



# Kansas NG911 Coordinating Council Meeting Minutes Draft

**Friday, June 14, 2024**

Courtyard Salina, Salina, Kansas, and by web conference

## 1 Call To Order

The Kansas 911 Coordinating Council (“Council”) general meeting was called to order at 9:03 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 11 voting members, and seven 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, Andrea Davis, Tony Foster, Marci Francisco, Kyle Hoffman, Kevin Irwin, Courtney Prewitt, Jeremy Rabb, Doug Ritter, Jonathan York.

*Non-Voting Members:* Darrell Atteberry, Jerry Daniels, Mike Daniels, Jim Jamison, Robert McDonald, Ken Nelson, and Sara Spinks.

### **Council Members Absent**

*Voting Members:* Jac Brown, John Carmichael, Scott Hilbrink, and Cady Macfee.

*Non-Voting Members:* Terry Clark, Patrick Fucik, and Liz Phillips.

### **Also in Attendance**

Michele Abbott, Eileen Battles, Kathleen Becker, Troy Briggs, Scott Ekberg, Sherry Massey, Braden Perry, Gayle Schwarzrock, Becky Snook, Ellen Wernicke, and Randall White.

## 3 Approval of Meeting Agenda

Chairman Briggs presented the agenda for today’s meeting for discussion and approval. No issues or questions were raised. A **Motion to approve the June 14, 2024, Council Meeting Agenda** made by Kevin Irwin; seconded, Senator Marci Francisco. A roll call vote was held with 9 aye and 2 no response votes. **Motion carried.**



Voting Members (11)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	X		
<b>Brandon Beck</b> , KS EMS Board	X		
<b>Andrea Davis</b> , KS APCO	X		
<b>Tony Foster</b> , PSAPs over 75k	X		
<b>Senator Marci Francisco</b> , Senate	X		
<b>Representative Kyle Hoffman</b> , House	No Response		
<b>Kevin Irwin</b> , PSAPs under 75k	X		
<b>Jeremy Rabb</b> , PSAPs over 75k	X		
<b>Doug Ritter</b> , Kansas Sheriff Association	X		
<b>Jonathan York</b> , Adjutant General's Office	No Response		
<b>Courtney Prewitt</b> , KACP	X		
<b>VOTE: Motion To Approve the June 14, 2024 Meeting Agenda</b> MOTION BY: Kevin Irwin SECONDED BY: Senator Marci Francisco PASSED: 9 aye and 2 no response. <b>Motion Carried.</b>			

#### 4 Approval of April 19, 2024, Meeting Minutes

Chairman Briggs presented the April 19, 2024, meeting minutes for discussion and approval. No issues or questions were raised. A **Motion to approve the April 19, 2024, Council Meeting Minutes** made by Jeremy Rabb; seconded, Krista Amaro. A roll call vote was held with a unanimous vote. **Motion carried.**

Voting Members (11)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	X		
<b>Brandon Beck</b> , KS EMS Board	X		
<b>Andrea Davis</b> , KS APCO	X		
<b>Tony Foster</b> , PSAPs over 75k	X		
<b>Senator Marci Francisco</b> , Senate	X		
<b>Representative Kyle Hoffman</b> , House	X		
<b>Kevin Irwin</b> , PSAPs under 75k	X		
<b>Jeremy Rabb</b> , PSAPs over 75k	X		
<b>Doug Ritter</b> , Kansas Sheriff Association	X		
<b>Jonathan York</b> , Adjutant General's Office	X		
<b>Courtney Prewitt</b> , KACP	X		
<b>VOTE: Motion To Approve the April 19, 2024 Meeting Minutes</b> MOTION BY: Jeremy Rabb SECONDED BY: Krista Amaro PASSED: Unanimous vote. <b>Motion Carried.</b>			

#### 5 LCPA Audit

Greg Schmidlein of Cummins, Coffman & Schmidlein, CPA's, presented the annual LCPA Audit Report. All financial statements were presented fairly and a clean opinion was given. Representative Kyle Hoffman inquired what is included in "Other Income." Kathy Becker of the LCPA clarified that category consists primarily of bond investments posted as the cash value as of that day. A **Motion to approve**



the annual LCPA Audit as reported made by Representative Kyle Hoffman; seconded, Tony Foster. A roll call vote was held with a unanimous vote. **Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	x		
<b>Brandon Beck</b> , KS EMS Board	x		
<b>Senator Rick Billinger</b> , Senate	x		
<b>Andrea Davis</b> , KS APCO	x		
<b>Tony Foster</b> , PSAPs over 75k	x		
<b>Senator Marci Francisco</b> , Senate	x		
<b>Representative Kyle Hoffman</b> , House	x		
<b>Kevin Irwin</b> , PSAPs under 75k	x		
<b>Courtney Prewitt</b> , KACP	x		
<b>Jeremy Rabb</b> , PSAPs over 75k	x		
<b>Doug Ritter</b> , Kansas Sheriff Association	x		
<b>Jonathan York</b> , Adjutant General's Office	x		
<b>VOTE: Motion To Approve the LCPA Audit As Reported</b> MOTION BY: Representative Kyle Hoffman SECONDED BY: Tony Foster PASSED: Unanimous vote. <b>Motion Carried.</b>			

