

**KY 911 Services Board Meeting Minutes**  
**2:00 p.m. Tuesday, June 30, 2020**  
**CONDUCTED VIA VIDEOCONFERENCE**

**Call to order**

The Tuesday, June 30, 2020 meeting, of the Kentucky 911 Services Board, was called to order by Josiah Keats, KOHS Executive Director and 911 Services Board Chairman, at 2:03 P.M. (EST) via videoconference.

**Members Present:**

Director Josiah Keats, KOHS Executive Director  
Mayor Daniel Bell, City of Taylor Mill  
Mr. Don Kiely, Emergency Services Manager, Cincinnati Bell  
Secretary Kerry Harvey, PPC  
Magistrate Tim Vaughan, Jessamine County  
Director Todd Sparrow, 911 Lawrenceburg/Anderson County, KENA/APCO

**Members Absent:**

Mayor Roddy Harrison, City of Williamsburg

**K911 Services Board/KOHS Staff:**

|              |               |           |
|--------------|---------------|-----------|
| Mike Sunseri | Christie Ross | Mark Gaus |
| Wes Willis   | Phillip Ross  |           |

**Guests:**

|                  |                   |                   |
|------------------|-------------------|-------------------|
| Aaron Ross       | Harry Clark       | Mike Johnson      |
| Buford Hurley    | Amelia Bowen      | Tandy Hubbard     |
| Daniel Highbaugh | David Lucas       | Jimmy Kitchens    |
| Ken Ackerman     | Michael Skalitzky | Scott Morgan      |
| Paul Nave        | Matt Saunders     | Margaret F.       |
| Drew Fioranelli  | Jason Upchurch    | Blake Smith       |
| Michele Hill     | Gary McClure      | Drew Chandler     |
| Milt Spalding    | Rebecca Jacobs    | Ross Kayser       |
| Kent Anness      | Jim Carlson       | Amy Earlywine     |
| Chris Freeman    | Shawn Chapman     | Kurt Beilman      |
| Nate Hamilton    | Allyson Markwell  | 6 unnamed callers |

Mr. Keats welcomed everyone to our first ever videoconference, due to COVID-19.

**Approval of minutes**

Don Kiely requested approval of the minutes from March 10, 2020, board meeting. Kerry Harvey seconded the motion, which carried unanimously.

## **Old Business**

- National NG911 Grant – Mike Sunseri  
Mr. Sunseri provided an update of the \$2.3 million federal Next Generation 911 grant. There has been some discussion on an extension of grant performance period. We are preparing as if there will not be an extension and still anticipate completion of the federal-funded portion be completed by March 2022.

He had limited ability to discuss RFPs due to state procurement guidelines, but wanted the Board to be aware that the GIS integration is in its final stage and proposals for supplemental data portal are due July 8, 2020. The RFP review team will evaluate the proposals as soon as possible.

## **New Business**

K911 Services Board Administrators Report:

- Board sponsorship of 2020 KESC – Mike Sunseri  
This conference, held in Louisville, draws hundreds of participants from across the Commonwealth and provides professional development training to telecommunicators, has been cancelled. Therefore, sponsorship of the conference has been removed from the agenda.
- 2020 Kentucky General Assembly wrap-up – Mike Sunseri  
Although session was cut short due to COVID-19 and a low number of legislation passed, Mr. Sunseri was aggressive in pushing 911 Services Board and KOHS legislation. Both 911 Services Board House Bills passed, and KOHS helped the Commonwealth Office of Technology pass a mapping bill as well.

HB 208 revises a statute enacted in 2016 relating to 911 fees and providers of the federal-subsidized Lifeline program. It stated that Lifeline providers are liable for the KY 911 surcharge at the postpaid rate of \$.70 per subscriber per month. Under the original statute, providers had the ability to pass that fee along to end users. Under HB 208, providers of wireless Lifeline service will be liable for remission of 911 fees to the Board, but will be unable to use proceeds from the federal Universal Service Fund (USF) to pay Kentucky 911 fees.

HB 229 was amended in the Senate. This bill does three things:

1. Ends the requirement for PSAPs to prorate between wireless and wireline expenses.
2. Provides a dedicated statewide Next Generation 911 fund.
3. Updates the definition of prepaid wireless service.

Financial obligations from the Carrier Cost Recovery Fund, which included three Tier III (Bluegrass Cellular, East KY Network, and Shentel), have been paid in full as of this week. Any funds that accumulate between now and July 14, 2020 will be directed in equal parts to the Pro Rata and Volume funds. HB 229 goes into effect on July 15, 2020. From that point, all future deposits will go to a dedicate Statewide NG911 Fund, which will help continue projects launched by the federal NG911 grant.

- Consideration of 2020 competitive grants – Mike Sunseri  
The Board received a total of 61 grant applications totaling \$3.6 million in project requests. By statute, the Board fund is capped at \$3 million per year. All applications went through an extensive review by peer review teams, staff and the Board's technical consultant. Of the 61 applications, following the in-depth evaluation and scoring, Board members were sent last week a list of 53 projects recommended for funding, representing about \$2.9 million.

Mr. Sunseri wanted to point out to the Board there is one grant applicant on the recommended list that has outstanding information necessary to complete their financial review. Although they are on the recommended list, staff recommends withholding the submission of the grant contract until those obligations have been met.

