

**ALABAMA 9-1-1 BOARD MEETING**  
**1 Commerce Street**  
**Montgomery, AL 36104**  
**Minutes of 7/20/2016**

Prior notice of this regularly scheduled meeting of the Alabama 9-1-1 Board was given in accordance with the Alabama Open Meetings Act. The minutes were recorded by Jayra Smith, Executive Assistant.

Mr. Fred Johnson, Vice Chairman, took a moment to thank former Board Chairman, Ernie Blair and former Board member, Donnie Smith for their past service on the Board. He then welcomed new Board members Larry Fisher and Ryan Welty.

The roll was called as follows by the Vice Chairman, Fred Johnson:

Alan Campbell, Secretary/Treasurer	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Evelyn Causey	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Melissa Dove	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Larry Fisher	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chris Heger	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Wayne Hutchens	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Fred Johnson, Vice Chairman	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
John Nettles	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Betty Sanders	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Robert Smith	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chad Sowell	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Ryan Welty	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Roger Wilson	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent

A quorum was established. The Vice Chairman called the meeting to order at 2:00 p.m.

Mr. Johnson asked for guest introductions.

Mr. Johnson called for unanimous consent for the adoption of the agenda. There were no objections; therefore, adoption of the agenda was so ordered.

Mr. Johnson called for unanimous consent for the approval of the minutes from the May 18, 2016 Board meeting. There were no objections and the adoption of the minutes was so ordered.

Mr. Johnson shared that he intended to schedule the election of officers as the last item of business at the September Board meeting.

**Expenses**

Secretary/Treasurer, Alan Campbell, presented the Board’s expense reports for June with office expenses totaling \$7,855.94, ANGEN expenses totaling \$50,625.00, contract expenses totaling \$22,748.80, and committee and board member expenses totaling \$566.88. Mr. Campbell then presented the Board’s expense reports for July with office expenses totaling \$56,718.36, ANGEN expenses totaling \$45,000.00, contract expenses totaling \$20,504.68, and committee and board member expenses totaling \$324.00. In summary, June’s expenses totaled \$81,796.62 and July’s expenses totaled \$122,547.04. It was noted that the May expense sheet had been revised to include Grant Cycle 2 payments. These payments were not listed under the grant expense category on the financial statements provided by MDA; therefore, had to be corrected. Mr. Campbell recommended approval of all expenses. Mr. Johnson asked for unanimous approval of the expense report and for the authorization to pay those expenses. There were no objections and the approval of the report and expenses was so ordered.

**Executive Director’s Report:**

*Financial Statements:* Mrs. Missildine stated that she was not prepared to recommend the financial statements for approval until she had the opportunity to review the statements in order to be certain that the grant checks were applied correctly within the statements. She will present them for approval at the September Board meeting.

*Cost Recovery:* Mrs. Missildine provided a report on cost recovery. Cost Recovery reimbursements for September 30, 2016 that were requested and paid in July are as follows:

Cellular South	\$ 21,519.53	(Phase I - recurring)
Cellular South	\$171,194.00	(Phase II - nonrecurring)
<u>Cellular South</u>	<u>\$ 36,569.49</u>	<u>(Phase II - recurring)</u>
<b>Total</b>	<b>\$229,283.02</b>	
Pine Belt	\$ 1,162.00	(Phase I - recurring)
<u>Pine Belt</u>	<u>\$ 16,940.00</u>	<u>(Phase II - recurring)</u>
<b>Total</b>	<b>\$ 18,102.00</b>	
Southern Linc	\$ 92,654.43	(Phase I - recurring)
<u>Southern Linc</u>	<u>\$ 19,658.98</u>	<u>(Phase II - recurring)</u>
<b>Total</b>	<b>\$112,313.41</b>	
Sprint	\$ 2,016.00	(Phase I - nonrecurring)
<u>Sprint</u>	<u>\$378,106.67</u>	<u>(Phase I - recurring)</u>
<b>Total</b>	<b>\$380,122.67</b>	

Mrs. Missildine sought approval of the payment of the cost recovery reimbursements. Mr. Johnson called for a motion to approve the cost recovery payments. Alan Campbell made the motion, Robert Smith seconded. There was no discussion and the motion was carried unanimously.

*Connections Report:* There was nothing significant to be reported.

*Training:* Mrs. Missildine provided an update on training being sponsored by the Alabama 9-1-1 Board. She shared that the training portal with High Impact Training Solutions (HITS) went live July 5, 2016. A recent interest survey showed 380 possible students. 112 accounts have been created, with 54 courses in progress, and 3 courses completed as of July 19, 2016.

APCO's Communications Training Officer (CTO) Course will be held in Enterprise from August 29<sup>th</sup> through August 31<sup>st</sup>, 2016. The class was full with 25 registered on July 13, 2016.

NENA's Center Manager Certification Program (CMCP) will be held in Birmingham from January 30<sup>th</sup> through February 3<sup>rd</sup>, 2017. 25 students have registered as of July 15, 2016.