## 6 LCPA Financial Report

Kathy Becker of the LCPA presented the current financial reports for the Council. A **Motion to approve the LCPA Financial Report as presented** made by Senator Marci Francisco; seconded, Jeremy Rabb. A roll call vote was held with a unanimous vote. **Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	x		
<b>Brandon Beck</b> , KS EMS Board	x		
<b>Senator Rick Billinger</b> , Senate	x		
<b>Andrea Davis</b> , KS APCO	x		
<b>Tony Foster</b> , PSAPs over 75k	x		
<b>Senator Marci Francisco</b> , Senate	x		
<b>Representative Kyle Hoffman</b> , House	x		
<b>Kevin Irwin</b> , PSAPs under 75k	x		
<b>Courtney Prewitt</b> , KACP	x		
<b>Jeremy Rabb</b> , PSAPs over 75k	x		
<b>Doug Ritter</b> , Kansas Sheriff Association	x		
<b>Jonathan York</b> , Adjutant General's Office	x		
<b>VOTE: Motion To Approve the LCPA Financial Reports as Presented</b> MOTION BY: Senator Marci Francisco SECONDED BY: Jeremy Rabb PASSED: Unanimous vote. <b>Motion Carried.</b>			



## 7 State 911 Board Transition

Sherry Massey presented an update on the transition of the Kansas 911 Coordinating Council to the State 911 Board.

### 7.1 Inter-Agency Relationships

Sherry met with several state agencies regarding what might be needed for the Council's transition such as Division of Budget, State Agency Service Center, Office of Personnel Services, Office of Information Technology Services which have assigned analysts and assistants to help during our transition.

**State Agency Service Center.** The State Agency Service Center has reviewed the Council's volume of accounts payable and accounts receivable and deemed the number of transactions as too high for them to provide assistance. That is:

- They can help with accounts payable (paying the bills).
- They can help with accounts receivable (taking in PSAP payments).
- However, they cannot and will not assist with the collection or distribution of 911 fees.
- Therefore, the Board must hire additional staff or come up with another solution to handle those tasks.

**Office of Personnel Services.** The Office of Personnel Services has given some guidance on how our personnel positions might work. They have also taken a brief look at the workload and type of work performed by everyone generally considered staff (Michele Abbott, Scott Ekberg, Sherry Massey, Becky Snook, and Ellen Wernicke), and determined there is no current equivalent in state job descriptions. They will all need to be written anew and evaluated separately.

**Office of Information Technology Services.** Sherry spoke with the OITS small agency support group regarding information technology transition including e-mail addresses, computer equipment, and the like.

### 7.2 LCPA Transition

Sherry Massey, Scott Ekberg, and Randall White met with Mainstream Nonprofit Solutions (MNS) to discuss the transition and changes to the LCPA when the Council becomes an agency. This includes the associated timeline and how each step of the process affects MNS business operations.

Kevin Irwin asked how many Council decisions need to be made prior to July 1, 2025, when the Council becomes a state agency. Sherry advised that most of the decisions can be made prior to July 1, 2025. In fact, the state agencies that Sherry is communicating with are willing to start work now to ensure everything is in place by July 1, 2025. Sherry advised that the Council has been assigned an agency number – the State 911 Board is agency 645. Here are some upcoming decisions:

- As of January 1, 2026, the LCPA will be responsible for the collection of fees from telephone companies, however, the agency will be responsible for distribution of fees. MNS advised that effort is not very substantial and it is unlikely there would be any bids from any prospects for an effort that small. Sherry advised she had inquired with legal counsel if distribution of funds to the PSAPs could be moved back out to the LCPA and if legally the agency staff could be designated as the LCPA, wherein they would collect the telephone fees. Legal counsel did say that both were legally allowable. Historically, when MNS took over as the LCPA from KAC, it was years before some of the telephone companies changed where they were sending their 911



fees. In fact, KAC was still receiving checks for some 911 fees several months after transition to MNS. So, if the agency becomes responsible for receiving 911 checks, that needs to be communicated no later than mid-2025.

- If MNS were to continue making PSAP distributions, they would need to write checks to the PSAPs, then wait for the Board to write a voucher to the State, and then have the State reimburse MNS. The issue lies with the State 911 Fund. This is the fund from which MNS distributes monies to the PSAPs. Since the fund is in the state treasury, there must be a state employee triggering a check. There will have to be significant communication among all parties of the program to make everyone aware of the changes and consequential delays. Senator Marci Francisco asked if it is possible to pre-deposit funds to prevent a delay in paying PSAP fees and to keep the payments going out from a private entity rather than the state. Sherry advised that an option she is investigating is transferring monies from the Operations Fund into another fund to help build a cushion for paying PSAPs.
- Also, there are some timing issues that need to be resolved including some staff contracts.

## 7.3 Budget

### 7.3.1 Budget Overview

Sherry explained to the Council that the budget she is proposing is about budget authority and not about what must be done. For example, the budget includes two staff positions supporting accounting and administrative work, but that does not mean both staff positions will be approved and filled.

Sherry stressed that the budget total is based on what she believes the Council will need before and after the transition to agency. Once the proposed budget is approved, the Council will have the authority to spend that budgeted amount. If the proposed budget is not approved and Council expenditures exceed the budget total, there are significant consequences.

There are two draft budgets for Council deliberation: Draft Budget FY2025 and Draft Budget FY2026. The budget for FY25 covers January 1, 2025, through June 30, 2025, for the Council. The budget for FY26 covers July 1, 2025, through June 30, 2026, for the State 911 Board. The FY26 budget must be approved by September to be presented to the State. Sherry emphasized that the FY25 budget is just a half-year budget for the Council. Some items bill their annual cost at the start of the year, so there are costs included in that budget that may seem a bit high.

