

Meeting Date: Wednesday, June 22, 2016  
Meeting Location: Hilton Garden Inn, 4075 SW 33<sup>rd</sup> Place, Gainesville, FL

**June 22, 2016:****Board Members, meeting attendance:**

1. Heath Beach, DivTel Director (DMS), Board Chairman
2. Stan Greer, Area Manager, External Affairs, AT&T, Vice Chairman
3. Carolyn Dill-Collier, 911 County Coordinator, St. Lucie County
4. Chesley Dillon, Vice-President, Corporate Tax, Tracfone
5. Ben Guthrie, 911 Coordinator Gulf County
6. Christie Pontis, Director of State Regulatory Affairs Manager, CenturyLink (afternoon arrival)
7. David "Dave" Konuch, Attorney, Florida Cable Telecommunications Association (by phone)
8. Sergeant Dale Mitchell, 911 County Coordinator, St. Johns County
9. Ira Pyles, 911 County Coordinator, Hillsborough County

**Staff Members, meeting attendance:**

1. Charles Hadley, Interim Chief, Public Safety Bureau, DMS-Division of Telecommunications
2. Donald Lamb, Technical Support, DMS-Division of Telecommunications
3. Diane Guillemette, Legal Counsel, Office of the Attorney General

**Staff Members, participating via teleconference:**

1. Gloria Watford, Administrative Support, DMS-Division of Telecommunications
2. Larry Houff, Carr, Riggs & Ingram, LLC (CRI)
3. Daniel Rodriguez, Carr, Riggs & Ingram, LLC (CRI)

**Members of the Public, meeting attendance:**

1. Silas Daniel, Sumter County
2. Tricia Davis, Volusia County
3. John Balloni, Volusia County
4. Dina Walker, Seminole County
5. Greg Holcomb, Lake County
6. Ray Eslinger, Nassau County
7. Susan Nelson, Airbus
8. Ed Gonzalez, Akimeka LLC
9. Fran Self, Synergon Solutions
10. Tim Gundlach, TGRA
11. Linda Draughn-Woloski, Akimeka LLC
12. James Robinson, AK Associates
13. Paul Boynton, CenturyLink

(If meeting participants are not listed, it may be due to a lack of sign-in acknowledging participation.)

**Members of the Public, participating via telephone conference:**

1. Christine Cooper, Okaloosa County
2. Vanessa Thompson, Putnam County

3. Annette Rodgers, Orange County
4. Dennis Devoe, Citrus 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. Staff conducted roll call. Seven of the eleven current seated E911 Board Members were present. Mr. Konuch 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. Pyles moved to approve the May 11, 2016, E911 Board Meeting Minutes with the minor corrections. Mr. Guthrie seconded the motion which carried (8-0).

3. Review and Vote on Disbursements to the Counties

**Wireless**

Wireless financial reports for the period ending March 31, 2016, were reviewed and discussed by the Board. Mr. Guthrie moved to authorize distribution of wireless revenues in the amount of \$3,964,396.61 to the counties. Sgt. Mitchell seconded the motion which carried (8-0).

**Non-wireless**

Non-wireless financial reports for the period ending March 31, 2016, were reviewed and discussed by the Board. Sgt. Mitchell moved to authorize the distribution of non-wireless revenues in the amount of \$2,321,487.78 to the counties. Ms. Dill-Collier seconded the motion which carried (8-0).

**Prepaid Wireless**

The county allocations of the fee in the Prepaid Wireless category for the period ending March 31, 2016, were reviewed and discussed. Mr. Pyles moved to distribute \$1,161,246.71 to the counties. Ms. Dill-Collier seconded the motion which carried unanimously (8-0).

4. Special Disbursement

Vice-Chairman Greer and Mr. Pyles requested staff rerun the numbers for the Special Disbursement and present the information to the Board regarding the disbursement amount prior to the vote for the July Special Disbursement.

- o Vice-Chairman Greer moved to make a Special Disbursement in the amount of \$207,089.93 to the counties. Mr. Guthrie seconded the motion which carried (8-0).

5. Review Accountant's Financial Statement
  - Mr. Houff presented an overview of the Financial Statement.
  - Mr. Houff presented the trend analysis of the E911 Trust Fund Balance.
6. Review and Vote on Items for Cost Recovery Disbursements
  - Ms. Dill-Collier moved to disburse \$371,979.65 out of current year funds for Item #1. Mr. Guthrie seconded the motion which carried (8-0).
  - Ms. Dill-Collier moved to disburse \$19,557.24 out of current year funds for Item #2. Mr. Guthrie seconded the motion which carried (8-0).
  - Ms. Dill-Collier moved to disburse \$24,232.10 out of current year funds for Item #3. Mr. Guthrie seconded the motion which carried (8-0).
7. Grant Change Requests
  - Mr. Devoe, 911 Coordinator, presented Citrus County's request to reduce their grant S8-15-12-07 by \$5,346.25 for the cost of their UPS replacement purchase portion of the grant. This was due to a change to another brand of UPS which provides the same level of power but at a lower cost to purchase.
    - Ms. Dill Collier made a motion to accept Citrus County's change request to reduce the amount of Grant S8-15-12-07 reimbursable amount by \$5,346.75 due to a change in UPS purchase. Sgt Mitchell seconded the motion which carried (8-0).
  - The Change request for Jackson County's Rural Grant 15-04-13 was tabled until the July's Board Meeting awaiting further clarification from Jackson County.
8. E911 Board Rule Development and Status Report
  - Ms. Guillemette presented a review of current E911 rule changes to grant applications.
  - Ms. Guillemette presented a review of the text-to-911 Initiative Reimbursement Form and Guide.
    - The Board requested both the Form and the Guide have a statement added stating that counties are required to get a quote from SUNCOM to identify the maximum allowable cost for the Text Aggregation.
    - The Board requested that the Guide be updated to reflect the values for the PSAPs and Telecommunicators in the 2015 Annual Report.
    - Update text-to-911 List in appendix 3.
    - Update text-to-911 Map in appendix 5.
    - Update text-to-911 reimbursement form in appendix 7.
9. Public Hearing to Discuss Statement of Estimated Regulatory Costs

