



Kansas NG911 Coordinating Council Meeting Minutes Draft

Friday, August 23, 2024

Hilton Garden Inn Salina, 3320 South 9th St, Salina, Kansas, and by web conference.

1 Call To Order

The Kansas 911 Coordinating Council (“Council”) general meeting was called to order at 9:09 a.m. by Sheriff Troy Briggs, Chairman of the Kansas 911 Coordinating Council. Chairman Briggs reviewed the Kansas Open Meetings Act (KOMA) rules for the meeting, and the chat feature of this web conference was disabled.

2 Roll Call

Roll call attendance was taken by Gayle Schwarzrock. There were 14 voting members, and six non-voting members present at the start of the meeting. Some Council members joined the meeting after roll call and some Council members had to leave the meeting early.

Council Members in Attendance

Voting Members: Krista Amaro, Brandon Beck, Rick Billinger, Jac Brown, Rep. John Carmichael, Tony Foster, Sen. Marci Francisco, Scott Hillbrink, Rep. Kyle Hoffman, Kevin Irwin, Cady Macfee, Courtney Prewitt, Jeremy Rabb, Sheriff Doug Ritter. *Note: initially, Brandon Beck had technical issues with remote attendance and could not respond verbally.*

Non-Voting Members: Jerry Daniels, Patrick Fucik, Jim Jamison, Robert McDonald, Ken Nelson, and Sara Spinks.

Council Members Absent

Voting Members: Alyssa Boss, Andrea Davis, and Jonathan York.

Non-Voting Members: Darrell Atteberry, Chief of Police Terry Clark, Mike Daniels, and Liz Phillips.

Also in Attendance

Michele Abbott, Eileen Battles, Kathy Becker, Troy Briggs, Carol Dold-Harris, Scott Ekberg, Sherry Massey, Braden Perry, Gayle Schwarzrock, Becky Snook, Ellen Wernicke, and Randall White. In addition: Major Scott Boden (Johnson County Sheriff’s Office), Eric Tolbert (Kansas Information Security Office), Interpreters (2) for Cady Macfee, Preston Smith (AT&T), Stacie Eaves (911 Assistant Director Hutch-Reno EC), Bruce Hardesty (SAM Aerial/GIS), Erik Sartorius (formerly with LKM, now Executive Director of Communications Coalition of Kansas), Mark Doty (RLEC attorney), Tony Veach (RLEC attorney). *Rural Local Exchange Telecommunication Carriers (RLECs)*



3 Approval of Meeting Agenda

Chairman Briggs presented the agenda for today’s meeting for discussion and approval. No issues or questions were raised. **Motion to approve the Council Meeting Agenda for August 23, 2024,** made by Senator Marci Francisco; seconded, Krista Amaro. A roll call vote:13 aye and 1 no-response vote. **Motion carried.**

Voting Members (17)	PRESENT	Aye	Nay	Abstain
Krista Amaro, PSAPs under 75k	x	1		
Brandon Beck, KS EMS Board	x	no audio		
Senator Rick Billinger	x	2		
Alyssa Boss, Govt IT				
Jac Brown, Govt IT	x	3		
Representative John Carmichael	x	4		
Andrea Davis, KS APCO				
Tony Foster, PSAPs over 75k	x	5		
Senator Marci Francisco	x	6		
Scott Hilbrink, KSAFC	x	7		
Representative Kyle Hoffman	x	8		
Kevin Irwin, PSAPs under 75k	x	9		
Cady (Catherine) Macfee, KCDHH	x	10		
Courtney Prewitt, KACP	x	11		
Jeremy Rabb, PSAPs over 75k	x	12		
Doug Ritter, Kansas Sheriff Association	x	13		
Jonathan York, Adjut’ General’s Office				
VOTE: Approval of the Meeting Agenda MOTION BY: Senator Marci Francisco SECONDED BY: Krista Amaro PASSED: 13 aye, 1 no response. Motion carried.				