**Council Funds.** Sherry reviewed the funds that the Council currently has with the \$0.90 current 911 fee:

**State 911 Fund:** receives and distributes 911 fees. This fund receives \$0.66 of every 911 fee. This fund is estimated to receive \$24,000,000.00 in 2024. PSAP distributions in 2024 are estimated to be \$24,000,000.00 as well. This fund zeroes out every quarter. Any residual funds are placed in the Operations Fund.

**State 911 Grant Fund:** provides grants to the PSAPs from \$0.01 received from every 911 fee. The total 2024 estimate is \$365,000.00. This fund has a \$2 million cap, after which the \$0.01 goes to the PSAPs.

**State Operations Fund:** provides for Council/Board Operations. This fund receives \$0.23 of every 911 fee and all prepaid wireless fees up to \$3 million. Annually, the Council currently receives around \$2.4 million from prepaid wireless fees. It also contains anything left in the State 911 Fund at the end of the quarter as well as PSAP payments for Hosted Solution

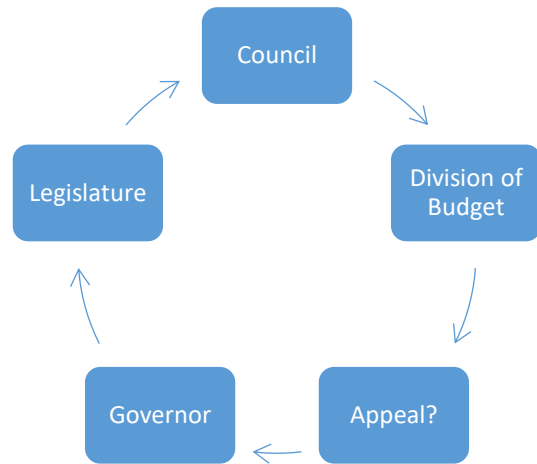


participation and interest earned on the money in the fund. This fund is allowed to carry a balance forward and has no cap. It is set to cover the expenses of the Board in fulfilling their statutory obligations and to run the statewide NG911 system. Expenses paid from this fund are the Hosted Solution, Council/Board essentials, PSAP training/support expenses, and staff-related expenses.

**911 Federal Grant Fund:** for our first Federal 911 grant and any thereafter.

**911 State Maintenance Fund:** for any State General Fund allocations.

**Budget Cycle.** Sherry also presented the budget cycle that will be in place once the Council transitions to a Board.



The budget will be submitted to the Division of Budget who will review it and make recommendations that will be sent back to the Council/Board. We may appeal their decision. Once any appeal is settled, it goes to the Governor who reviews the information. The Governor then decides what to send to the Legislature. There is no opportunity to appeal the Governor’s decision. The Legislature then receives the budget, and it is assigned to a subcommittee of the budget group. Then, we will have the opportunity to explain it and offer additional information if there are any questions or problems. The Legislature will then approve what they feel is appropriate which becomes the operating budget for the next year. The process then starts again for the next budget year.

Chairman Briggs asked what the timeframe should be for the annual budget. Sherry advised that it should be approved by no later than August every year since it is due in September every year. Senator Francisco commented that she agrees the budget should be completed early but not before the Legislature has approved the current year’s budget.

7.3.2 Budget Breakdown 2026

**Revenue estimate for 2026.** Sherry provided our revenue estimate:

- \$0.23 of every 911 fee = \$8,400,000.00
- Prepaid Wireless = \$2,400,000.00
- Retainage after minimums = \$250,000.00
- PSAP Payments = \$5,000,000.00



- Interest = \$300,000.00
- For an estimated revenue total of \$16,350,000.00.

We are not yet sure what interest rate we will be receiving from the State Treasury and to start out we will only be getting it for half a year. The money won't go in until January 1, 2026. Chairman Troy Briggs commented he believes the average interest from the State is around 5%.

**Expense estimate for 2026.** Sherry provided our expense estimate:

- The Hosted Solution = \$12,983,000.00
- PSAP Training/Support = \$76,700.00
- Council/Board essentials = \$1,041,350.00
- Staff-related expenses = \$1,463,900.00
- For an estimated expense total of \$15,564,950.00.

### **Net Gain for 2026**

Deducting estimated expenses from estimated revenue leaves an FY26 Operations Fund net gain of \$785,050.00. This net gain revenue is necessary because every three years we must purchase replacement aerial imagery which costs about \$1.4 million. The net revenue covers this cost.

**NG911 Infrastructure Cost 2026.** Sherry explained the annual cost of our NG911 Hosted Solution:

- Existing AT&T Contracts = \$12,253,500.00
- AT&T Smart Transcription = \$200,000.00
- AT&T Skyline/KDOT = \$418,000.00
- Seculore = \$111,500.00
- For a total annual cost of \$12,983,000.00.

Senator Francisco pointed out that our AT&T infrastructure contract period of performance must correlate with our budget dates. That is, when our contracts are up for renewal, we need to ensure the budget is set correspondingly.

**PSAP Training and Support Cost 2026.** Sherry reviewed annual PSAP Training/Support expenses:

- Admin Day/Training Events = \$25,000.00
- Learning Management System (LMS) Contract = \$18,700.00
- Staff Training for PSAP Support = \$25,000.00 by Motorola VESTA® trainer who trains our staff
- EMDTC Deployment Costs = \$8,000.00
- For an estimated expense total of \$76,700.00

Representative Hoffman inquired about staff certification of the Motorola VESTA. Sherry responded that about every five years there should be refresher training.