*Legal Compliance Audit:* Mrs. Missildine shared that the office was currently undergoing its routine legal compliance examination by the Department of Examiners of Public Accounts. Due to the review of financial records, the auditor will be onsite for another week.

*Letter to Governor:* Mrs. Missildine reported that a letter had been sent to the governor's office in every state in late June by the FCC regarding NG9-1-1. She authored and sent a letter in response to Governor Bentley's office to let him know that we, in Alabama, have not "stalled" in our NG9-1-1 efforts as Admiral Simpson's letter may have suggested that some states or regions have. Alabama EMA Director and state 911 Coordinator Art Faulkner was included in the communications as well.

*Grants:* Mrs. Missildine reported that two Grant Cycle 3 applications had been received. She reminded the Board and audience that the applications were due by July 31<sup>st</sup>.

*Other:* Also, monthly bills are due to the office by the second Wednesday of each month.

#### **Committee Reports:**

*Evaluation & Personnel Committee:* Mr. Johnson explained that the Evaluation & Personnel Committee had met on July 15, 2016. The express purpose of the meeting was to consider whether or not to recommend to the full Board that the Board's Interim Executive Director, Leah Missildine, be fully appointed to that position on a non-interim basis and if so, upon what terms and conditions. As part of its consideration, the Committee asked Mrs. Missildine to prepare a report on her thoughts and vision as to the proper role of the position of Executive Director and the inner workings of the agency. Mrs. Missildine submitted a detailed proposed plan of organization based upon her insight regarding the routine activities of the Board as well as those

connected to the ANGEN project as it appears to be evolving. The operative elements of her plan included the following:

1. A proposed organizational chart which reflects:
  - a. A decrease in the total number of positions currently authorized by the Board from six to five.
  - b. Modification of the currently authorized position of ANGEN Project Manager to a more broadly based position of Technical Coordinator designed to handle ANGEN responsibilities as well as other technical projects in support of the Board and the districts.
  - c. Creation of a financial position to enable a transition of certain financial responsibilities from outside contracts to in-house management.
  - d. Realignment of the two current Administrative Assistant positions into one Executive Assistant and one Office Assistant.
2. Revised, updated, and/or newly created descriptions for each of the positions included in the proposed organization chart, with pay classifications assigned.
3. A comprehensive wage scale for all current, proposed or potential positions. This scale was assembled by Mrs. Missildine from the current state wage scales upon which the Board has based its compensation plans. Essentially this merely brings the relevant scales together in one specific document for the Board's use.

The Evaluation & Personnel Committee unanimously recommended to the Board that, effective as of the date of the Board's approval:

1. That Ms. Leah Missildine be appointed Executive Director of the Alabama 9-1-1 Board and authorized to carry out the duties of that office as specified,
2. That Ms. Missildine's proposed Plan of Organization as detailed in the attached Exhibit A be approved in the form submitted,
3. That Ms. Missildine be authorized to take any and all lawful and proper actions necessary to execute such plan of Organization as submitted and,
4. That Ms. Missildine be placed in Step 2 of Pay Grade 19 (\$113,300 annually) of the proposed compensation schedule.

*Finance & Grants Committee:* In the absence of Evelyn Causey, Committee Chair, Mrs. Missildine presented the Finance & Grants Committee report. She shared that the Committee had met on July 14, 2016 to consider a request for change from Grant Cycle 1's recipient and for the Interim Director to get the Committee's input and support on several items as they pertain to budget planning. Grant Cycle 1 recipient, Pickens County 9-1-1, is currently \$15,450 under budget. They have submitted proper forms and have requested to use the "savings" for additional applications. The quotes for these applications total \$15,690 which leaves \$240 that the ECD would come out of pocket with. The Committee agreed to allow Pickens County to use the remaining \$15,450 saved toward the cost of implementing the two applications that will optimize and complete their project.

A review of the Board's operating account showed that the original \$350,000 that had been budgeted toward grants from FYE2016 funds was still available; therefore, the Committee agreed to fully fund Grant Cycle 3 as previously planned at \$350,000.

The Board has been directed to issue an RFP for accounting services. The current contract expires September 30, 2016; therefore, the Committee was presented with a draft RFP and gave input on all edits that would need to be made prior to its release. The Committee then agreed that the RFP would be issued by the Interim Executive Director.

The Committee was presented with a draft budget for the 1% administrative fund only. Sufficient feedback was provided to the Interim Director, so that a draft budget can be prepared and submitted for Board approval in September.

*Office Space:* Mrs. Missildine shared that the Alabama 9-1-1 Board had been offered ten options to consider in the need for adequate office space. After exploring these options, the decision was made to move in to the suite next door to the existing space (1 Commerce Street, Suite #620). This is the most appropriate lease to fulfill the needs of the Board and the Office.

Mr. Johnson called for action upon the Evaluation & Personnel Committee's Report and Recommendation. After discussion, the Committee's report and recommendation was approved without dissent.

Mr. Johnson called for action upon the Finance & Grants Committee's report and recommendation. After discussion, the Committee's report and recommendation was approved without dissent.