4 Approval of Meeting Minutes, June 14, 2024

Chairman Briggs presented the Council Meeting Minutes for June 14, 2024, for discussion and approval. No issues or questions were raised. **Motion to approve the Council Meeting Minutes June 14, 2024**, made by Sen. Marci Francisco; seconded, Kevin Irwin. A roll call vote: 13 aye and 1 no-response vote. **Motion carried.**

Voting Members (17)	PRESENT	Aye	Nay	Abstain
Krista Amaro, PSAPs under 75k	x	1		
Brandon Beck, KS EMS Board	x	no audio		
Senator Rick Billinger	x	2		
Alyssa Boss, Govt IT				
Jac Brown, Govt IT	x	3		
Representative John Carmichael	x	4		
Andrea Davis, KS APCO				
Tony Foster, PSAPs over 75k	x	5		
Senator Marci Francisco	x	6		
Scott Hilbrink, KSAFC	x	7		
Representative Kyle Hoffman	x	8		
Kevin Irwin, PSAPs under 75k	x	9		
Cady (Catherine) Macfee, KCDHH	x	10		
Courtney Prewitt, KACP	x	11		
Jeremy Rabb, PSAPs over 75k	x	12		
Doug Ritter, Kansas Sheriff Association	x	13		
Jonathan York, Adjut' General's Office				
VOTE: Approval of June 14, 2024 Minutes MOTION BY: Senator Marci Francisco SECONDED BY: Kevin Irwin PASSED: 13 aye, 1 no response. Motion carried.				



5 Approval of Financial Report

Sherry Massey, Council Executive Director, presented the current financial report of the Council. **Motion to approve the Financial Report as presented** made by Courtney Prewitt; seconded, Krista Amaro. A roll call vote: 14 aye. **Motion carried.**

Voting Members (17)	PRESENT	Aye	Nay	Abstain
Krista Amaro , PSAPs under 75k	x	1		
Brandon Beck , KS EMS Board	x	2		
Senator Rick Billinger	x	3		
Alyssa Boss , Govt IT				
Jac Brown , Govt IT	x	4		
Representative John Carmichael	x	5		
Andrea Davis , KS APCO				
Tony Foster , PSAPs over 75k	x	6		
Senator Marci Francisco	x	7		
Scott Hilbrink , KSAFC	x	8		
Representative Kyle Hoffman	x	9		
Kevin Irwin , PSAPs under 75k	x	10		
Cady (Catherine) Macfee , KCDHH	x	11		
Courtney Prewitt , KACP	x	12		
Jeremy Rabb , PSAPs over 75k	x	13		
Doug Ritter , Kansas Sheriff Association	x	14		
Jonathan York , Adjut' General's Office				
VOTE: Approval of the Financial Reports MOTION BY: Courtney Prewitt SECONDED BY: Krista Amaro PASSED: Unanimous Vote. Motion carried.				

6 Committee Reports

6.1 Executive Committee

Sheriff Troy Briggs, Council Chair, mentioned that the Executive Committee has ongoing discussion with our Providers and initiatives on the horizon.

6.2 Financial Oversight Group

Sheriff Troy Briggs stated that the Financial Oversight Group is working with Sherry Massey to submit our first state agency budget within the next 30 days including the transition of our financial investments.



6.3 Legal Opinions

Braden Perry, Council attorney, reported that he is working with Sherry Massey on topics relative to our transition to State Agency 645. He also reviewed Memorandum of Understanding (MOUs) between Council and PSAPs regarding the RapidDeploy *Lightning* application.

6.4 Operations Committee

Ellen Wernicke shared on behalf of Jeff Ridgway that the Operations Committee is preparing for Smart Transcription.

6.5 Expenditure Review Committee

Sheriff Doug Ritter is working with Sherry Massey to understand how migration to a state agency affects PSAPs.

6.6 Policy and Education Committee

Michele Abbott mentioned that her report regarding the Policy and Education Committee is included in her “Communications, Training, Policy/Education Committee Report, page 47 of the Council Meeting Handout.

