

ALABAMA 9-1-1 BOARD MEETING
1 Commerce Street
Montgomery, AL 36104
Minutes of 3/16/2016

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 roll was called as follows by the Board Chairman, Ernie Blair.

Ernie Blair, Chairman	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Alan Campbell, Secretary/Treasurer	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Evelyn Causey	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Melissa Dove	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chris Heger	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Wayne Hutchens	<input checked="" type="checkbox"/> Present <input 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 checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Donnie Smith	<input checked="" type="checkbox"/> Present <input 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
Roger Wilson	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent

A quorum was established. The Chairman called the meeting to order at 10:00 a.m.

The Chairman called for a motion to adopt the agenda. Donnie Smith made the motion and Alan Campbell seconded. There was no discussion and the motion to adopt the agenda was carried unanimously.

The Chairman called for a motion to approve the minutes of the January 2016 meeting. Fred Johnson made the motion and Robert Smith seconded. Fred Johnson asked that a comma be inserted in paragraph two of page five, after the word "appointment". The motion to approve the minutes with changes was carried unanimously.

The Chairman asked for guest introductions.

Expenses

Secretary/Treasurer Alan Campbell presented the Board’s expense reports for February with office expenses totaling \$48,886.48, ANGEN expenses totaling \$46,250.00, contract expenses totaling \$30,853.54, and committee and board member expenses totaling \$1,246.50. Mr. Campbell then presented the Board’s expense reports for March with office expenses totaling \$140,408.52, ANGEN expenses totaling \$47,375.00, contract expenses totaling \$21,428.87, and committee and board member expenses totaling \$58.32. In summary, February’s expenses totaled \$127,236.52 and March’s expenses totaled \$209,270.71. Mr. Campbell noted that the increased VISA expense was due to the purchase of office furniture for the new staff members. He also noted that the Eministration, LLC expense was due to the purchase of new computers for the office. Mr. Campbell recommended approval of all expenses. The Chairman asked for a motion for approval of the expense report and for the authorization to pay those expenses. Chad Sowell made the motion and Donnie Smith seconded. There was no discussion and the motion was carried unanimously.

Executive Director’s Report:

Financial Statements: Mrs. Missildine reported that the financial reports were located in the board packet behind tab four and reviewed the total assets and liabilities, total revenue and expenses, and payments to ECDs for January and February of 2016. For January 2016, the total liabilities and assets balanced out to \$19,886,258.64, the total revenue was equal to \$8,981,949.73, the total expenses were \$9,149,979.70, the total ECD cash in bank escrow was \$6,791,248.41 and payments to ECDs totaled \$8,693,198.68. For February 2016, the total liabilities and assets balanced out to \$21,812,236.51, the total revenue was equal to \$10,300,646.41, the total expenses were \$8,372,936.68, the total ECD cash in bank escrow was \$7,332,915.08 and payments to ECDs totaled \$8,233,656.78. Mrs. Missildine recommended approval of the financial statements provided by MDA Professional Group. The Chairman called for a motion for the approval of the financial statements. Donnie Smith made the motion and Melissa Dove seconded. Discussion followed and the motion was carried unanimously.

Mrs. Missildine then provided a brief summary of the most recent connections report. She stated that we were not far enough in to 2016 to see any trends, as they cycle through quarterly.

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

Cellular South	\$ 56,249.27	(Phase I - recurring)
<u>Cellular South</u>	<u>\$ 88,415.24</u>	<u>(Phase II - recurring)</u>
Total	\$144,664.51	
Pine Belt	\$ 581.00	(Phase I - recurring)
Pine Belt	\$ 550.00	(Phase II - nonrecurring)
<u>Pine Belt</u>	<u>\$ 9,086.00</u>	<u>(Phase II - recurring)</u>
Total	\$ 10,217.00	

Southern Linc	\$ 89,925.42	(Phase I - recurring)
Southern Linc	\$ 19,570.27	(Phase II - recurring)
Total	\$109,495.69	

Mrs. Missildine sought approval of the payment of the cost recovery reimbursements. The Chairman called for a motion to approve the cost recovery payments. Wayne Hutchens made the motion, Robert Smith seconded. After discussion, the motion was carried unanimously.

Carrier Audit: Mrs. Missildine provided an update on the carrier audit. MST completed the audit just days before the January Board meeting. Mrs. Missildine stated that both she and MDA Professional Group had reviewed the audit. An insert was previously added to the Board packet under tab 5. Group 1 of the audit included seventeen carriers. Group 2 included five random carriers. She stated there was nothing of significance to report. Ralph Dowdy, of MDA Professional Group, added that the connections were becoming more predictable and averaged about 5.5 million per month. The average has been consistent for the past twenty-four months.

The Chairman called for a motion to accept the carrier audit summary. Chad Sowell made the motion, Robert Smith seconded. There was no discussion and the motion was carried unanimously.

