

**KY 911 Services Board Meeting Minutes**  
**2:00 p.m. Tuesday, December 1, 2020**  
**VIA VIDEOCONFERENCE**

**Call to order**

The December 1, 2020, meeting of the Kentucky 911 Services Board was called to order by Josiah Keats, KOHS Executive Director and 911 Services Board Chairman, at 2:02 P.M. (EST) via videoconference.

**Members Present:**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Representing</b>
Josiah Keats	Executive Director	KOHS	Ex Officio
Daniel Bell	Mayor	City of Taylor Mill	KLC
Harry Clark	Judge/Executive	Rowan County	KACo
Kristi Jenkins	Director	Muhlenberg Co. 911	KENA/KY-APCO
Tim Vaughan	Magistrate	Jessamine County	KACo

**Member Absent:**

Kerry Harvey	Secretary	PPC	Ex Officio
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**K911 Services Board/KOHS Staff:**

Mike Sunseri                                      Christie Ross                                      Mark Gaus  
Jason Childers                                     Watson Harding

**Guests:**

Tim Mitchell                                      Troy Williams                                      Gregory Beck  
Jimmy Kitchens                                  David Lucas                                         Gary McClure  
Robert Stack

**Approval of minutes**

Mayor Bell requested approval of the minutes from September 15, 2020, board meeting. Judge Clark seconded the motion, which carried unanimously.

**Old Business**

1. National NG911 grant - Proposals from second RFP of Kentucky's NG911 federal grant project, in which vendors had the opportunity to respond to the GIS integration solution, the supplemental data portal, or both projects, were due October 27, 2020. We are awaiting the Finance Cabinet to release the proposals to a scoring team. It is Mr. Sunseri's understanding that there were a series of vendor requested deviations that are holding up the release of the proposals to the scoring team. We are still hoping to launch the contract or contracts in January 2021.

**New Business**

1. 2020 911 Services Board annual report - While the Board completed its statutory obligation by filing its financial annual report prior to our last Board meeting, Board staff also compiled a comprehensive review of the Board's activities during the previous fiscal year, which is included in the KOHS annual report. This report was submitted to the governor, the state auditor, and members of the Veterans, Military Affairs & Public

Protection Committee on October 31. A link to the report was sent to Board members prior to today's meeting and is posted on the Board website.

2. Kentucky NG911 Road Map & Readiness Assessment—The Board's technical consultant, David Lucas, of Mission Critical Partners, gave an explanation of this initiative. Mr. Lucas stated Mission Critical has been working with the 911 Services Board, stakeholders, and the Advisory Council to provide a pathway for Kentucky to adopt statewide NG911 in the form of a road map. Beginning with several virtual meetings, a readiness assessment report was created that provided a comprehensive snapshot of Kentucky's current NG911 environment. This report is included in the road map as an appendix. Seven areas have been reviewed in great detail, with over 58 parameters. These were scored independently and came with a total assessment of where Kentucky is on the path to being NG911 ready. Included in the document is the vision and mission of the Board, priorities derived from Board and stakeholders, and the specific tasks required. This product was presented to the Advisory Council at its November 2020 meeting.

A motion was made to approve the Kentucky NG911 Road Map and Readiness Assessment by Mayor Bell and seconded by Judge Clark. The motion carried unanimously.

3. NG911 Mapping/GIS update – Mr. Lucas reported that since our last meeting, the Advisory Council reached out to the public safety community and both 911 staff associations: KENA and KY-APCO about the next phase of Kentucky's NG911 mapping requirements: site and structure address points. A timeline for site and structure address point submittals was presented to the Board. These were presented to the PSAP community as requirements for 2021 and beyond, and will be integrated into the Kentucky NG911 Mapping Guide. This phased in approach over the next three years will allow the use of KY 911 Service Board grants to be used to fund GIS projects for site and structure points at the PSAP level. July 1, 2021 is the deadline for the first phase of site and structure address point submissions.