6.7 GIS Committee

Ken Nelson and Eileen Battles reported:

- Geographic Information Systems (GIS) Data submissions update: 100 passed and 7 had no changes.
- Orthoimagery statewide acquisition is completed. We received a preliminary sample file a couple of weeks ago which is being reviewed to approve the visual aspects of the imagery.
- Enhancements and improvements 911 program portal continue.

6.8 Technology and Security Committee

Sherry Massey briefed the Technology and Security Committee July 23, 2024, on the RapidDeploy *Lightning* project and the SecuLore network security project.

SecuLore™ Solutions has been monitoring our NG911 network for six months. They produced the Cyber Benchmark report that did not identify any items of high concern. They did identify some medium and low risk issues centered primarily around older network communication protocols used only inside our network between Hosted Solution components. They have been reviewed with AT&T, and the systems that use them will be upgraded when practical. In the meantime, SecuLore monitoring will pay particular attention to any traffic on those protocols. Rep. Carmichael asked what the procedure is should SecuLore discover unusual traffic. Scott responded that SecuLore’s security network operation center (NOC) monitors the traffic 24/7 and they have direct connection to AT&T NOC. If they identify a threat, they immediately contact AT&T and AT&T will shut down the network.



7 Staff Reports

7.1 Executive Director Report

Sherry Massey provided the Executive Director Report.

The **Federal Communication Commission (FCC)** voted on June 18, 2024, to improve and expedite the facilitated implementation and transition of NG911 services rule. The Report and Order (RO) is not yet published in the Federal Register so FCC-24-78 is not yet effective. Local telephone companies who currently connect through local routers are moving to connect through ESInet.

KDoT Skyline Project. One goal of the *Lightning* package is the integration of Kansas Department of Transportation (KDOT) camera feeds. Progress is slow due to some technical challenges. In addition, the KDOT system also has some pending changes involving the security profile and we do not want to connect until that effort is finished.

Indoor Mapping Fact Finding Project. All three indoor mapping vendors have collected Kansas data. We should receive their processed data by mid-September 2024.

AT&T Infrastructure Contract Amendment 4. Sherry and Randall have been orchestrating Amendment #4 to the NG911 Infrastructure contact. All parties have signed the Amendment which captures the addition of the Lightning, Eclipse, and Smart Transcription applications.

RapidDeploy Lightning Application. Sherry shared that various use policies have been developed. All software bugs that have been identified by Pilot participants have been resolved. Our Liaisons will be communicating with PSAPs to determine who wants to use *Lightning*. First, PSAPs will need to sign a Memorandum of Agreement (MOA). Then once the PSAP turns on the application, there will be significant training with Q&A support to help the PSAP receive proper support. Ellen Wernicke mentioned that there may be an additional roadshow to address features and functionality with smaller groups. Michele Abbott shared that *Lightning* training is available both in our Learning Management System (LMS) for PSAPs and a website for other users.

RapidDeploy Eclipse Analytics. Eclipse implementation is on track for go-live to the 911 centers very soon.

Motorola Smart Transcription. The initial Smart Transcription grant deadline was August 5, 2024. The Council approved 70/30 match grants for PSAP user licenses. AT&T had requested that we purchase licenses in batches with five years access. Group 1 grants were applied for by the deadline by 21 PSAPs for 99 total full-position licenses. The non-recurring project implementation cost will be covered by the Council.

- PSAP Match \$157,410
- Grant Total \$367,290
- Total Purchase \$524,700

Group 2 grants come from PSAPs applying after the August 5 deadline. Refer to the Council Meeting Handout page 36 for the list of PSAPs.



Agency Transition. Sherry Massey updated the status of our transition. On July 1, 2025, the Council will become the State 911 Board as a fee-funded state agency. On January 1, 2026, The Local Collection Point Administrator (LCPA) will transfer all fund balances to the Kansas State Treasurer (“Treasurer”). Unless there is a legislative change, we cannot pay our own bills until then.