Mr. Keats requested a motion to approve the 2020 Grant Recommendations as presented to the Board. The motion was made by Don Kiely and seconded by Mayor Bell. The motion carried unanimously. A question was raised concerning the name of the above PSAP. Christie Ross reported it was McLean County.

Mr. Sunseri added that normal protocol is we notify all legislators that received a grant in their district, then send out a statewide announcement the following week.

- FCC report – Mike Sunseri  
Kentucky is required to submit annual reports to the National 911 Database and the federal 911 Data Feed. These reports generate many of the questions found on the PSAP survey. Kentucky was one of the first states to complete its report for the National 911 Database. Both reports have been submitted.
- 2017-19 PSAP/provider financial reviews – Christie Ross  
There were 71 certified PSAPs reviewed by the Kentucky Auditor of Public Accounts (APA) using agreed-upon procedures (AUP) protocols. Board staff took an active role in gathering information in advance to reduce the cost of the AUPs. As alluded to earlier, one PSAP did not provide all financial information. The APA

has issued 34 finding reports to date, of which there were no major findings. There remains one report under APA review due to an APA staff error.

Ms. Ross continued by reporting that 18 wireless telecommunication providers are also under review. One was non-responsive and will be included in next year's audit. To date, there have not been any findings reported. Ms. Ross indicated the Board lacks any leverage to get reporting from providers due to the regulatory structure of the telecommunications industry in the state. However, staff member Mark Gaus did extensive outreach to providers on behalf of the Board, which led to nearly every provider submitting necessary financial information to the Auditor of Public Accounts.

- FY 2018-19 Board administrative fund audit – Christie Ross  
The APA has completed the audit of the Board's administrative fund for fiscal years 2018 and 2019, as required by law. This cycle, the APA identified four minor findings on the income side and no expense findings. One finding was due to the lack of documentation for a financial transaction. This occurred the first month of FY2018. Due to procedures implemented since that time, there should not be a finding of this nature in the future. Another problem involved two findings related to the Board lacking information from the Department of Revenue (DOR) regarding prepaid transactions. This structural issue on the DOR's side has hindered the Board's ability to reconcile prepaid transactions that are generated at point of sale and collected by the DOR. This issue has been problematic since inception of the prepaid collection model, but much progress has been made during the last two years. A final finding was with the Board not doing a financial review of PSAPs and providers, as found in the statutes. Reviews were not completed until daily management and oversight of the Board began at the end of fiscal year 2017. The Board began an aggressive plan to adhere to the statutory requirement beginning in fiscal year 2018, but it will take two years to catch all 117 certified PSPs up with their AUP financial reviews. This should not be a future finding.
- 2020 PSAP survey – Phillip Ross  
Mr. Ross described what is new for the 2020 PSAP survey. We are now using Survey 123 software to generate the survey and capture information. There are two sections and the number of questions vary based on answers given. This layout has data validation, which minimizes mistakes and varied answers, allowing the ability to scrub the data and present specified reports.

Ms. Ross added that the survey has been beta tested extensively, including testing by several PSAP directors. The PSAP directors have responded back unanimously with positive feedback. The survey will be released tomorrow. Mr.

Sunseri reminded everyone that there is a purpose to every question on the survey.

- Formation of 911 Advisory Council Working Groups – Mike Sunseri  
Three working groups have been formed:
  1. Public Safety GIS Integration, chaired by Advisory Council member Paul Nave, will focus on structure point integration into the NG911 Mapping Guide.
  2. Legislative, chaired by Mike Sunseri, will consider updating radio infrastructure as allowable expense; developing a regulation to implement the NG911 fund; updating the recertification regulation update to include structure point submissions; and updating grant consolidation language.
  3. Education, chaired by Advisory Council member Chris Freeman, will maximize and expand continuing education opportunities for telecommunicators.

A 911 Services Board staff person will be assigned to each working group to assist the chair.

- Financial Report – Christie Ross (See attached)  
Ms. Ross presented a preliminary fiscal year financial report. She explained there are still outstanding transactions that will be reported today.
- Martin County 911 – Mike Sunseri  
Martin County 911 has now completed all the required steps per 202 KAR 6:050 and 6:100 to qualify as a Board-certified PSAP. Mr. Sunseri stated their certification granted by the Board at its March 2020 meeting was conditional upon Martin County 911 completing one particular section (A12), the geospatial audit that will validate their mapping. Martin County passed the geospatial audit so their certification is now complete.
- Recognition of outgoing Board members – Josh Keats  
Outgoing Board members, Mayor Roddy Harrison, Todd Sparrow, and Don Kiely, were acknowledged and given appreciation for their service to the KY 911 Services Board. A plaque will be sent to each.
- Legal update (closed session)  
A motion was made, to enter closed session, by Don Kiely and seconded by Kerry Harvey. The motion carried unanimously. A closed session was entered into at 2:47 P.M (EST). The Board returned from closed session at 3:01 P.M. (EST).

## **Adjournment**

Don Kiely motioned to adjourn the meeting at 3:05 P.M. (EST). Mayor Daniel Bell seconded, and the motion carried unanimously. The next regularly scheduled meetings of the 911 Services Board are tentatively scheduled to be held at 2:00 P.M. (EST) on September 15, 2020 and December 1, 2020, via videoconference.