**Council Essentials Expenses 2026.** Sherry reviewed essential Council expenses:

- LCPA Contract and Audits = \$279,000.00
- Legal Representation = \$45,000.00
- DASC and GIS-related Costs = \$465,000.00
- Website, Public Relations and Technical Services = \$85,500.00
- Meetings, Conferences, and Legislative Pay = \$66,850.00
- State Admin Services/OITS = \$100,000.00 (for initial transition)
- For an estimated Council expense total of \$1,041,350.00



**Staff Related Expenses 2026.** These reflect the Salary and Benefits for current staff and potential future staff:

- Existing Staff and Executive Director = \$700,000.00
- FTE 1 – Accounting/Clerical = \$90,000.00
- FTE 2 – Clerical/Accounting = \$90,000.00
- FTE 3 – Technical = \$140,000.00
- For an estimated staff-related expense total of \$1,020,000.00

Senator Francisco commented that the budget must not only include the dollar value but also the employee headcount. Sherry affirmed and explained that the number of employees is important for a budget because anytime a request is made to increase employee headcount, there must be an explanation and a review prior to approval.

Rob McDonald inquired if the estimates for staff are for loaded labor. Sherry advised the estimates are salary, benefits, and any other expenses that the Council will cover for those staff. It is comparable to the independent contractor's contract.

Kevin Irwin inquired about the number of current existing staff. Sherry responded that there are two Liaisons and the Training and Communication Coordinator in addition to herself, Executive Director.

**Additional "staff" expenses.** Sherry outlined the additional staff expense estimates for 2026:

- Technical Consultant = \$170,000.00 This is the contract for Scott Ekberg and is an estimate if his 2025 contract were extended through the end of FY2026.
- Project Management Consultant = \$65,000.00 (This is the contract for Randall White and is an estimate if his contract were extended through the end of FY2026.
- Travel Expenses for all Staff = \$99,000.00 including all current staff members and potential future employees.
- Vehicles = \$63,900.00 because the vehicle of Ellen Wernicke has mechanical issues and will need to be replaced by the end of FY2026; so that is included in this estimate.
- Staff Computers/Hardware = \$40,000.00
- For an estimated expense total of \$437,900.00

Tony Foster compared the 2023 budget to the estimated 2026 budget and asked why some of the staff related expenses are inflated. Sherry explained that travel expenses for the staff, Council vehicles, and computers for the agency are included in staff expenses. Currently, staff computers are paid for by the independent contractors. Senator Francisco added that it also includes the accounting and clerical staff that is now provided through the LCPA contract. The current LCPA contract runs about \$160,000.00 per year which would be notably more if the contract were rebid.

**Carry-over Balances.** Sherry reviewed carry-over balances for the end of 2023:

- State 911 Fund = \$0
- State 911 Grant Fund = \$1,628,640.00
- State 911 Operations Fund = \$40,243,821.00
- 911 Federal Grant Fund = \$0
- 911 State Maintenance Fund = \$0

Sherry explained the basis for the additional funds that are being carried over:

- Rainy Day such as disruption in fee collection = \$10,200,000.00





- Call Handling System replacement one-time non-recurring costs = \$10,000,000.00
- NG911 Add-Ons including non-recurring and annual recurring costs for 5 years = \$7,000,000.00
- MARC ESInet fees and one-time non-recurring costs for host sites and 2 hosts = \$4,700,000.00
- Z-axis Mapping data collection = \$4,000,000.00
- Self-insurance for our EMDTC, Vehicles, Workstations = \$2,300,000.00
- Server Hardware replacement = \$1,800,000.00
- For an estimated total of \$40,000,000.00

Representative Hoffman suggested discussion in the future regarding moving funds from the Operations Fund to the Maintenance Fund and changing legislation to make that allowable. It seems some of the funds would be more easily understood being in the Maintenance Fund rather than the Operations Fund. Sherry added that she believes some of it could also be moved into the Grant Fund.

Rob McDonald asked Sherry about the mechanism of moving staff from the Council to the Agency. Sherry advised that for the existing staff that are transitioning over to the State 911 Board, they can just be brought over because of the transition language was in the statute. However, as of July 2, 2025, any of other staff positions will have to follow a state process that requires three levels of approval before the position can even be advertised. And then, there is another round of approvals once a candidate is selected.

Kevin Irwin asked Sherry about the impact on MNS during this transition. For example, what if no contract is completed with them, or what if they require additional staff. Currently, MNS has about seven subject matter experts assigned to our program including oversight and peer review. Some of these may only dedicate 10% of their time to Kansas 911. Therefore, MNS estimates that this translates to two (2) Full Time Equivalent (FTE). Sherry added that finding two staff people to perform all the tasks of MNS will likely be difficult and the learning curve steep. Kevin is concerned that 2-3 staff may not be sufficient and adequate to assume all the responsibilities. Sherry will gather additional information for the next Council meeting.

Kevin requested more clarity from MNS regarding the responsibilities that the State 911 Board might assume versus prefunding and retaining MNS to complete some of the LCPA tasks. Sherry responded that she would investigate whether prefunding is an option. And if prefunding is an option, would MNS be interested. Sherry ask the Small Agency Service Center, which declined the fee collection and distribution, how much staff they estimate it would take to complete those duties. Scott Ekberg asked if the State accounting supports ACH or EFT pulls and pushes of funds since the majority of PSAPs and telecommunication carriers prefer ACH or EFT. Sherry advised that they do.