Executive Director. Sherry became a state employee as of August 18, 2024. Her new e-mail address is Sherry.Massey@ks.gov and her cell phone is the same (785) 376-5616.

- **MOU** is in place between the Kansas Department of Administration (DoA) and the Council that addresses payroll and IT costs during the transition.

Any **employees** between now and January 1, 2026, must be DoA employees under the temporary MOU. There have been informal discussions with legislators about moving that date back to July 1, 2025. However, such a change is up to the legislature. We anticipate bringing on other employees next year, 2025.

Kansas Internet Budget and Reporting System (IBARS). Sherry received IBARS training which is the software platform whereby the Council enters our budget for the State.

Fee Collection and Distribution. The most important Budget topic is the handling of fee collection and distribution. Since these funds will reside in the Treasurer, the LCPA (Mainstream Nonprofit Solutions) will not be able to distribute funds from the Treasurer. Sherry detailed some alternatives in the Council Meeting Handout page 37:

- LCPA (Mainstream) collects fees and distributes funds.
- Our agency staff handles fee collection and fund distribution.
- The Treasurer handles fee collection and fund distribution.

For either alternative, a legislative change is required. Probably the most economical alternative is for state employees to handle the transactions, whether agency employees or state employees. Representative Carmichael agreed that this alternative seems very palatable. Representative Hoffman believes the treasurer’s office has the mechanism to receive and collect. Sherry mentioned that if we select this alternative, then the Mainstream contract would expire December 31, 2026, and financials would be handled through the state. No further Request for Proposals (RFPs) for an LCPA would be necessary, and the LCPA provisions would be removed from 911 Act legislation entirely making the State 911 Board fully responsible for fee collection and funds distribution.

Because we are facing some unknowns (agency vs treasurer’s office), Senator Francisco stressed the importance of having some flexibility. That is, we need to ensure our budget has sufficient flexibility until details are finalized. She mentioned that it is permissible to request an extension through the Governor’s office until November 15, 2024, if needed, but our initial submission needs to include flexibility. Kevin Irwin recommended keeping staff employment on the liberal side because it is challenging to get legislation changed. Ultimately, the State 911 Board will have the control for hiring of any additional positions.

Tony Foster asked Sherry regarding the collection and distribution of funds if there would be a change in the fund’s distribution timeframe or would fee distribution be the same as it is now.



Sherry shared that in a couple of years, distribution will look similar to the way it does now. That is, Automated Clearing House (ACH) monthly electronic transfers or check coming from the State of Kansas. She is uncertain of how the transition works in the short term. Her goal is to ensure PSAPs never go without a payment, but if that happens, we will know ahead of time and the delay can be communicated to the PSAP while the State 911 Board resolves the problem.

Scott Ekberg asked Sherry if the management of the service providers will remain within the Council staff and not with the Treasurer. Sherry affirmed that the Council would be responsible for service provider management, no matter what the Treasurer's level of involvement.

Staffing Estimates. Sherry explained that there is a difference between an allocation of people at the state and funding people at the state. For example, when she enters our budget, she can enter headcount we are not going to pay, that is \$0 employees, to hold those positions but not allocating budget dollars since the position will not be filled this year. At the last Council meeting, Sherry was asked to develop a staffing plan that included the maximum headcount necessary including positions that will not be filled or budgeted right away as shown in the Council Meeting Handout page 38:

The proposed budget includes 8 funded staff and 6 unfunded staff to account for the maximum anticipated need.

Executive Director Position Description. Sherry was asked at the last meeting to present the position description for the Executive Director position. Details are provided in the Council Meeting Handout pp 39-40.

Council / Agency Budget. Sherry mentioned that the Council needs to approve the draft Budget today because the submittal deadline is September 15, 2024. The Budget package must include our:

1. Annual budget request.
2. Detailed budget narratives that describe our agency mission, program(s), funds and our statutory history, and our associated strategic plan.
3. The budget for the first half of 2025 and FY 2026 are shown in pp. 41-43 of the Council Meeting Handout.

