

Kentucky 911 Services Board Meeting Minutes

Tuesday, July 2, 2019

Montgomery County Civic Center

108 East Locust Street, Assembly Room, Mt. Sterling, KY 40353

Call to order:

Kentucky 911 Services Board Chair John Holiday called to order the meeting of the Kentucky 911 Services Board at 1400 hours EST on Monday, Tuesday, July 2, 2019, at the Montgomery County Civic Center, Assembly Room, 108 East Locust Street, Mt. Sterling, KY 40353. Holiday asked Secretary Ashley Hanson to call the roll. A quorum was determined.

Board members (present):

Name:	Title:	Organization represented:
John Holiday	Exec. Director	KOHS
Daniel Bell	Mayor, City of Taylor Mill	KLC
Roddy Harrison	Mayor, City of Williamsburg	KLC
Don Kiely	Emergency Services Manager, Cincinnati Bell	Tier I telco provider
Todd Sparrow	911 Director, Lawrenceburg/ Anderson County E911	KENA/APCO

Board Members (Absent)

Name:	Title:	Organization represented:
Gail Russell	Secretary (acting)	PPC
Tim Vaughan	Magistrate, Jessamine County	KACo

911 Services Board/KOHS Staff:

Name:	Title:
Mike Sunseri	911 Services Board Admin/KOHS Dep. Exec. Director
Ashley Hanson	911 Services Board Exec. Finance, Grants & Administrative Specialist
Christie Ross	911 Services Board Chief Operating Officer
Wes Willis	911 Services Board Executive Advisor

Guests:

Name:	E-Mail:	Organization:
Criss Chancellor	cchancellor@akassociates911.com	AK Associates
Tim Mitchell	Ttmitchell@carrolltonpd.net	Carroll County 911
Gregory Beck	Gtbeck@carrolltonpd.net	Carroll County 911
Kevin Woosley	Kevin.woosley@ky.gov	KSP
Tandy Hubbard	Hubbard@indigital.net	INdigital
David Lucas	lucasd@bv.com	Black & Veatch
Amelia Bowen	Amelia.bowen@bgky.org	Bowling Green Police Department
Nick Cook	Nick.Cook@bgky.org	City of Bowling Green
Kurt Beilman	Kbzo5v@att.com	AT&T
Monica Allen	Monica.allen@ky.gov	Montgomery Co. 911
Kim Rankin	KR9465@att.com	AT&T
Sean Eriksen	Seaneriksen@motorolasolutions.com	Motorola Solutions

Jason York	Bathemd@gmail.com	Bath County Fiscal Court
Michele Hill	mhill@klc.org	KLC
Greg Dixon	gdixon@solacom.com	Solacom 911
Matt Kuhn	Matt.kuhn@ky.gov	State Government
Bill Re	Bill.re@ky.gov	State Government

Introduction:

Chairman Holiday thanked everyone for being at this important meeting and thanked Ms. Monica Allen, director of Montgomery County 911, for hosting this meeting.

Approval of minutes from the September 18, 2018 Board meeting:

Chairman Holiday asked for a motion to approve the minutes from the March 7, 2019 meeting. A motion was made by Mr. Daniel Bell and seconded by Mayor Roddy Harrison. The motion passed unanimously.

Old business:

There was no old business to report.

New business:

1. **K911 Services Board Administrator’s Report: Administrator Mike Sunseri**
2. **Intro to new Board staff member:** Introduced Ashley Hanson, who formerly worked at the Transportation Cabinet’s Department of Rural and Municipal Aid.
3. **Update on national NG911 grant**
 - The second phase of the application was submitted April 2, 2019. Still awaiting formal announcements from federal government. Current information indicates a possible federal award of \$ 2.131 million with required local match of \$1.421 million for a total project value of \$3.553 million.
 - **Four main project elements are:**
 - Update Kentucky Next Generation 911 (NG911) plan
 - GIS integration middleware provider
 - Supplemental data portal
 - Statewide text-to-911 solution if funding allow
 - Also submitted a list of supplemental projects, should funding allow, which include contributing to the KY From Above aerial imagery program (up to \$300,000 spread over three fiscal years), additional local GIS acquisition projects through the competitive 911 Services Board grant program (\$400,000 over three years) and PSAP-level training for all elements of project (\$150,000 over two years). We were able to have six vendors offer presentations over two different days to provide information on potential GIS integration middleware provider and supplemental data portal solutions but won’t get a firm idea how much it will cost until we go through the actual RFP process.
4. **Geospatial audits/ PSAP mapping collection**
 - To date, 15 geoaudits have been completed, with 14 receiving a passing grade.
 - The single failed geospatial audit was Montgomery County, who was notified April 26, 2019. Sunseri commended Director Monica Allen’s response to the audit. She understood the issues that led to the deficiencies and was able to enlighten local governmental officials to understand how important mapping is. They have taken significant action to remedy deficiencies in their county mapping and will follow up with the new audit. The PSAP 90 days to remedy deficiencies. There has been great communication between Monica Allen, the Board and the contracted geospatial audit firm.

