

CHARTER
ESTABLISHING THE
PUBLIC EDUCATION AND NG911 TECHNOLOGIES POLICY SUBCOMMITTEE
OF THE OPERATIONS COMMITTEE

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1. Introduction

The implementation of Next Generation 9-1-1 (NG911) technologies on the Kansas NG911 Hosted Call Handling System creates operational challenges for the Kansas 911 Coordinating Council (“Council”) and Kansas PSAPs and a need for public education. To address these issues, the Public Education and NG911 Technologies Policy Subcommittee of the Operations Committee is hereby created and tasked with recommending NG911 system policy and sample PSAP operational policy to the Council.

2. Authority

The Public Education and NG911 Technologies Policy Subcommittee is created under the authority of K.S.A. 12-5364(h).

3. Purpose

The Public Education and NG911 Technologies Policy Subcommittee will create a Kansas NG911 Public Education Plan and supporting media designed to provide public education on topics related to NG911 and the technologies that support it. Additionally, the Subcommittee is tasked with recommending NG911 system policy and sample PSAP operational policy to the Council for those technologies.

4. Objectives

- A. The Chairman of the Public Education and NG911 Technologies Policy Subcommittee will work with the Training Sub-Committee to facilitate the successful completion of its assigned tasks.
- B. The Public Education and NG911 Technologies Policy Subcommittee will create and publish, with Council approval, a comprehensive Kansas NG911 Public Education Plan and supporting media regarding Text-to-911. Supporting media may include, but is not limited to, brochures, pamphlets, electronic media, and broadcast media.
- C. The Public Education and NG911 Technologies Policy Subcommittee will develop recommendations for the statewide NG911 system regarding the implementation and operation of NG911 technologies as they develop. Issues to be considered and addressed may include, but are not limited to, requests for service that supports NG911 technologies to telecommunication carriers, Americans with Disabilities Act (ADA) compliance issues, PSAP implementation of the service, and incident management for related incidents.

- D. The Public Education and NG911 Technologies Policy Subcommittee will develop sample operational policy for PSAPs for new technologies as they are added to the system. Issues to be considered and addressed may include but are not limited to, call handling procedures for new NG911 technologies, ADA compliance issues, and necessary training for NG911 technologies. All sample policy will be made available to PSAPs as a baseline for implementation of PSAP policy regarding new NG911 technologies.
- E. The Public Education and NG911 Technologies Policy Subcommittee will make recommendations to the Council for any needed Kansas Administrative Regulations (KARs).
- F. The Public Education and NG911 Technologies Policy Subcommittee will work cooperatively with the Training Subcommittee to create the NG911 Outreach and Training Plan as related to new NG911 technologies for PSAP personnel. This NG911 Outreach and Training Plan will be submitted to the Council for approval.
- G. Actions, decisions, and policy recommendations provided by the Public Education and NG911 Technologies Policy Subcommittee will be subject to review and approval by the Council.

5. Membership, Appointment and Term

The Public Education and NG911 Technologies Policy Subcommittee shall consist of five to ten members in addition to the Operations Committee Chair. Council contract staff members will support the Subcommittee but shall not be members of the Subcommittee. The Operations Committee Chair shall select and appoint the members of the Subcommittee, including the Chair of the Subcommittee. The members shall have experience in PSAP operations and training and be knowledgeable of NG911 i3 services and their impact on PSAP operations.

The members of the Public Education and NG911 Technologies Policy Subcommittee shall serve at the pleasure of the Chair of the Operations Committee and will be appointed for a three-year term. Members may be reappointed to unlimited successive terms.

6. Finance and Budget

Expenses incurred by the Public Education and NG911 Technologies Policy Subcommittee in conducting their assigned tasks will be paid from the State Operations Fund pursuant to K.S.A. 12-5364(i). Members of the Public Education and NG911 Technologies Policy Subcommittee may receive reimbursement for meals and travel expenses but shall serve without other compensation.

8. Decision-Making

All decisions made by the Public Education and NG911 Technologies Policy Subcommittee shall be incorporated into the various written documents required in section 4 of this Charter. These documents and subsequent changes to the documents, shall be forwarded to the Operations Committee for review and approval. Upon such approval, the Operations Chair shall present the documents to the Council for review and approval prior to becoming effective.

9. Meeting Frequency

The Public Education and NG911 Technologies Policy Subcommittee shall meet as needed to complete their assigned tasks. Meetings may be conducted in person or via web conference or audio conference at the discretion of the Chair of the Subcommittee.

10. Reporting to the Kansas 911 Coordinating Council

The Chair of the Public Education and NG911 Technologies Policy Subcommittee shall provide a report of activities to the Council at each regularly scheduled meeting of the Council.

Approved by the Kansas 911 Coordinating Council on April 11, 2016.