Start 1:00 p.m., Wednesday, June 22, 2016

  - Mr. Holcomb, Lake County 911 Coordinator, addressed the Board stating that he believed that the increase in the fee of 40 cents to 45 cents was not enough. He said it should be raised to 50 cents, although, he did not believe that would be sufficient to cover requirements that will be coming in the future.

- Ms. Walker, Seminole County 911 Coordinator, addressed the Board. Ms. Walker stated she supported what Mr. Holcomb had said. She indicated that many of the counties were struggling at the current rate. Vice-Chair Greer stated that the fee was never meant to cover the entire costs of 911 to the counties. Ms. Walker concurred and stated that she understood that Seminole County and many other counties were having to cut many needed things from their budgets because they cannot cover them even after receiving county funding support.
- Ms. Dill-Collier, St Lucie County stated that additional funding is needed and she understands that the fee is not meant to cover all.
- Vice-Chairman Greer made a motion to close the public hearing. The motion was seconded which carried (9-0).
- At approximately 1:30 p.m., the Hearing was adjourned.

❖ *Note Ms. Pontis joined the meeting at approximately 1:20 p.m.*

10. Other Business

- No other Business

11. Staff Reports

- DMS E911 Organization Chart Presented
  - The Board asked when the Statewide 911 Coordinator's position would be filled and when Mr. Guthrie will be part of the hiring process.
    - Chairman Beach stated that the new Public Safety Bureau Chief, Mr. Matt Matney, would be onboard prior to the next Board meeting, and he would be involved in the selection process.
- Board Meeting Schedule for Fiscal Year 2016-17 Presented
  - Board Members Sgt Mitchell and Ms. Dill Collier stated they believe the six monthly meetings scheduled for teleconferences would not work. There would be too many interruptions for the County Coordinators that are Board members if they remain in their offices. Ms. Dill-Collier also stated that in the past there had been telephone issues as well.
  - Ms. Walker, Seminole County, stated that she like many of the other coordinators, try to attend as many meeting as possible and that they also ran into similar issue which affected their participation in the teleconference Board meetings.
  - The Chairman requested that Ms. Powers send the Jacksonville meeting lodging information to the Board Members and that Mr. Lamb send the information to the County Coordinators and vendors.
  - The Board inquired as to the turnaround time to change a meeting from a teleconference to an in-person meeting.
- The SERC document was reviewed and it was identified the date needed changed from June 2016 to May 2016 and be resent to the Board.
- Chairman Beach informed the Board that the 2016-17 budget and spending plan will be presented at the July's Board meeting and this should help clear up many of the questions related to the Strategic plan.

## 12. Public

- Mr. Witko, a resident of Nassau County, addressed the Board regarding issues with his non-wireless service. He stated that his service is out on a regular basis and that he has contacted the Service Provider numerous times and after a period of time, they fix it and then it goes out again. He stated this has been ongoing since 2009 and that every time the service goes down, he and his neighbors lose their landline access to 911. He also asked if there was anything that the Board could do to assist in this issue.
  - Ms. Guillemette, Board Counsel, stated that this is not a Board matter and should be addressed to the Service Provider.
  - Chairman Beach stated that DivTel would contact Mr. Witko.
- Chairman Beach asked the Board if they would like to go back to CRI and request them to bring on additional 911 expertise, or would the Board like to stay with their choice of ISF to write the Strategic Plan considering the funding limitations at this time? The Board stated they would prefer to stay with ISF and continue to find enough funding to cover ISF's costs.
- Ms. Guillemette stated the old business could not be brought up unless there is a section on the agenda labeled Old Business. She requested the Old Business section be added back into all future agendas.
- The Board requests to see where the Bureau Chief is on the Organization Chart.
- The Board requests duties and responsibilities for DivTel Staff (Technical and Administrative) be provided.
- The Board requests duties and responsibilities for Legislative Affairs (External Affairs Manager and Ms. Powers' administrative) be provided.
- The Board asks for a briefing on the E911 2016-17 Spend Plan. The Board also stated that they would like to be involved in the spending authority determined by DMS.

## 13. Adjourn

- Sgt Mitchell made motion to adjourn, Ms. Dill Collier seconded and the motion carried (9-0).
  - The E911 Board Meeting was adjourned.

Next scheduled meeting:

DATE: July 20 and 21, 2016

LOCATION: Meeting Information:  
Embassy Suites Jacksonville/Baymeadows  
9300 Baymeadows Road  
Jacksonville, FL 32256  
904-731-3555  
800-362-2779