A motion was made to approve the site and structure point guidelines was made by Mayor Bell, seconded by Ms. Jenkins, and the motion carried unanimously. The next step will be to integrate the recommendations into the NG911 Mapping Guide, which will then necessitate an updating of 202 KAR 6:100 by the Legislature.

4. K911 Services Board Administrator's Report – Mr. Sunseri began by thanking David Lucas and Mission Critical Partners for the NG911 Road Map that the Board just approved. Kentucky's state NG911 plan was created in 2009 and hasn't been updated since that time. The new road map provides a comprehensive guide for the Board and the 911 community to follow to get where we all agree we need to be with statewide NG911 deployment. This was an extremely collaborative process with input from a variety of stakeholders in the 911, public safety and local government communities.

Mr. Sunseri continued to report that we have moved up our 2021 grant cycle by three months. This will allow an extra grant window opportunity before our next phase of mapping requirements comes into play in July 2021. The grant portal opened on November 2, 2020, and grant workshops were held on November 10 and 13, 2020. Applications will be due on February 19, 2021, with peer reviews held on March 3 and 4, 2021. Recommendations will be presented to the Board for approval at the March 23,

2021 KY 911 Services Board meeting. The staff will notify recipients on March 26, 2021 and the contract start date will begin May 15, 2021.

5. Update on 911 Advisory Council Working Groups:
  - Public Safety GIS Integration – Mr. Sunseri thanked Paul Nave, chair, for his continued efforts in adding our last element—structure and site address points—to our NG 911 mapping requirements. Mr. Nave has been collaborative and engaging with KENA and APCO, making sure everyone was on board and had a stake in the forming of those guidelines.
  - Education – Mr. Gaus reported on behalf of Chris Freeman, chair. A meeting was held in September 2020. There was great discussion and many ideas. An additional meeting is scheduled for the near future.
  - Legislative – Mr. Sunseri, chair, informed the Board that 2021 is a 30-day session. Also, the legislature passed a continuation budget during the 2020 session due to Covid-19. Because of this, the legislature must pass a state budget for the next fiscal year during this short, thirty day session, making it extremely challenging to pass any non-critical legislation.
6. Recertification & NG911 mapping requirements – Mr. Sunseri provided an overview of types of PSAPs and certification.

A primary PSAP is a call center receives the initial 9-1-1 call. A secondary PSAP is a backup center and receives transferred calls from if there is a volume or technical issue. By statute, only primary PSAPs are eligible to become certified and receive Board at a primary PSAP funds. If a certified PSAP wishes to have a secondary PSAP, it creates one through a reciprocal agreement with another county PSAP or establishes their own backup operation that they fund internally.

Sunseri then offered a brief explanation of the Board's responsibilities and the process a PSAP must follow for Board certification. He reminded the audience that the Board collects and distributes funding from wireless communication devices only and that wireline and VOIP fees are set, collected and spent at the local government level. For initial certification and the ability to draw funds from the Board, PSAPs must demonstrate the ability to receive wireless calls, among other requirements. Once a PSAP is certified, there are certain conditions that PSAPs are required to adhere to in order to retain their certification. PSAPs must complete a yearly survey. Also, PSAPs must submit their GIS maps, including the PSAP's jurisdictional boundary; emergency service boundaries for law, fire and EMS dispatching; road centerlines; and beginning in July 2020, site and structure address points. These requirements are outlined in the Kentucky NG911 Mapping Guide, which is incorporated by reference in 202 KAR 6:100 (as just explained, the Mapping Guide is in the process of being updated to include site and structure address points).

In reviewing PSAP surveys, Board staff recognized that there are six KSP posts that do not have primary call taking responsibility for any city or county in their jurisdictional footprint and are essentially operating as a secondary or backup call center. He explained that these six posts may have had cities or counties assigned to them when they received their initial Board certification but over the years local governments formed PSAPs that were independently certified, which eventually left these six posts with no

primary call answering responsibility. These six KSP posts do not receive a quarterly volume payment as they have no zip codes assigned to their jurisdictional footprint, but as certified PSAPs they do receive a pro rata share on a quarterly basis. Last year, these six KSP posts received \$713,000.00 in Board funding. Of these six PSAPs, three of them received fewer than one hundred calls during the entire last fiscal year. Mr. Sunseri gave examples of KSP Post 16 in Henderson, which took a total of 41 calls, equaling just under \$3,000.00 per call based on the amount of funding received from the Board. KPS Post 14 in Ashland received fewer than 80 calls at \$1,500.00 per call. KSP Post 2 in Madisonville was \$1,600.00 per call.

