

## Kentucky 911 Services Board Meeting Minutes

Monday, December 10, 2018

Kentucky Office of Homeland Security-200 Mero Street, Frankfort, KY 40622

### **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, December 10, 2018, at the Kentucky Office of Homeland Security, 200 Mero Street, Frankfort, Kentucky. He asked secretary Keymia Herve to call the roll. A quorum was determined.

### **Board members (present):**

<b>Name:</b>	<b>Title:</b>	<b>Organization represented:</b>
John Holiday	Exec. Director	KOHS
Gail Russell	Secretary (acting)	PPC
Daniel Bell (bridge line)	Mayor, City of Taylor Mill	KLC
Roddy Harrison (bridge line)	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
Tim Vaughan	Magistrate, Jessamine County	KACo

### **911 Services Board/KOHS Staff:**

<b>Name:</b>	<b>Title:</b>
Mike Sunseri	911 Services Board Admin/KOHS Dep. Exec. Director
Keymia Herve	911 Services Board Exec. Administrative Secretary
Christie Ross	911 Services Board Exec. Advisor/Compliance Officer
Wes Willis	911 Services Board Executive Advisor

### **Guests:**

<b>Name:</b>	<b>E-Mail:</b>	<b>Organization:</b>
Aaron Ross	<a href="mailto:aross@pulaski911.com">aross@pulaski911.com</a>	Pulaski Co. 911
David Leonard	<a href="mailto:David.leonard@kentoncounty.org">David.leonard@kentoncounty.org</a>	Kenton Co. 911
Tandy Hubbard	<a href="mailto:thubbard@ky.gov">thubbard@ky.gov</a>	INDigital
Kim Anness	<a href="mailto:Kimberly.anness@ky.gov">Kimberly.anness@ky.gov</a>	COT/GIS
Gary McClure	<a href="mailto:garymcclure@cityofpaintsville.net">garymcclure@cityofpaintsville.net</a>	Paintsville/Johnson Co. 911
Kent Anness	<a href="mailto:Kent.Anness@ky.gov">Kent.Anness@ky.gov</a>	COT/GIS
Matt Niehaus	<a href="mailto:matt@mssgov.com">matt@mssgov.com</a>	McCarthy Strategic Solutions

### **Introduction:**

Chairman Holiday thanked everyone for being at the final meeting of the 2018 calendar year. He also thanked the 911 Board staff for a job well done setting up policies and procedures ensuring the Board not only met, but exceeded its legal responsibilities.

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

- Chairman Holiday asked for a motion to approve the minutes from the September 18, 2018 meeting. A motion was made by Mr. Don Kiely and seconded by Secretary (acting) Gail Russell. The motion passed unanimously.

**Old business:**

- At the September 18, 2018 meeting, the board conditionally approved a grant extension for Owensboro-Daviess County contingent upon receipt of an updated letter signed by the authorizing official. The board received the letter and the grant extension is considered final. No further action was necessary.

**New business:**

- 2017 Grant extension requests
  - There were ten 2017 grant extension requests.
  - After Board members reviewed the grant requests, the floor was opened for questions.
  - Mr. Sparrow had questions directed to Nelson and Perry County concerning the following:
    - Why the grant letter didn't have an end date to their project and why the letter didn't detail the reason the above counties needed the extension.
      - Nelson County had a representative (Milt Spalding) who answered the questions for Mr. Sparrow.
      - Perry County did not have a representative present to answer the questions asked.
        - The 911 Services Board will follow-up with Perry County and send an update with the answer to all Board members via e-mail.
  - Chairman Holiday asked for a motion to approve the 2017 grant extension requests. A motion was made by Mayor Harrison and seconded by Todd Sparrow. The motion passed unanimously.
- KY from Above statewide aerial photography program.  
Kent Anness, Commonwealth Office of Technology Office of IT Architecture & Governance
  - Mr. Anness conducted a presentation about the KY from Above aerial photography program and its value to Kentucky PSAPs.
    - The KY From Above initiative is focused on building and maintaining a current base map for the commonwealth that can meet the needs of its users at state, federal, local, and regional levels.
    - The program includes six-inch resolution, color leaf-off aerial photos and elevation data (LiDAR). Benefits of the initiative include: reducing the cost of developing GIS applications, promoting data sharing, and adding efficiencies to many state and local agency business processing.
    - All base map data acquired through this effort is being made available in the public domain.
  - Chairman Holiday recommended the Board refer this matter to the 911 Advisory Council to determine the appropriate level of funding for this initiative as part of Kentucky's plan for the NG911 grant. Once the Advisory Council formulates a detailed recommendation, the Board will consider formal action on the matter.
  - Chairman Holiday asked for a motion to refer KY From Above initiative to the Advisory Council. A motion was made by Mr. Don Kiely and seconded by Secretary (acting) Gail Russell. The motion passed unanimously.
- K911 Services Board Administrator's Report: Mike Sunseri

