

## Kentucky 911 Services Board Meeting Minutes

Tuesday, September 18, 2018

Barren-Metcalfe Emergency Communications Center-118 E. Washington St. Glasgow, KY

### **Call to Order:**

K911 Services Board Chair John Holiday called to order the meeting of the Kentucky 911 Services Board at 1:05 p.m. CST on September 18, 2018, at Barren-Metcalfe Emergency Communications Center-118 East Washington Street, Glasgow, Kentucky. He asked the secretary (Keymia Herve) to call the roll. A quorum was determined.

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

Name:	Title:	Organization:
John Holiday	Exec. Director	KOHS
Gail Russell	Secretary (acting)	PPC
Daniel Bell	Mayor, City of Taylor Mill	KLC
Roddy Harrison	Mayor, City of Williamsburg	KLC
Don Kiely	Emergency Services Manager	Tier 1 CMRS Provider Cin. Bell
Todd Sparrow	911 Director, Lawrenceburg/ Anderson County E911	KENA/APCO

### **Board members (absent):**

Name:	Title:	Organization:
Tim Vaughan	Magistrate, Jessamine County	KACo

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

Name:	Title:
Mike Sunseri	911 Services Brd. Admin/KOHS Dep. Exec. Director
Keymia Herve	Exec. Administrative Secretary
Christie Ross	911 Services Brd. Exec. Advisor/Compliance Officer

### **Guests:**

Name:	E-Mail:	Organization:
Isaac Myers	<a href="mailto:Isaac.myers@ky.gov">Isaac.myers@ky.gov</a>	Governor's Office
Paul Nave	<a href="mailto:navepe@Owensboro.org">navepe@Owensboro.org</a>	Owensboro 911
David Lucas	<a href="mailto:LucasD@bv.com">LucasD@bv.com</a>	Black & Veatch
Dick Doty	<a href="mailto:DickDoty@glasgow-ky.com">DickDoty@glasgow-ky.com</a>	Mayor, City of Glasgow
Steve Riley	<a href="mailto:Steve.Riley@lrc.ky.gov">Steve.Riley@lrc.ky.gov</a>	State Rep. 23 <sup>rd</sup> District
James Whisenhunt	<a href="mailto:Jamesw@bgadd.org">Jamesw@bgadd.org</a>	Bluegrass ADD
Kurt Beilman	<a href="mailto:Kb205r@att.com">Kb205r@att.com</a>	AT&T
Chris Freeman	<a href="mailto:Chris.Freeman@bmecc.com">Chris.Freeman@bmecc.com</a>	911 Director BMECC

### **Proceedings:**

- Chairman Holiday thanked Chris Freeman, Director of the Barren-Metcalfe Communications Center for hosting the board meeting.
- Introduced and welcomed Mayor Dick Doty.
- Mayor Dick Doty: Thanked everyone for being at the meeting and felt honored that the meeting was held in Glasgow, KY.

- Chairman Holiday introduced State Representative Steve Riley.
- Representative Steve Riley: Thanked us for all that we do and for being present. He commended Mr. Freeman for the great job he's doing with the 911 center.
- Chairman Holiday introduced Chris Freeman, the director of the Barren-Metcalf Emergency Communications Center. Thankful for all his efforts.

**Approval of minutes from August 29, 2018 Emergency Board Meeting:**

- Chairman Holiday asked for a motion to approve the minutes from the August 29, 2018 meeting. A motion was made by Mr. Kiely and seconded by Mayor Bell. The motion Carried.

**Old business:**

- There were no items under old business.