Mr. Johnson called for a motion to approve the relocation of the Alabama 9-1-1 Board office to the suite next door to the existing space. Chris Heger made a motion to accept Mrs. Missildine's recommendation for office space and Melissa Dove seconded. After discussion, the motion was carried unanimously.

At this point, the Board took a short break and reconvened at 3:00 p.m.

**Alabama NG911 RFP Update:** Mrs. Missildine explained that, under the contracted and professional guidance of 911 Authority, LLC, the ANGEN RFP Evaluation Team had authored and released an RFP that sought competitive bids from qualified vendors to provide integrated network services for the operation of the Alabama Next Generation Emergency Network. Vendors offering complete end-to-end solutions were AT&T, FairPoint, INdigital, and TCS (Comtech). The process itself called for multiple rounds of proposal discussions, oral presentations, clarifications, etc. all of which were focused on the proposal elements. The ANGEN RFP Evaluation Team recommended that the Alabama 9-1-1 Board enter into contract negotiations with INdigital with an intent to award.

Chris Heger made the motion to accept the ANGEN RFP Evaluation Team's recommendation to enter into contract negotiations with INdigital with an intent to award. Robert Smith seconded. After discussion, the motion was carried unanimously.

Mrs. Missildine made a recommendation to extend the contract with 911 Authority, LLC by approval of Phase 5 (\$32,000) – Contract Negotiation Support as stipulated in the current contract.

After discussion, Roger Wilson made a motion to extend the contract with 911 Authority, LLC by approval of Phase 5 and Robert Smith seconded. The motion was carried unanimously.

Mrs. Missildine made a recommendation to seek supplementary legal counsel to oversee the contract negotiations with 911 Authority, LLC.

After discussion, Chris Heger made a motion to authorize Leah Missildine and general counsel to seek a legal firm to assist in the review of the contract and the contract negotiation process to make sure we have the best contract for this Board. Melissa Dove seconded and the motion was carried unanimously.

**Litigation Update:** Mr. Sasser reported that the lawsuits with iWireless and Ooma were still pending. A mediation with iWireless will be ordered in the next six months. Ooma has responded with an open records request. He reported that he was in the process of responding and anticipates depositions in the next 60-90 days.

Betty Sanders joined the meeting by conference bridge at 3:35 p.m.

**Public Comments:** There were no public comments at this meeting.

Mr. Johnson called for a motion to adjourn. Larry Fisher made the motion and Robert Smith seconded. There were no objections and the adjournment of the meeting was so ordered at 3:36 p.m.

Approved this 21st day of September, 2016

  
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SECRETARY/TREASURER

  
\_\_\_\_\_  
CHAIRMAN

# MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **July 20, 2016 @ 2:00 p.m.**  
 Chairman: **Location: 1 Commerce Street, Montgomery, AL 36104**  
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
Bill Bradley	Special Projects	ETech 911		
Roger Humphrey	Advisor	Callman 911		
Dennie Skill	Director	Newsor 511		
Jessie Johnson	Ops Mgr	Newsor 511		
S. BLAIR	CEO	HSV-ma 911		
Brian Mulvaney	VP	Contract/7cs	678-428-5712	bmulvaney@teleconsys.com
Mark May	Executive	INDIS:101	877-469-2010	wgnmaly@indis:101.net
Victor Kennedy	Director 911	Talladega 9-1-1	251-241-5117	vkennedy@talladega11.org
Robert Smith	<del>Director</del> Board	Contract		
Caleb Branch	Director	Blount 9-1-1	205-625-4911	caleb@blount11.org
Marius McHenry	Call Center	Blount Co. 911		
John Schreiner	Secretary/MLC	Govt Affairs Dir	334-521-2185	john.schreiner@certifylink.com
Don Spivey	911 Coordinator	City of Spivey	334-456-2600	don@certifylink.com

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 Chairman: **Location: 1 Commerce Street, Montgomery, AL 36104**  
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Name	Title	Agency/Company	Phone	E-Mail
Jeremy Williams	Director	Genstar Co. #911	334 684-6947	JWilliams@3ycenstar.com
Lucy Davis	Director	0202K DML 911	334 414-5444	Lucy.Davis@att.net
Scott Stapleton	Director	Crusader #911	334 335-4131	es11@toyable.net
Paul Martin	Emergency Services Coordinator	Southwest #911	357-4911	pmartin@southwest.com
Ray Guthrie	MSK	ATT	273-2101	ray.guthrie@att.com
Jelle Lem	"	"	273-2101	jl2732@att.com
Joshua Keegan	Asst Manager	ATT	334 658-4258	jy014k@att.com
George Fisher	Asst	ATT	601-884-9296	552315@att.com
Taylor Vice	Director	Charter	334 440-2477	taylor.vice@charter.com
Mark Forthue	Vice President	PPSS	256-508-1326	mark.forthue@PPSS711.com
Sara Weston	Assistant	911 Authority	814-574-8258	sara.weston@westonllc.com
Teri Reynolds	Public Affairs Dir.	Assoc. of County Commissions of AL	334-263-7594	treynolds@alabamacounties.com