Tony Foster inquired if two full-time employees is adequate or would it be prudent to ask for a third FTE. Sherry asked Senator Rick Billinger if the State 911 Board believes in 1-2 years that another person is needed, would it be better to have that number of FTEs in the initial budget or try to add a staff person later. Senator Billinger responded it would be easier to add it now so that position is available if needed. Sherry will work with MNS to determine more precisely the expertise needed for each of the tasks they perform to help determine the number of FTE needed. Senator Billinger suggested a cost comparison of performing the tasks in-house versus having MNS perform the tasks. Chairman Briggs added that Mainstreams current contract is under \$160,000.00 annually.

Sherry added that there are some functions that the State 911 Board will be required to do including having a project manager on staff. There also needs to be a staff member who can enter the information into the state accounting program to get checks written including to the LCPA.



Doug Ritter inquired if the proposed budgets and operating expenses are still under the 2% cap. Sherry believes the budget will be under the cap if everything is broken out by type of expense. For example, there are several contracts that do not count toward the 2% cap; it depends on the type of expense – administrative or PSAP related. Sherry added that the 2% cap is not in the legislation anymore

Sherry briefly discussed the draft Strategic Plan and asked the Council for any questions or changes. She will be reviewing the draft herself to see if any adjustments are needed based off questions asked today. An updated draft of the Strategic Plan and associated Budget will be presented at the Council Meeting, August 23, 2024, for approval.

Chairman Briggs called for a 10-minute break and at the completion of that break paused the meeting for lunch. The meeting was reconvened at 11:45 a.m.

## 8 Amendment To April 19, 2024, Meeting Minutes

Regarding the approval of Council Meeting Minutes earlier, Senator Francisco advised that on page 9, the Motion record states a roll call vote was a unanimous vote, however, there was a “nay” vote. Senator Francisco made a **Motion to remove “a unanimous vote” and replace it with “a roll call vote was held”**; seconded, Courtney Prewitt. However, since Courtney was not present at that April meeting, he rescinded his second of the motion. Sheriff Doug Ritter then seconded the Motion. A roll call vote was held with a unanimous vote, however, Senator Francisco stated that if an individual was not present at the meeting, then they should abstain from casting a vote. She inquired if anyone would like to change their vote and Courtney Prewitt changed his vote from aye to abstain. A final roll call vote of 11 aye and 1 abstain was had. **Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	x		
<b>Brandon Beck</b> , KS EMS Board	x		
<b>Senator Rick Billinger</b> , Senate	x		
<b>Andrea Davis</b> , KS APCO	x		
<b>Tony Foster</b> , PSAPs over 75k	x		
<b>Senator Marci Francisco</b> , Senate	x		
<b>Representative Kyle Hoffman</b> , House	x		
<b>Kevin Irwin</b> , PSAPs under 75k	x		
<b>Courtney Prewitt</b> , KACP			x
<b>Jeremy Rabb</b> , PSAPs over 75k	x		
<b>Doug Ritter</b> , Kansas Sheriff Association	x		
<b>Jonathan York</b> , Adjutant General's Office	x		
<b>VOTE: Motion to amend minutes to reflect "a roll call vote was held" rather than "a unanimous vote".</b> MOTION BY: Senator Marci Francisco SECONDED BY: Doug Ritter PASSED: 11 Aye and 1 Abstain. <b>Motion carried.</b>			



## 9 Committee Reports

### 9.1 Executive Committee Report

Chairman Briggs requested a Motion to enter executive session from 11:52 a.m. until 12:30 p.m. in the Council Meeting Room, Courtyard Salina, 3020 Riffel Dr, Salina, Kansas, to discuss the Executive Director compensation. He added that no action would be taken during the executive session. Chairman Briggs asked that Council members and Sherry Massey be present for the executive session. **Motion to move into executive session from 11:52 a.m. until 12:30 p.m. to discuss the Executive Director pay** made by Representative Kyle Hoffman; seconded, Sheriff Doug Ritter. Scott informed individuals attending virtually that an executive session was to be held and asked that they leave the meeting and rejoin at 12:30 p.m. Legal counsel, Braden Perry who was attending virtually asked if he should remain on the conference bridge. Chairman Briggs confirmed in the affirmative that he should remain on the bridge. Jonathan York and Mike Daniels, members of the Council, also remained on the virtual bridge for the executive session. A verbal vote was held. The vote was unanimous. **Motion carried.**

At 12:30 p.m., **Motion to extend the executive session from 12:30 p.m. to 12:45 p.m.** was made by Tony Foster; seconded, Doug Ritter. A verbal vote was held. The vote was unanimous. **Motion carried.**

The Council executive meeting was adjourned, and the regular session reconvened at 12:45 p.m. in the same location. Chairman Briggs confirmed that no action was taken during the executive session. He advised that the discussion regarded the pay of the Executive Director position that Sherry Massey is fulfilling. A request was made to set the starting salary for the position at \$159,500.00. Sherry advised that would be acceptable. It was verified that this is salary only and does not include benefits. Ken Nelson explained that any benefits would be in addition to the salary amount.

Jerry Harris requested that in the next few months a specific job description and pay range be discussed for that position. Sherry advised that the Department of Administration has a limitation that they will not take on new positions until July 1, 2024, which is the start of a new budget year. Therefore, these items can be brought to the August meeting and discussed at that time.