**New Business:**

- A. Consideration of the 911 Services Board bylaws and updates to reflect 2018 HB 424 passed by the Kentucky General Assembly during the 2018 legislative session.
  - a. Board administrator Sunseri informed the board of the proposed changes.
    - i. Every change was a reflection of the passage of 2018 HB 424. He wanted to make sure the bylaws line up with current statutes.
    - ii. Questions?
      1. Chairman Holiday- Were you able to discuss these bylaws with members of the board prior to the meeting?
        - a. Mr. Sunseri- Yes
  - b. Chairman Holiday considered a motion to approve the bylaw changes. A motion was made by Mayor Harrison and seconded by Mr. Sparrow. There was no further discussion. The motion was approved on a unanimous vote by roll call.
- B. 2017 Grant extension request. Owensboro-Daviess County Central Dispatch requested an extension of their 2017 grant.
  - a. Per grant guidelines, any extension must be granted by the board. A letter was given to Board members requesting an extension.
  - b. Mr. Sunseri- The letter that was received from Mr. Nave, the 911 Director from Owensboro-Daviess County but was not signed by the Mayor, who is the authorizing official. Since Mr. Nave was present, he was asked to explain the extension and the board can entertain a motion to approve the request conditionally based upon the receipt of an updated letter signed by the authorizing authority. If not, the extension could be discussed at the next meeting.
  - c. Mr. Nave was asked to explain the extension.
  - d. Mr. Nave: His PSAP is requesting an eight-month extension due to the recent RFP that was sent out for a new CAD to connect their software. He stated that the mayor was out with an illness, but will be back the following week. Once the mayor returns, he will have him sign the letter.
  - e. Chairman Holiday: Any discussions? Any questions?
    - i. After brief discussion, Chairman Holiday considered a motion to approve the grant extension request pending the mayor signature. A motion was made by Secretary Russell and seconded by Mayor Bell. There was no further discussion. Chairman Holiday asked the secretary (Ms. Herve) to conduct a roll call vote and the motion carried unanimously.
- C. Administrator's report: Mike Sunseri
  - a. National NG911 grant update

- i. Submitted the initial application on September 10, 2018 and received a confirmation e-mail from 911.gov the following morning confirming receipt of the application.
  - ii. Anticipate action from the federal government and will have 60 days from the day that we get notified of the receipt to submit the formal application, which is more comprehensive.
  - iii. Staff has put a lot of effort into outreach within the community. KOHS/K911 spoke at several conferences: Governor's Local Issues Conference; conducted two sessions at the 2018 Kentucky Emergency Services Conference in Louisville; and had a discussion of the grant at a 911 Services Advisory Council meeting. Plans on speaking at the TALK conference at Barren River State Park next week. Staff is continuously seeking input from the community and stakeholders trying to make sure to have an application that reflects the will of an entire stakeholder's population, 911 and the Commonwealth.
  - iv. From initial queries, the Board has received great feedback so far.
  - v. Four themes have emerged from stakeholders:
    - 1. Updating and developing a new state 911 state plan. We have charged Black and Veatch, our technical consultant David Lucas, as a top priority, to update the state NG911 plan. This should be completed by the end of the calendar year.
    - 2. Develop a statewide public safety grade GIS integration- Critical component for NG911. Accurate, location-based mapping is the cornerstone of an NG911 network for the Commonwealth. Mapping has to be spot on, not just at the time submitted, but ongoing. The community recognizes the need for that and every substantive input received had a GIS component to it. Statewide GIS mapping must be a component of our initiative.
    - 3. A statewide text-to-911 plan is something else we can look to integrate into the grant.
    - 4. Statewide supplemental data portal. The portal allows users to share complex data across the network. This can include not just sharing mapping data, but also call center data.
- b. 2018 PSAP survey, revenue and expenditure report:
- i. Sent in three phases via a new Smart Sheet format.
    - 1. Section 1. General survey
    - 2. Section 2. Point of contact- people & places
    - 3. Section 3. Financial
  - ii. All 116 PSAPs should be working on submitting surveys by the due date of 10/05/2018. Meeting deadlines is important because a report is due to the Kentucky General Assembly by November 1, 2018.
  - iii. Question by Chairman Holiday: Referring back to text-to-911, what percentage of the 115 PSAPs have that ability?
    - 1. Mr. Sunseri- Less than 10. By years end closer to 10. There are several PSAPs in Central Kentucky that are looking to incorporate text-to-911 throughout the Central Kentucky Network. Owensboro is one of first to implement text-to-911; Louisville Metro and Carlisle County have it as well.
  - iv. Question by Chairman Holiday: Mr. Nave, is that a valuable resource?

