

## Kentucky 911 Services Board Meeting Minutes

Tuesday, September 17, 2019

Williamsburg City Hall

423 Main Street, Williamsburg, KY 40769

### **Call to order:**

Kentucky 911 Services Board Chair John Holiday called to order the meeting of the Kentucky 911 Services Board at 1100 hours EST on Monday, Tuesday, September 17, 2019, at Williamsburg City Hall, 423 Main Street, Williamsburg, KY. Chairman Holiday asked Madame Secretary Ashley Hanson 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
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
Gail Russell	Secretary (acting)	PPC

### **Board Members (Absent)**

<b>Name:</b>	<b>Title:</b>	<b>Organization represented:</b>
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
Ashley Hanson	911 Services Board Exec. Finance, Grants & Administrative Specialist
Christie Ross	911 Services Board Chief Operating Officer

### **Guests:**

<b>Name:</b>	<b>E-Mail:</b>	<b>Organization:</b>
David Lucas	lucasd@bv.com	Black & Veatch
Matt Kuhn	<a href="mailto:Matt.kuhn@ky.gov">Matt.kuhn@ky.gov</a>	State Government
Shawn Chapman	<a href="mailto:Shawnd.chapman@ky.gov">Shawnd.chapman@ky.gov</a>	State Government

### **Introduction:**

Chairman Holiday thanked everyone for being at this important meeting and thanked Mayor Roddy Harrison for hosting the Board.

### **Approval of minutes from the July 2, 2019 Board meeting:**

Chairman Holiday asked for a motion to approve the minutes from the July 2, 2019 meeting. A motion was made by Mayor Bell and seconded by Don Kiely. The motion passed unanimously.

**Old business:** No old business to report.

## **New business:**

### **1. K911 Services Board Administrator's Report: Administrator Mike Sunseri**

#### **Update on national NG911 grant**

- The Statewide NG911 is off the ground. Kentucky qualified for an increase of \$200,000 over the original allotment. The original allocation was \$2.1 million. Because we submitted supplemental projects, our grant was increased another \$200,000 to give the Board \$2.3 million in federal funding. There is a local match needed of 40% of the total project value. The local match is \$1.55 million, making the total project value \$3.85 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 allows)
- 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.

### **2. Approval of Kentucky NG911 Mapping Guide Mike Sunseri**

- 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 properly.
- The Board has adopted the grant plan, but needs to adopt the mapping guides. The next deadline for the PSAPs are the service boundaries and the layers for each of the types of responses they provide: law, fire, and EMS. Next summer will be the deadline for road centerlines, and structure coordinates. The mapping guide will be updated for the additional mapping elements in the next year. The goal is to have Kentucky ready in 2021 to geospatially route calls (based on the x, y coordinates).
- There were no questions, so Mr. Sunseri asked Mr. Holiday to entertain a motion for the board to adopt the mapping guidelines. Motion was made by Mr. Todd Sparrow, and seconded by Mayor Roddy Harrison to adopt the Kentucky NG911 Mapping Guide, which includes the following mapping timelines:
  - PSAP Boundary- October 31, 2019
  - Emergency Services Boundary- October 31, 2019
  - Road Centerlines- July 1, 2020
  - Address Points (x/y structure coordinates)- July 1, 2021
  - Provisioning Boundary- TBD
- The motion carried unanimously.

### **3. Regulations governing 911 Services Board Mike Sunseri**

- Mr. Sunseri updated the board that all the nine regulations that govern the 911 Services Board have passed Administrative Regulation Review Subcommittee and the Natural Resources and Energy Committee and are now in effect.

**4. 2019 TALK Conference Mike Sunseri**

- Mr. Sunseri updated the Board that Duane Bowling from DOCJT has invited Board staff to do a half-day deep dive into Next Generation 911 mapping requirements at the TALK conference on October 9 or 10. Our demonstration will show visual examples and walk people through the guidelines so everyone understands how to get mapping submissions that meet the requirements.

**5. 2019 PSAP survey Mike Sunseri**

- Wes Willis is back in the office doing the PSAP survey, and building out a portal for the first wave of mapping guidelines. October 11 will be the due date of the PSAP survey submissions, and mapping guidelines will be Oct 31.

**6. 2016-18 PSAP/Provider financial reviews Christie Ross**

<b>Cash Balances</b>	
911 Coordinator Fund	\$2,106,706.63
CMRS Grant Fund	\$5,803,878.76
Office of 911 Coordinator Fund	\$15,257.22
CMRS office - Pro Rated Receipts Fund	\$2,249,360.22
CMRS Office - Wireless Providers Fund	\$449,748.06
CRMS office – Volume Receipts Fund	\$ 3,206,566.65
TOTAL	\$ 13,831,517.54

- With the PSAP audits, among the finding reports for 39 PSAPs, 1 PSAP received a gold rating or perfect review: Danville-Boyle County 911. Eight PSAPs were marked green as the funds balanced but funds were not prorated. By statute and regulation, funds that come from the board are for wireless fees those expenses have to be prorated. Per 202 KAR 6:090 the Board collects fees from wireless carriers therefore the PSAPs can only make expenditures with board funds based on the call volume percentage of their 911 wireless versus wireline calls. 16 additional PSAPs were also not prorating but have a non-repetitive anomaly financial finding. The 911 Services Board will be sending a letter to the 16 PSAPs on the issues that need to be addressed. The PSAPs will need to respond acknowledging the discrepancies and the action to be taken to ensure the finding or findings won't be repeated. Ten PSAPs were in classified as red, which included specific errors that were found by the auditors. We will be following up with needed additional information for those PSAPs requiring responses for action.
- Non-responsive PSAP: Wolfe County 911. Ms. Ross told the Board the county failed to respond by repeated requests by the auditor. Mike Sunseri commented that the Board can withhold future pro rated and call volume payments until the PSAP complies with the request, which is required by law. Sunseri stated the Board did not need to make a formal motion on the matter, staff was providing situational awareness on the matter. Mayor Bell asked if there were set guidelines on how many times the 911 Services Board tried to get a hold of Wolfe

County. Mr. Sunseri said about half a dozen and each time the auditor tried to get a hold of them, the auditor's office charges the Board for their time. There will be a final letter of communication, that payments are being suspended until they complete the process. This letter will be sent out in the coming week.