**Motion to offer the Executive Director position to Sherry Massey for \$159,500.00 per year salary, and for Sherry to develop a job description and coordinate with the Council for a pay range in the future** made by Tony Foster; seconded, Courtney Prewitt. A roll call vote was held with a unanimous vote. **Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
Krista Amaro, PSAPs under 75k	x		
Brandon Beck, KS EMS Board	x		
Senator Rick Billinger, Senate	x		
Andrea Davis, KS APCO	x		
Tony Foster, PSAPs over 75k	x		
Senator Marci Francisco, Senate	x		
Representative Kyle Hoffman, House	x		
Kevin Irwin, PSAPs under 75k	x		
Courtney Prewitt, KACP	x		
Jeremy Rabb, PSAPs over 75k	x		
Doug Ritter, Kansas Sheriff Association	x		



Jonathan York, Adjutant General's Office	x		
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**VOTE: Motion to offer the Executive Director position to Sherry Massey for \$159,500 per year salary, and for Sherry to develop a job description and coordinate with the Council for a pay range in the future.**  
MOTION BY: Tony Foster  
SECONDED BY: Courtney Prewitt  
PASSED: Unanimous vote. **Motion Carried.**

Sara Spinks advised that since it is the end of the current fiscal year, nothing new is processed until the start of the new budget. Ken Nelson advised that Sherry is still technically an employee of the University of Kansas. Therefore, he will work with KU to make that pay increase adjustment. Senator Francisco suggested the start date be on a pay period to make the transaction less complicated for accounting. Sherry advised the start date seems to be the first pay period, July 1, 2024. Doug Ritter inquired if there needed to be an amendment to the Motion making it effective immediately to get paid through KU at the compensated amount as the Executive Director role she has already been performing. Sherry advised that she is not concerned about that and, therefore, an amendment is unnecessary.

## 9.2 Financial Oversight Group

Chairman Briggs advised the Financial Oversight Group met a few times and reviewed the budget that Sherry presented earlier during this Council meeting.

## 9.3 Legal Opinions

Legal counsel, Braden Perry, advised he has been working with staff on questions involving the transition from 911 Council to 911 Board. No other new issues have arisen.

## 9.4 Operations Committee

Jeff Ridgway, Operations Chair, advised the committee has been focusing on Motorola Smart Transcription and understanding the pricing model of Motorola and AT&T. The key detail about the product is that as the telecommunicator answers the phone, it listens to the caller and transcribes the call visually in front of them. It has the capability of translating foreign languages as well; however, it is not a translation service. That is, it can translate what the caller is saying, but it cannot translate what the telecommunicator is saying. So, Smart Transcription does not eliminate the need to have someone who can speak or utilize translation services such as LanguageLine Solutions®. Smart Transcription can potentially trim seconds in 9-1-1 response by identifying the problem and type of services needed. The product was initially demonstrated to PSAP Administrators in 2023 and interest in the product has increased since then. Council staff have attended demonstrations of the product as well as having discussions with existing customers around the nation. Jeff shared that he had the opportunity to speak with a 911 Director out of Memphis, Tennessee, about the benefits they were seeing in their area with Smart Transcription. At the last PSAP Administrator's Conference, a survey was sent out. Of the 28 responses, 13 said they were interested, 6 said they were not, and 9 were unsure. Most of the unsure responses were concerned about cost. The original cost was based on a per-user model. Subsequent discussions fine-tuned the model for two (2) users per seat. The per user licensing is \$2,650.00 for a 5-year license which must be purchased up front. Therefore, a single seat would cost \$5,300.00 for a 5-year license. To enable the Smart Transcription in our call handling system, some implementation to the



host would be necessary. The estimated one-time implementation fee of about \$264,000.00. There are a couple of options to potentially cover those costs.

- The first option would be for the Council to outright purchase all full positions, which would include the non-recurring implementation fee of \$264,000.00 plus approximately \$1.5 million for our 584 users for a 5-year period. This option would give the program about a \$300,000.00 discount resulting in a total estimated cost of \$1.516 million.
- The second option is to pursue a grant matching model in which the Council would cover the initial implementation costs of \$264,000.00. The PSAPs would cover 30% of the user costs through a grant proposal having a 70% match. The thought process for that is to try and get some buy-in from the PSAPs.

The Committee is recommending that the Council pursue acquisition of the Smart Translation service as an optional feature for the PSAPs with the Council covering the implementation costs as well as providing a 70% grant option and the PSAPs covering 30%.

Sherry Massey added that since out of 105 administrators, only 28 responded to the survey, there is a concern of purchasing Smart Transcription system wide. Since these are 5-year licenses, we don't want them sitting unused and losing that money. This possibility spawned the buy-in option. Jeff mentioned that Smart Transcription is more than just a translation service. This application would be used for quality assurance reviews and improving customer service.

Representative Hoffman inquired if the Council opted to go with the cost-share/grant option, would that be sent out to the PSAPs again to gauge their interest. Jeff advised this would be the fourth optional service offered to PSAPs: Automated Call Distribution (ACD), Automated Abandoned Callback (AAC), and with System Selector. These are functions that we knew some PSAPs needed, and others did not. The Council covered some of the costs to enable the system. Then, individual PSAPs that wanted the feature paid for their part of the service. Representative Hoffman inquired if there are enough PSAPs who have stated they want to buy-in now to justify spending \$264,000.00 up front. Sherry believes there are enough interested PSAPs including two of our larger PSAPs, Sedgwick County and Ford County.