1. Mr. Nave- We get about 50 texts a year. Texting helps with safety, particularly in schools (bullying, gang activities, etc.) because it's easier to send a quick text than to call. In dangerous situations, individuals can text their concerns, rather than calling.
- v. Question by Mr. Sparrow: Mr. Nave and Mr. Freeman, have you all used text from 911?
  1. Answer: Yes, it helps keep their callers safe. Callers text because they can't always talk depending on the situation they are in.
  2. In rural areas, when calls drop, the text usually goes through.
  3. Chairman Holiday: Let's not forget about videos and the intelligence we can get through it.
  4. Question: If a certified PSAP refuses to participate in the text-to-911, will it interfere with their certification?
    - a. Mr. Sunseri: It's not currently in regulations, but the advisory council and the board can evaluate whether or not that could be required for recertification purposes. The new mapping will be a bigger proposed enhancement for recertification.
  5. Chairman Holiday: How many texting control centers would we need?
    - a. Mr. Lucas: 1
- c. 4Q meeting location/date:
  - i. The final regularly scheduled meeting for 2018 is tentatively scheduled to be held **Tuesday, December 11, 2018, at 2:00 p.m.** at the KOHS office, located at 200 Mero St. in Frankfort.
- D. Chairman Holiday ordered the Board into closed session to discuss potential litigation regarding collecting of 911 fees for CMRS providers of Lifeline service at 1:30 p.m. Chairman Holiday stated that, per statute, the Board will not take any action in closed session. Upon conclusion of this matter, the Board will return to open session.
- E. Chairman Holiday brought the Board back into open session at 2:17 p.m.
- F. Geospatial audit update from Bluegrass ADD:
  - Mr. James Whisenhunt gave an update on GEO auditing efforts.
  - Will collect mapping data from PSAPs to help Board begin assembling GIS database.
  - Hope to start doing audits soon to let us know where people stand on their GIS efforts.
  - Chairman Holiday stated his belief that GIS is everything, and that GIS plays a major role in every aspect in Government.
- G. Financial Report: Christie Ross, 911 Services Board Compliance Officer
  - Administrative fund balance \$2,056,755.11
  - Grant fund balance \$5,542,588.68
    - Obligated funds against grant fund \$4,343,722.75
    - Unobligated grant fund balance \$1,198,865.93
  - Obligated funds are funds awarded for a grant project but remain in the grant fund until the project is complete and funds are requested and reimbursed to the recipient. Once a grant project is complete any funds leftover and unused would be re-obligated and become available for a future grant cycle.
  - Prorated fund balance \$1,756,620.52

- Provider cost recovery fund balance \$234,291.40
  - Volume fund balance \$1,890,017.44
  - Note: Review of FY2018 identified errors in disbursements. The August 2017 prorated payment to the Kentucky State Police (KSP) is made through a journal voucher and those funds came out of the cost recovery fund instead of coming out of the prorated fund. Those funds will be transferred back following review by the auditors of all correcting journal entries.
  - The August 2017 prorated payment was partially paid from the volume fund. This resulted in an inflated November 2017 prorated payment to PSAPs. When this error is corrected by reimbursing the volume fund, November 2018 prorated PSAP payments will be lower than average due to this correction. This will result in a larger balance in the volume fund and its corresponding payment
- H. Chairman Holiday asked for a motion to adjourn. Mr. Kiely motioned and Mayor Harrison seconded. The motion passed unanimously and the meeting was adjourned at 2:29 p.m.