Administrative Cap. Statutorily the Admin Cost Cap of 2% is going away. Sheriff Ritter had previously asked what the financial impact of this change is on the Admin Cap. Sherry reported that by using the same division of expenses as previous budgets, the proposed total administrative expenses for the FY2026 budget is estimated to be 1.83%. For reference, administrative expenses in the 2024 budget were estimated at 1.20%.

Kevin Irwin asked Sherry for clarification of the full-time staff and additional employees at \$0; if those positions sit dormant. Sherry said that is correct. Then if it is determined in the future that one or more of those positions need to be filled, the Council can choose to fund them. When an FTE is added to an agency, it must be requested of the legislature, and there is a concern in the legislature of "growing government." Representative Hoffman added that this is not to say there won't be a question as to why that person is being added. Sherry believes that FTE 1, as listed in the Budget handout, is a required and necessary position. Depending on the option implemented



for the collection and distribution of 911 fees, she believes we may have to have FTE 2 and possibly FTE 3, as well.

Sherry asked the Council if it wanted to approve the proposed Budget for the first half of FY2025 and FY2026. No issues or questions were raised. **Motion for approval of the Proposed Budget for first half FY2025 and for FY2026** made by Kevin Irwin; seconded, Kyle Hoffman. A roll call vote: 14 aye. **Motion carried.**

Voting Members (17)	PRESENT	Aye	Nay	Abstain
Krista Amaro , PSAPs under 75k	x	1		
Brandon Beck , KS EMS Board	x	2		
Senator Rick Billinger	x	3		
Alyssa Boss , Govt IT				
Jac Brown , Govt IT	x	4		
Representative John Carmichael	x	5		
Andrea Davis , KS APCO				
Tony Foster , PSAPs over 75k	x	6		
Senator Marci Francisco	x	7		
Scott Hilbrink , KSAFC	x	8		
Representative Kyle Hoffman	x	9		
Kevin Irwin , PSAPs under 75k	x	10		
Cady (Catherine) Macfee , KCDHH	x	11		
Courtney Prewitt , KACP	x	12		
Jeremy Rabb , PSAPs over 75k	x	13		
Doug Ritter , Kansas Sheriff Association	x	14		
Jonathan York , Adjut' General's Office				
VOTE: Approval of the Proposed Budget for first half FY2025 and for FY2026 MOTION BY: Kevin Irwin SECONDED BY: Representative Kyle Hoffman PASSED: Unanimous Vote. Motion carried.				

Regarding Future Council Financial Reporting. For future Council meetings, Sherry will give a short summary of the financial state, along with a link to the detailed financial reports. Council members can then decide how much detail they wish to review and what they want to discuss.

Regarding Future Council Meeting Agenda. Historically, the Council meeting agenda has been Committee and Staff Reports. She proposes to modify the agenda of future Council meetings to include:

- Brief reports
- Topics that need to be voted on
- Topics that need to be introduced for future consideration and voting
- New Business
- Old Business.



Representative Carmichael added that this agenda proposal would not restrict the Council from adding an agenda item. For example, sometimes topics arise during the meeting that require a motion that was not anticipated. Sherry agreed and added that having a clear agenda is important to our PSAPs and others who may be interested in what is being planned, voted on or discussed, so that they can attend the meeting if there is a topic that is of interest to them. Senator Francisco cautioned that we need to remember that the Council makes a motion to approve the meeting agenda. Additionally, if there is an occasion whereby the Council wants to move an item forward, such as having guests addressing a specific topic at a specific time, the Council can motion to move an item forward. **ACTION** Sherry will adjust the October 25, 2024, meeting agenda and handouts accordingly.

Council Meeting Recess. Chairman Troy Briggs called for a 10-minute recess at 10:47 a.m. Chairman Troy Briggs reconvened the Council meeting at 11:00 a.m. The meeting resumed at 11:05 a.m.

Independent Contractors. **ACTION** Sherry plans to discuss the contracts for Scott Ekberg and Randall White during the next Council meeting, October 25, 2024.