Jeff Ridgway related an added benefit of Smart Transcription. LanguageLine has two major shortcomings. First, there is the issue of the time that it takes for a translator to get on the line. Second, the translator does not always translate everything that is being said. Thus, having a transcript provides more information and provides it faster. For example, with Smart Transcription the telecommunicator can usually see right away whether the caller needs ambulance or police.

Tony Foster mentioned the service is also being shared with police and first responders in the field. Jeff confirmed that is correct and that would be an option for each PSAP to acquire an additional license for law enforcement so they can log in and access those transcripts to assist with investigations.

Representative Hoffman asked for clarification of the cost for a 1-seat PSAP and for a 5-seat PSAP. Sherry and Jeff explained that the cost for a 5-seat PSAP would be five times the cost for a 1-seat PSAP. Each seat would have at least two licenses. The assignment of seat users would be up to the PSAPs, not the Council. Sherry added that it does not work for half-stations. Rob McDonald inquired what the renewal term is; Jeff advised it is 5-years.



## 9.5 Expenditure Review Committee

Ellen Wernicke spoke on behalf of the ERC and advised that expenditures have completed for the year. There was a special meeting for a couple of items requesting approval and there is still one large approval pending.

Sherry Massey addressed existing grant guidance and the grant fund that is approaching the \$2 million cap. When the \$0.01 was originally designated for the grant fund in the 2019 legislation, the decision was made by the Council to approve guidance that a PSAP who experiences an equipment failure and lacks the budgetary authority to replace the failed equipment may apply to the Council for funding assistance for the replacement of the equipment. To date no one has made a request from that fund. The scope of the grant was intentionally limited to allow the fund to grow to a place where it could realistically help PSAPs in an emergency.

The proposed Grant guidance maintains the existing emergency guidance language and adds two new grant types – “Preapproved Grant” projects and “Other Grant” projects. The first \$1 million in the account would be set aside for emergencies only. Then, funds over \$1 million could be used in one of the other two new grant types. Preapproved Grant projects would be small items such as a Smart Transcription license. The ERC would need to agree it is an appropriate pre-approved item. PSAPs would need to complete an application for grant funding.

The Other Grant projects would be at the Council’s discretion to open funding to give out as grants with specific priorities, such as a certain type of PSAP or type of technology. Those grants would require projects that are at least \$10,000.00 in value and require the PSAPs to cover 30% of the cost. Applications will be required and have a deadline. Once the deadline has passed, the ERC would review the applications and decide which to approve.

The proposed grant guidance is based on the policy of first allowing for preapproved items and then allowing projects over \$10,000.00 as defined in individual notifications. The deadlines are important so that the applications can be sorted by importance and criticality in determining the approvals. Scott Ekberg added that a maximum amount was also established.

Senator Francisco advised that she would be comfortable with proceeding with the Preapproved Grant process, then have additional discussion about the Other Grants and priorities. Scott advised that the Preapproved Grant projects would potentially wipe out the remaining funds in the Grant Fund, so there may not be an opportunity for Other Grants.

Sheriff Doug Ritter inquired if there was a conversation about raising the grant funds. Ellen stated there was discussion about removing the cap of the Grant Fund. Sherry added that such a change would require legislative change. She feels the request to remove the cap is reasonable.

Scott Ekberg added that if we were to do a Preapproved Grant project out of that Grant Fund and burn through the funds, it would take a minimum of three years to replenish the Grant Fund. The available grant funding each year would be limited to around \$340,000.00 to \$365,000.00. Chairman Briggs discussed the possibility of removing the cap and adding another \$0.01 to that fund – not increasing the 911 fee but restructuring the funds, which would help with grant requests.

**Motion to adopt a change in the Grant Policy allowing for Preapproved Grant projects, and to retain a minimum of \$1 million to be reserved for emergency equipment replacement grants which would not be allowable for any other grant types and purposes** made by Senator Marci Francisco; seconded,



Kevin Irwin. Representative Hoffman favors more discussion regarding grant options. A roll call vote was held with a unanimous vote. **Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	x		
<b>Brandon Beck</b> , KS EMS Board	x		
<b>Senator Rick Billinger</b> , Senate	x		
<b>Andrea Davis</b> , KS APCO	x		
<b>Tony Foster</b> , PSAPs over 75k	x		
<b>Senator Marci Francisco</b> , Senate	x		
<b>Representative Kyle Hoffman</b> , House	x		
<b>Kevin Irwin</b> , PSAPs under 75k	x		
<b>Courtney Prewitt</b> , KACP	x		
<b>Jeremy Rabb</b> , PSAPs over 75k	x		
<b>Doug Ritter</b> , Kansas Sheriff Association	x		
<b>Jonathan York</b> , Adjutant General's Office	x		
<p><b>VOTE: Motion to adopt a change in the grant policy allowing for Preapproved Grant projects, and to retain a minimum of \$1 million to be reserved for emergency equipment replacement grants which would not be allowable for any other grant types and purposes.</b></p> <p>MOTION BY: Senator Marci Francisco            SECONDED BY: Kevin Irwin            PASSED: Unanimous vote. <b>Motion Carried.</b></p>			

**Motion to use the general fund to cover the costs of \$264,000.00 for the implementation of the Smart Transcription project and to use the grant approval process to cover 70% of the PSAPs licensing costs made by Kevin Irwin; seconded, Senator Marci Francisco. A roll call vote was held with a unanimous vote. Motion carried.**

