Collier stated that it may be easier to achieve a less expensive hotel price during Legislative Session if the meeting location was moved to Palm Beach.
 - Ms. Dill-Collier moved to change the location of the February 2016 Board meeting to Palm Beach County. Sgt. Mitchell seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
 - Mr. Rogers recognized Mr. Lamb to present a staff report.
 - Mr. Lamb presented a visualization of the E911 Fee Revenue Allocation Percentages.
 - Mr. Greer asked if DMS staff could provide the Board with further clarification on what spending authority could be used for Text to 911 services by the February 2016 meeting.
 - Ms. Dill-Collier asked if the Board would consider paying for a registration fee for the National Emergency Number Association “911 Goes to Washington” conference.
 - Ms. Khazraee moved that the Board pay the registration fee. Mr. Konuch seconded the motion which carried (10-0). Mr. Nadler was not present for this vote.
 - Mr. Raheb provided a summary of disbursements made at the February 2016 meeting.
17. Adjourn
- Mr. Guthrie moved to adjourn until January 28th, 2016. Ms. Anderson seconded the motion which carried (11-0).

Next scheduled meeting:

DATE: January 28, 2016

LOCATION: Meeting Information:
Phone Conference
(888) 670-3525
Conference Code: 2323004133

Hotel Information:
N/A