Sunseri explained these six KSP posts were certified more than a decade ago because they had the ability to handle wireless calls. However, they no longer have any local government jurisdictional area of responsibility. As such, they have no PSAP boundary and no emergency service boundaries to submit to the Board, pursuant to 202 KAR 6:100. The issue at hand is whether or not these six KSP post PSAPs qualify for recertification if they cannot meet the mapping requirements.

Mr. Lucas reiterated how all 16 KSP PSAPs were certified as able to receive wireless calls. Over time, counties left and created their own PSAPs, leaving six posts to act as secondary call centers. Several years ago, when Mr. Lucas was chair of the Board, the Board decided to fund the pro rata share distribution for these six posts from the grant pool, so as not to affect the primary PSAP's funding pools (call volume and pro rata funds). At the time, the grant fund received more money than they could distribute in a year. Because the grant amount has increased in 2018, continuing to use grant funds to pay these six post's pro rata shares would deprive the grant pool of funding.

Further discussion was addressed to Jimmy Kitchens of KSP concerning funding and the desire to keep these call centers. It was discussed that these PSAPs have acted as a safety net for other PSAPs that lose the ability to take calls and there may be a need to continue funding, in order to improve service to the commonwealth.

Due to the lack of in-house counsel, Chairman Keats recommended this issue be turned over to the Office of the Governor's legal team for a legal opinion. Director Keats advised the Board to seek advice from the Governor's legal counsel and suggested the Board table this discussion until the next meeting. No opposition was raised to the recommendation.

#### 7. Financial report – Christie Ross

There were 18 extension requests submitted to the Board prior to the meeting. A motion was made to grant extensions to all 18 PSAPs by Judge Clark. The motion was seconded by Magistrate Vaughan and motion carried unanimously.

A scope of work change request was received by LaRue County. This was also submitted to the Board prior to the meeting. Troy Williams, director of LaRue County 911, spoke on behalf of the PSAP, explaining the technical change in the scope of work involving rededicating some of the CAD upgrade funding to GIS training. A motion was made by Judge Clark to accept the scope of work change, as outlined. The motion was seconded by Mayor Bell and carried unanimously.

A Lawrence County supplementary 2020 grant request was presented by Mr. Sunseri. Due to the re-obligation of funding from a previous year and funding remaining from current year, it was determined enough funds were possible to support this project, which scored highly in the area of urgent need but did not include enough detail in sustainability and project management to receive funding. Due to the critical condition of the PSAP's radio console, Lawrence County was asked to resubmit an application for the Board's review. The Board received this application prior to the meeting. Staff advised the Board that the revised application included an adequate explanation of sustainability and project oversight and therefore recommended funding as a 2020 supplemental grant. A motion to approve was made by Mayor Bell, seconded by Judge Clark, and the motion carried unanimously.

Ms. Ross next reported on 2021 agreed-upon procedures (AUP) financial review, which is conducted by the Kentucky Auditor of Public Accounts. This year there will be 50 PSAPs and 23 providers included in the AUP. One PSAP and one provider have already responded to the initial request for financial information to begin the AUP process. The submissions are due in January 2021.

Ms. Ross reported that every PSAP has submitted their required annual PSAP survey by the deadline.

Financial report (see attached)

### **Adjournment**

Mayor Bell motioned to adjourn the meeting at 2:51 P.M. (EST). Judge Clark seconded, and the motion carried unanimously. The next scheduled meeting of the Kentucky 911 Services Board will be held Tuesday, March 23, 2021, at 2:00 P.M. (EST) via teleconference.