- NG911 Mapping Guide have been pushed to all PSAPs (PSAP/ ESN boundaries) via email.
- Thanks to Kent and Kim Anness and Kevin Hogue at COT's Division of Geographic Information (DGI) for their work in compiling a 16-page illustrated guide for the first phase of the new NG911 mapping standards. The key foundation for NG911 is accurate mapping, so it is absolutely critical that PSAP and service boundaries are accurate so calls are routed where they are supposed to go to.
- Wes Willis from K911 Services Board is developing spreadsheet to track status of PSAP boundary and ESN submissions. Initial review of PSAP boundaries shows 50 PSAPs covering 64 counties were rated as "good." There were 44 PSAPs covering 45 counties "medium," and 21 PSAPs had significant issues.

5. 2019 legislation now in effect: Mike Sunseri

- HB 375, passed by 2019 General Assembly, requires emergency contact information of wireless providers for "ping" requests to be shared with KSP for dissemination to law enforcement agencies and to 911 Services Board dissemination to PSAPs. The Board staff is setting up protocol to proactively reach out to providers to obtain exigent circumstances emergency contact info. This will be stored on the Board website.

6. Financial Report: Christie Ross

Fiscal Year 2019		
911 Services Board Funds	Revenues	Expenditures
911 Coordinator Fund	\$ 896,961.87	\$ 552,257.66
CMRS Grant Fund	\$ 3,587,847.06	\$ 3,242,916.67
Interest	\$ 263,991.36	\$ 264,469.13
Pro rata	\$ 15,248,349.42	\$ 13,889,218.75
Cost Recovery	\$ 896,965.90	\$ 1,242,292.98
Call Volume	\$ 15,248,349.42	\$ 14,651,521.32
Total Funds Balance	\$ 36,142,465.03	\$ 33,842,676.51
	Budgeted	Actual (12 mos.)
E111 Regular Salaries	\$ 184,141.00	\$ 164,302.76
E121 FICA	\$ 13,810.00	\$ 12,182.35
E122 Retirement	\$ 90,299.00	\$ 132,723.44
E123 Health Insurance	\$ 42,352.00	\$ 29,717.07
E124 Life Insurance	\$ 36.00	\$ 41.11
TOTAL Payroll	\$ 330,638.00	\$ 338,966.73

	FY2019
Total Revenue Postpaid/Lifeline	\$ 26,754,021.66
Total Revenue Prepaid	\$ 9,124,452.01
Total Fee Revenue	\$ 35,878,473.67
Interest Income	\$ 263,991.36
Total Revenue	\$ 36,142,465.03

PSAP PAYMENTS	FY2019
Pro Rated	\$ 13,889,218.75
Volume	\$ 14,651,521.32
Grants	\$ 3,242,916.67
Total Expenditures to PSAPS	\$ 31,783,656.74

GRANT FUND	
Fund Balance	\$ 5,087,776.72
Obligated Funds Balance	\$ 1,804,747.99
Total Unobligated Grant Funds	\$ 3,283,028.73

Ms. Ross reported record fee revenue for Fiscal Year 2019, an increase from about \$28,000,000 in Fiscal Year 2018 to more than \$36,000,000 this year. However, there had been approximately two million dollars from FY2018 that had deposited in FY2019 due to a previous employee's absence so the increase in fees net the FY2018 fees was \$4,000,000. Per statute, any balance in the grant fund over \$3,000,000 must be swept into the pro rata and volume funds. On June 25, 2019, \$704,599.30 was swept (equally divided in the amount of \$352,279.65 to each account). The budget document in the board's packet needed to be considered for approval for fiscal year 2020. It was noted the budget information remains the same as for fiscal year 2019 as budgets are created on a biannual basis. Ms. Ross added the Kentucky Auditor of Public Accounts (APA) has informed Board staff that the PSAP annual financial reviews were about 90% complete. Being the first year, there were bumps to work through as procedures were established and fine-tuned through the process. Also, PSAP's lack of familiarity with APA and Board expectations of record review slowed the process, and staff turnover at the APA contributed to a longer-than-expected turnaround of the reviews. Everyone agreed that next year and the years moving forward would go more smoothly but the review was running over the quoted pricing.