**7. 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 Ms. Gail Russell and seconded by Mayor Bell. The motion passed unanimously.
- The Board entered closed session at 11:28 p.m. EST.

**8. Open Session:**

- Chairman Holiday brought the Board back into open session at 11:57 a.m. EST.
- Chairman Holiday then spoke to the Board, based upon the discussion in the closed session, asking for a motion from a Board member regarding the suspension collection of 911 fees for wireless Lifeline subscribers. A motion was made by Mr. Don Kiely and seconded by Mayor Roddy Harrison. A roll call vote was held and the motion carried unanimously. Chairman Holiday also asked to entertain a motion authorizing Board administrator Sunseri to pursue a settlement with TracFone, Inc. under KRS. 65.7636. A motion made by Mr. Don Kiely and seconded by Mr. Todd Sparrow. A roll call vote was held and the motion carried unanimously.

**9. Future meeting dates**

- The Board talked about future meeting dates to be set on the calendar. The tentatively scheduled Board meeting dates are: Tuesday, December 3<sup>rd</sup> at 2:00 p.m. at KOHS; Tuesday, March 10<sup>th</sup> at 2:00 p.m. at the KOHS; and Tuesday, June 30<sup>th</sup> at 2:00 p.m., at Kenton County Courthouse in Covington, KY.

**10. Return to New Business**

Todd Sparrow asked the Board if he could read a letter from Josh Glover, Chair of the Kentucky Emergency Services Conference, and the Director of Public Safety from Carlisle County 911. The letter was sent to Mr. Sparrow on June 22. Mr. Sparrow asked the Board if anyone had received the letter, when no one replied, Mr. Sparrow asked Chairman Holiday if he could pass out the letter to the board members. Chairman Holiday said yes. Mr. Sparrow proceeded to speak to the board about the letter which requested the Board approve a \$5,000 sponsorship to help pay for costs associated with the KESC conference held September 3-6, 2019, in Louisville. Mr. Sparrow states that this letter was written and received after the last Board meeting. Even though this letter was sent late, Mr. Sparrow made a motion to grant the KESC \$5,000 for the conference that had taken place earlier in the month. Chairman Holiday asked the Board to talk about this before issuing a motion. Mr. Sunseri addressed the Board with his and Mr. Holiday's issue with this sponsorship. Mr. Sunseri informed based on what happened in 2018 which was talked about in great length in closed session in a previous March Board meeting, Mr. Sunseri's recommendation based on how the conference was run last year was to not fund the 2019 request. Mr. Sunseri wanted the Board to understand that his opinion has nothing against Josh Glover or Todd Sparrow, and wanted to make clear his decision has nothing to do with timing of this letter but with what happened at last year's conference. Mr. Todd Sparrow asked the Mr. Sunseri what his experience was this year's conference. Mr. Sunseri had no issues with the conference and said it

was well-run. Ms. Gail Russell asked if the 2019 conference had any of the same problematic issues that were previously discussed from last year's conference. Mr. Sunseri said no he did not experience any significant issues at this year's conference. Board staff led two different sessions this year. Mr. Sunseri said the vendors this year were much more diversified, and seemed like last year's issues were addressed by this year's planning team. Chairman Holiday asked if this money would be used for the 2019 Conference, to which Mr. Sparrow said yes. Mr. Sunseri asked if there was a deficit for this conference. Mr. Sparrow said he was not aware of the conference's finances. Mr. David Lucas gave a recommendation saying if money is to be given in the future to KESC, it should be designated toward specific speakers or specific training tracks instead of to the conference as a whole. He added several of the vendors who responded to our RFI were present at the conference and given our upcoming RFPs for the national NG911 grant funds it would be a good idea of steering clear of any perceived support of any vendor. Mr. Sunseri asked Mr. Sparrow if he would like to amend this motion, or keep the motion as it stands. Mr. Sparrow states for this particular motion he would like to keep it as stands, which would be to give the \$5,000 to the overall operations of the 2019 KESC conference. After more contemplation, Mr. Todd Sparrow withdrew his motion, and wanted to make a new motion. After several attempts, Ms. Russell moved to approve \$5,000 for the KESC 2019 conference, with a stipulation the funds would be used for the educational speakers and not to the benefit of any vendor. Todd Sparrow seconded the motion. The motion carried without opposition.

**Adjournment:**

- Chairman Holiday asked for a motion to adjourn. A motion was made by Mr. Don Kiely and seconded by Mayor Roddy Harrison. The motion carried unanimously.

**Next meeting:**

- The next meeting of the 911 Board will be Tuesday, December 3, 2019 at 2:00 p.m. E.T. at the Kentucky Office of Homeland Security, 200 Mero Street, Frankfort KY 40622.