- NG911 Grant- The federal government informed states that no action would be taken regarding the national NG911 grant program before the end of the year. He is hoping to hear from them in early 2019. As we wait, he advised the Board that the Advisory Council had already been developing a spending plan in anticipation of qualifying for the grant program. It was essential to continue working on the grant plan as Kentucky might only have 60 days to complete the application once confirmation of the first phase of applications was announced.
- Two working groups were created from the Advisory Council to develop the Kentucky state plan:
  - Legislative Committee- Mike Sunseri, Chair
  - Public Safety GIS Integration Committee- Paul Nave, Chair
- Mr. Sunseri stated that the Public Safety GIS Integration Committee has met several times and is nearly finished developing the state plan, which will focus on adopting NG911 GIS mapping standards to achieve a statewide NG911-ready mapping capabilities. Further, the committee is attempting to add a statewide text-to-911 to the grant plan. Once finalized, the grant implementation plan will be considered by the Advisory Council. If approved, the plan will be pushed to the Board. Following approval by the Board the legislative committee will develop statutes to match the state grant spending plan.
- He and KOHS staff Visited Cumberland Valley Area Development District.
  - They spoke about grants, NG911 and other issues the area is having. He is looking forward to having more meetings with the Area Development Districts in 2019.
- Sunseri explained that the 2018 PSAP surveys, which were converted to a Smartsheet-based online interactive format, received great feedback from the PSAP community. The surveys will be easier next year as 2018 data will be prepopulated into the 2019 survey. PSAP directors will only need to update the information for subsequent submissions.
- He also discussed 2019 audits. According to statute, PSAPs and providers must undergo a financial review every two years. The Board has entered into an agreement with the Kentucky Auditor of Public Accounts to perform agreed upon procedures reviews for all Board-certified PSAPs and wireless providers. Half of all PSAPs and providers will be reviewed in 2019 and the other half in 2020. Although this statute was not enforced in the past, the current 911 Services Board plans on following the law.
- Financial Report: Compliance officer/executive advisor Christie Ross:
  - Administrative fund balance: \$2,158,834.45
  - Grant fund balance: \$5,853,608.10
  - Interest fund balance: \$61,153.66
  - Prorated fund balance: \$1,119,634.68
  - Provider cost recovery fund balance: \$586,383.86
  - Volume fund balance: \$1,741,925.74
  - Unobligated Grant fund balance: \$2,000,787.13
  - Payments to PSAPS FY2019: \$14,537,625.84
  - Amount owed to Tier III carriers from cost recovery fund: \$1,873,453.58. With a projected December payment of \$585,383.86 and average monthly quarterly payment the debt is estimated to be retired by the third quarter of 2020.
- Ms. Ross also explained how Smartsheet is being used to reconcile PSAP survey results with Board financial records to help PSAPs prepare their records for the auditors. Ross

stated that some PSAPs were surprised to hear that the Board was working proactively, but were thankful for the assistance. One PSAP reported that they had turned in the same survey data for four years in a row.

- **Closed Session: Discussion of attorney-client communications relating to 911 fees for wireless lifeline subscribers**
  - Chairman Holiday asked for a motion to enter closed session. A motion was made by Mr. Don Kiely and seconded by Magistrate Tim Vaughan. The motion passed unanimously.
  - The Board entered closed session at 2:42 p.m. EST.
- **Open Session:**
  - Chairman Holiday brought the Board back into open session at 3:22 p.m. EST.
  - Mike Sunseri explained that the Board discussed the collection of 911 fees from Lifeline providers in light of a provision added to the 2018 federal appropriations bill passed by Congress that attempts to preempt KRS 65.7636. Sunseri assured the audience that the Board took no action in closed session.
  - Chairman Holiday asked for a motion to request the 2019 Kentucky General Assembly to pass legislation amending KRS 65.7636, the statute relating to collection of 911 fees for providers of Lifeline service, to clarify that the Board has the ability to collect 911 fees from Lifeline providers in the future. The motion passed unanimously.
- **Adjournment:**
  - Chairman Holiday asked for a motion to adjourn. A motion was made by Magistrate Tim Vaughan and seconded by Mr. Don Kiely. Motion carried.
- **Closing remarks:**
  - Chairman Holiday thanked everyone for coming. The next regular meeting of the 911 Services Board will be held at 2:00 p.m. Eastern Time, on Tuesday, March 12, 2019, at the Kentucky Office of Homeland Security in Frankfort.

**The Board meeting adjourned at 3:29 p.m.**