PSAP Consolidations. Scott is developing a draft document that outlines the technical options for consolidation on the Hosted Solution. It will include a list of topics for the PSAP to consider before consolidating. **ACTION** The Council will be briefed on the PSAP consolidation document during the next Council meeting, October 25, 2024.

7.2 Technical Specialist Report

Scott briefed the Council on his NG911 Technical Support Consultant Report. Details are provided in the Council Meeting Handout, pp 44-46.

EMDTC Status. Scott shared recent photos of our Emergency Mobile Dispatch and Training Center (EMDTC) which is under construction in Texas. Scott stated that construction and integration is on track. Once we receive the unit, our AT&T Tiger Team will install all the equipment and complete full integration.

7.3 Communication and Training Report

Michele Abbott briefed the Council on our stakeholder coordination. Details are provided in her Communication and Training Report, Council Meeting Handout, page 47.

- **Council Appointments** by the Governor's Office of Appointments. Krista Amaro and Brandon Beck have been reappointed. The vacant Government IT position is pending. The VoIP position is still open.
- Our **NG911 outreach** to key government and industry stakeholders is crucial for maintaining our leadership in NG911. Michele is in continuous contact with key industry decision makers such as the National 911 Office and a host of others. This outreach safeguards our NG911 investment. Michele was invited to participate in several NG911 panel discussions and presentations. Representative Hoffman joined her in Orlando for a panel discussion. Scott Ekberg added that he is not aware of any other NG911



presentations that included a legislator from their respective state. Rep. Hoffman noted that many states have not even started their NG911 transition.

- FirstNet 5x5 Public Safety Innovation Summit, Chicago.
- National Association of State 911 Administrators (NASNA), National Emergency Number Association (NENA) International, Association of Public-Safety Communications Officials (APCO) International, Orlando.
- NG911 panel discussion with FCC Commissioner, Brendan Carr, “Improving Emergency Communications Resiliency.”
- Microsoft™ webinar with RapidDeploy

7.4 Liaison Report

Ellen Wernicke shared both her liaison Report and that of Becky Snook who was ill and not able to speak. Details are provided in the Council Meeting Handbook, page 48.

- **PSAP Projects.** There are 16 major PSAP projects taking place simultaneously dealing with relocation or new constructions. These projects require significant coordination, communication, site visits and training on emerging applications such as RapidDeploy Eclipse Analytics, Motorola Smart Transcription, and the like. Particularly challenging is transitioning from our current Intrado Emergency Call Tracking System (ECaTS) to our replacement platform RapidDeploy Eclipse Analytics.

7.5 Program Management Report

Randall briefed his Program Status Report. Details are provided in the Council Meeting Handbook, page 49.

- Program is on track with our current roadmap with no project escalations or jeopardies.
- Program risk during the last Council meeting was identified as *High*, not based on what we knew, but based on what we didn't know regarding the particulars of transition from Council to Agency. Currently, program transition risk is identified as *Low* based on two factors. First, the tenacity of Sherry Massey's orchestration with various state agencies. Second, an exceptional staff taking care of the day-to-day operations.
- The NG911 infrastructure contract, Amendment 4 addressed three major modifications is finalized thanks to the diligence and understanding of the DoA Procurement Office.

8 Old Business

No old business.

9 New Business and Announcements

- Next Council Meeting, 9:00 a.m., October 25, 2024, Hilton Garden Inn, Salina, Kansas.
- Sherry asked for an informal vote regarding a social or dinner event the night before the next Council meeting, October 24, 2024. The Council decided in favor of having a social.



10 Approval for Adjournment

Motion to Adjourn this Council meeting, August 23, 2024, made by Sen. Marci Francisco; seconded, Courtney Prewitt. Unanimous approval. Senator Francisco thanked Scott Ekberg for all his contributions to Kansas NG911 through his many years of service. Verbal adjournment by Chairman Troy Briggs at 11:56 a.m.