A motion was made by Don Kiely to approve the budget for fiscal year 2020. The motion was seconded by Mayor Harrison and passed unanimously.

7. Updating and submissions of board regulations: Mike Sunseri

- Mr. Sunseri described the nine regulations that allow the 911 Services Board to implement the statutes that govern it. In the course of reviewing the regulations to bring them in line with the updated mapping guidelines, it was discovered that none of the regulations hadn't been touched since 2007. As several bills have been passed in the last 12 years, it was determined that all nine regulations needed to be updated. While one regulation only required three edits, several required significant modifications. The Phase II regulation (202 KAR 6:100) required 56 amendments. These modified regulations were published in the July regulation review registry, and will be heard by the General Assembly's Regulation Review Subcommittee in August. Next, they will go to the committee of jurisdiction, the Committee on Natural Resources and Energy. If no obstacles arise, they will go into effect no later than October 4.

8. Proposed legislation for 2020 legislative session: Mike Sunseri

- KRS 65.7631(3) covers the carrier cost recovery fund, mandating 2.5 cents of every dollar collected from wireless 911 fees goes into a pool to reimburse wireless providers for infrastructure buildout. 2016's HB 585 capped the fund and closed it to new reimbursement claims. Under the statute, once obligations are met from the pool, that

2.5% of revenue will be split between the pro rata and call volume funds. Currently, there are three Tier III providers that are owed less than \$1 million, and the liabilities are projected to be paid in full by September 2020. The NG911 grant fund will expire March 2020. If the Board wants to continue with initiatives funded by the federal grant, it will need to secure an ongoing funding stream. The carrier cost recovery fund generated more than \$800,000 per year in FY 2019. This funding stream would make a significant impact on the Board's new NG911 initiatives. Mayor Bell suggested it would be best to implement the federal grant before filing a bill to redirect funding.

9. Consideration of 2019 911 Services Board Competitive grants: Executive Advisor Wes Willis and Administrator Mike Sunseri

- There were 56 submissions requesting \$4.2 million in Board-funded projects. Applicants included local matching funds of \$725,000. One grant was received after the application deadline so it could not be considered, and ten other projects did not get funded. In total, there are 46 projects totaling \$3.02 million recommended for funding. Staff was able to add a small amount back into the pool after a sweep led to the addition of approximately \$20,000 de-obligated grant funds from earlier grant cycles for projects that didn't use all available funding.
- Smart Sheet electronic submissions saved thousands of pages of printing. Also allowed Board staff to identify issues for more than 20 applicants before the deadline that could have precluded them from consideration by the peer review teams.
- Only 7 PSAPs had projects that weren't at least partially funded. Of those, four submitted multiple requests and had at least one project approved.
- 37 out of the 46 were recommended for full funding. Nine were partially funded. Partial funding explanations:
 - a. Seven Central KY Network software refresh grants were reduced due to maintenance costs beyond 12 months as per grant guidelines.
 - b. KSP project was reduced by half due to one of the two posts requesting funding is not providing primary response for any county.
 - c. City of Bowling Green requested a CAD replacement for an exceptionally expensive system. The amount recommended funding represents CAD replacement for a system comparable with other Board-funded CAD replacement projects.
- Chairman Holiday asked for a motion to pass the grant applications for FY 2019. A motion was passed by Mayor Roddy Harrison and seconded by Mr. Don Kiely. The motion passed unanimously.

Closed Session: Discussion of attorney-client communications relating to 911 fees for wireless lifeline subscribers

- Chairman Holiday asked for a motion to enter a closed session. A motion was made by Mr. Don Kiely and seconded by Mayor Roddy Harrison. The motion passed unanimously.
- The Board entered closed session at 2:52 p.m. EST.

Open Session:

- Chairman Holiday brought the Board back into open session at 3:32 p.m. EST.

Adjournment:

- Chairman Holiday asked for a motion to adjourn. A motion was made by Mr. Don Kiely and seconded by Mr. Daniel Bell. The Motion carried unanimously.