Voting Members (12)	Aye	Nay	Abstain
<b>Krista Amaro</b> , PSAPs under 75k	x		
<b>Brandon Beck</b> , KS EMS Board	x		
<b>Senator Rick Billinger</b> , Senate	x		
<b>Andrea Davis</b> , KS APCO	x		
<b>Tony Foster</b> , PSAPs over 75k	x		
<b>Senator Marci Francisco</b> , Senate	x		
<b>Representative Kyle Hoffman</b> , House	x		
<b>Kevin Irwin</b> , PSAPs under 75k	x		
<b>Courtney Prewitt</b> , KACP	x		
<b>Jeremy Rabb</b> , PSAPs over 75k	x		
<b>Doug Ritter</b> , Kansas Sheriff Association	x		
<b>Jonathan York</b> , Adjutant General's Office	x		



**VOTE: Motion to use the general fund to cover the costs of \$264,000 for the implementation of the Smart Transcription project and to use the grant approval process to cover 70% of the PSAPs licensing costs.**

MOTION BY: Kevin Irwin

SECONDED BY: Senator Marci Francisco

PASSED: Unanimous vote. **Motion Carried.**

## 9.6 Policy and Education Committee

Michele Abbott advised that the committee doesn't currently have a chair - staff are managing the Committee which is:

- Preparing for the transition from the Intrado ECaTS 911 Call Reporting System to the RapidDeploy Eclipse 911 Analytics including training for staff.
- Working with Moetivations, Inc. on sample Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for Operations.

## 9.7 Communication and Training Coordinator Report

Michele Abbott introduced the new members and reappointments of the Council:

- Jac Brown (Riley Co PD) – reappointed representative for Government IT
- Courtney Prewitt (Garden City PD) – new representative Kansas Association of Counties (KAC)
- Kevin Irwin (Hutchinson/Reno County) – new representative for PSAPs 75K or Less
- Andrea Davis (Colby PD) – new representative for APCO
- Darrell Atteberry (Bel-Air PD) – new representative for League of Kansas Municipalities (LKM)

There are two vacancies yet to be filled: the second Government IT representative and a Voice-Over-IP (VoIP) representative. Information has been sent out to the appropriate entities to gauge interest in filling those appointments.

- Krista Amaro submitted her packet for reappointment as representative for PSAPs Under 75K.
- Brandon Beck submitted his packet for reappointment as representative of Kansas EMS Board.

The remaining Council meeting dates for 2024 are:

August 23, 2024, Salina, KS

October 25, 2024, Salina, KS

December 13, 2024, Topeka, KS

## 9.8 GIS Committee

Ken Nelson advised that data submissions continue to go well. No issues to report.

Orthoimagery update reflects that Surdex was able to wrap up the entire statewide acquisition. The next step is the quality assurance review. Delivery should start near the end of this year 2024 or the first part of next year 2025. Ken provided a list of the local buy-up imagery project clients since the contract started in 2018. Scott explained that the buy-ups are paid for by those clients and no Council money goes into the buy-up project. A use case survey was sent out regarding the use of imagery and how it is acquired. So far, there have been 67 responses.





Call handling mapping solution and portal support continue as normal.

## 9.9 Technology and Security Committee

Sherry Massey advised that the Technology and Security Committee met, May 28, 2024, to discuss:

- SecuLore cybersecurity monitoring and benchmark report.
- A demonstration of our *Lightning* application. The Technical/Security Committee helps to vet data sources that go into applications such as *Lightning*. The *Lightning* project is going well. The draft Memorandum of Agreement (MOA) is almost complete. Then, *Lightning* will be ready for the pilot phase.
- Network Points of Interconnect (POIs) Update. All the telephone companies at this point send their phone calls to the selective router that used to select the 911 center the call would go to. ComCast just went to two (2) points of interconnect. T-Mobile and ComCast both disconnected from the selective router and go straight to the ESInet. Now, the selective router is just a piece of equipment the calls pass through to get to the ESInet. AT&T Mobility and Verizon are in the planning process.

## 10 Staff Reports

### 10.1 Administrator's Report

Scott Ekberg referenced his written report presented in the meeting handout and asked for any questions or concerns. No questions were raised.

### 10.2 Liaison's Reports

Ellen Wernicke and Becky Snook referenced their reports presented in the meeting handout and gave a brief update on their tasks completed since the last Council meeting. Several PSAPs are physically moving locations and the Liaisons are assisting with those moves and set-ups.

### 10.3 Program Management Report

Randall White referenced his written reports presented in the meeting handout. The first handout is the Program Management Report – there are no project jeopardies or escalations. The second handout is a KITO (Kansas Information Technology Office) Post Implementation Evaluation Report (PIER) which Randall coordinated with Sara Spinks. It is an overview of the implementation and success of the Kansas NG911 program. Representative Kyle Hoffman thanked Scott Ekberg for all his work with the Council and contribution to the NG911 system.

## 11 Old Business

No old business.

## 12 New Business

Chairman Briggs advised that the next Council meeting is scheduled for August 23, 2024, at 9:00 a.m., Hilton Garden Inn, Salina, Kansas.

## 13 Adjournment

**Motion to adjourn** made by Courtney Prewitt; seconded, Krista Amaro. A verbal vote was held with no objection. **Motion carried.** The meeting was adjourned by Chairman Briggs at 2:01 p.m.