Closing remarks:

- Chairman Holiday thanked everyone for coming. The next regular meeting of the 911 Services Board will be held tentatively at 2:00 p.m. on Tuesday, September 17, 2019, at a location to be determined in the 5th Congressional District.

The Board meeting adjourned at 3:33 p.m.

Kentucky Office of Homeland Security
 CMRS 1322 - Office of the 911 Coordinator
 FY 2016-2018 Operating Budget

RECEIPTS		2020 Budgeted
Restricted Fund		
Balance Forward		2,078,147.35
Current Receipts:		
R404 General Fees from Public	570,000.00	
R468 Prepaid Service Charges	115,000.00	
Subtotal Current Receipts	685,000.00	
N163 Op Tr Fr Other Exp Trust Fd	1,400.00	
N172 OP TR FROM SPECIAL DEP TRST FD		
CASH		
Subtotal Non Revenue	1,400.00	
Total Current & Non-Revenue Receipt	686,400.00	
Total Restricted Fund	2,764,547.35	
Federal Fund		
Balance Forward		
Current Receipts:		
R640 Rev fr Other Federal Agys		
N112 Op tr from Federal Fd		
Total Federal Fund		
Total Receipts		2,764,547.35
Expenditures:		
EXPENDITURES BY FUND		
General Fund		
Road Fund		
Restricted Fund	823,600.00	
Federal Fund		
Total Expenditures by Fund		823,600.00
EXPENDITURES BY OBJECT		
<i>Personnel</i>		
E111 Regular Salaries	184,141.00	
E112 Seasonal Salaries		
E113 Occasional Salary & Wages W2		
E115 Overtime		
<i>Other Salaries & Wages</i>		
E121 FICA	13,810.00	
E122 Retirement	90,299.00	
E123 Health Insurance	42,352.00	
E124 Life Insurance	36.00	
Subtotal Payroll	330,638.00	
E131 Workman's Comp	-	
E132 Unemployment		
E133 Employee Training	7,000.00	
E136 Uniforms	-	
E184 Personnel Board Assessment	-	
(130) Other Personnel (E132-E139)	7,000.00	
E141 Legal Services	50,000.00	
E142 Auditing Sv-w/fn dscl Rev1	150,000.00	
E146 Consulting Services	100,000.00	
E170 Professional Services W-2	-	
(140) Other Prof Services Contracts	300,000.00	
E161 Prison Labor		
E162 Security Guard	-	
<i>Object Class 150</i>	-	
Total Personnel	637,638.00	
<i>Operating Expenses</i>		
E212 Electricity	-	
E219 Cable Services	-	
E210 Utilities & Heating Fuels	-	
E222 Rent State Owned	-	
Rental - State Owned Buildings	-	
E224 Copy Machine Rental	3,000.00	
E226 Carpool Rental-St AG	9,000.00	
E229 Rentals N-Otherwise Class		
Other Rentals	12,000.00	
E241 Postage	100.00	
E240 Postage & Related Serv	100.00	
E251 Printing Pd to State	-	
E254 Insurance Premium	26,000.00	
E259 Expenses Rel T/Shows, Fairs	20,000.00	
E542 On-Line Subscrip Srv-1099	800.00	
E548 Exhibitor Premiums - 1099 Rept	-	
E250 Miscellaneous Services	46,800.00	
E801 COT Telephone Charges	5,400.00	
E814 Telephone Charges -Wireless/Cell	1,600.00	
E815 Telephone Charges -other	100.00	
E816 Video Teleconferencing Charges	-	
E260 Telecommunications	7,100.00	
E803 COT Pass Through Charges	-	
E300 MARS Charges/Internal Enterprise IT Charges	4,000.00	
E270 Computer Services	4,000.00	
E321 Office Supplies	2,200.00	
E326 Household & Kitchen Su	-	
E320 Supplies	2,200.00	
E341 Food Product	1,500.00	
E346 Furniture & Office Equip	500.00	
E822 Office Software	-	
E340 Commodities	2,000.00	
E361 In State Travel	5,000.00	
E362 Out of State Travel	10,000.00	
E363 Travel for Non-State Emp	12,000.00	
E360 Travel	27,000.00	
E381 Dues & Subscriptions	2,000.00	
E399 Other	-	
E370 Misc. Commodities	2,000.00	
Total Operating	103,200.00	
Total Expenditures	740,838.00	