Grant Cycle 2: Mrs. Missildine reported that the Finance & Grants Committee had met on March 9th to review the grant applications for this cycle. Five applications were submitted and each one was anonymous in nature and given equal consideration during the meeting. The total for this cycle was \$320,352.81, which fell below the total budget of \$350,000.00. Mrs. Missildine provided a brief description of each application. She also explained that applicant GC2-2016-005 was deemed ineligible by the committee due to the lack of a demonstrated financial need.

The floor was given to Ms. Evelyn Causey to present the Board with the Finance & Grants Committee's recommendation. Ms. Causey explained the evaluation and deliberation process, ending with the committee's recommendation for the following actions:

- GC2-2016-001 Grant Amount of \$141,739.00 To be granted.
- GC2-2016-002 Grant Amount of \$ 48,897.50 To be granted.
- GC2-2016-003 Grant Amount of \$ 19,716.31 To be granted.

Donnie Smith asked for an update on the grant awarded in cycle 1. Mrs. Missildine shared that a status report had been received and the project was moving forward.

The Chairman called for a motion to accept the Committee's recommendation to award grants to applicants 001, 002, and 003. John Nettles made the motion, Donnie Smith seconded. Melissa Dove abstained from voting. The motion was carried unanimously.

Ms. Causey explained that applicant GC2-2016-04 was found compliant, contingent upon the ADECA grant previously awarded in 2014 still being available, making the project financially feasible. The Committee previously consulted with legal counsel, James Sasser, and found that

they could make the grant contingent upon those funds still being available to the applicant. On behalf of the Finance & Grants Committee, Ms. Causey made the following recommendation:

GC-2016-004 Grant Amount of \$110,000.00 To be granted contingent upon the receipt of an ADECA grant in the amount of \$250,000 making the project financially sound.

The Chairman called for a motion to approve Grant GC2-2016-004. Discussion followed. A Greene County Board member gave clarification to several questions asked. He shared that only 9-1-1 employees would work in the new building. Roger Wilson agreed that the applicant needed a new building. Chris Heger made the motion to approve the grant with the above contingency and Robert Smith seconded. Donnie Smith and Melissa Dove abstained from voting. The motion was carried unanimously.

Examiner's Fee and Audit Reports: Mrs. Missildine called the Board's attention to tab seven in the Board packet. She shared a summary of the final invoices for the first two rounds of audits conducted by the Alabama Department of Examiners of Public Accounts. The original contract amount for 2013 was \$857,325.00, with an actual amount of \$717,634.50. The original contract amount for 2014 was \$848,700.00, with an actual amount of \$603,508.50. Both invoices have been paid in full.

Mrs. Missildine shared that she had been in contact with James Hall at the Examiners office to discuss the cost of the audits. The Alabama 9-1-1 Board is currently setting aside \$116,666.67 per month for the cost of the audits. The quote given for the audits to be carried out in FY2015 and FY2016 was \$1,387,000.00. A reserve has been built up in the examiners fund; therefore, Ms. Missildine made a recommendation to reduce the current amount of \$116,666.67 set aside per month to \$62,500.00.

The Chairman called for a motion to adjust the Examiner's Fee withholding from \$116,666.67 to \$62,500.00. Donnie Smith made the motion, Alan Campbell seconded. There was no discussion and the motion was carried unanimously.

Mrs. Missildine provided a summary of all findings. A detailed spreadsheet was included in the Board packet behind tab seven. Mrs. Missildine explained that fifty-eight Districts had no findings. She shared that she would like to develop a list of "best practices" for the Board's approval. This list would act as a tool to help prevent some of these findings in the future. Mr. Blair asked if the list of findings could be added to the Alabama 9-1-1 Board website. Mrs. Missildine assured him that it would be.

Miscellaneous: The Statement of Economic Interests forms will be due on May 2nd. A hard copy will be sent by mail. Mrs. Missildine will have a reminder sent out to the Board members.

A 'Frequently Asked Questions' section has been added to the Alabama 9-1-1 Board website. The office is working towards making the website more user friendly and useful. A 'Board Bio' section will soon be added as well.

ANGEN: Mrs. Missildine gave the floor to John Ellison to provide an update on ANGEN. Mr. Ellison shared statistics for January and February 2016. The call volume for wireless 9-1-1 was 197,309 in January and 194,151 in February. Mr. Ellison explained that busy signals were usually spiked due to wrecks, etc. and probably cannot be avoided. He also noted that long duration calls can sometimes cause a “lock-up”. Donnie Smith left the meeting at 10:55 a.m. and returned at 10:58 a.m.

Mr. Ellison discussed the recent service failure in Houston, Henry, and Geneva Counties. He explained that it was caused by an equipment failure through CenturyLink. The calls were re-routed and no significant problems were reported.

Mr. Campbell asked if there was any guarantee of service or response time for ECD outages. Mr. Fred Johnson responded by stating that the FCC had very specific requirements in place on how to respond to ECD outages. Mr. Ellison added that this subject needed to be addressed in the ANGEN process.

Alabama NG911 RFP Update: Joel McCamley reported that four full proposals and one partial proposal had been received. The full proposals were from AT&T, FairPoint, INdigital, and TCS. The partial proposal was from ECATS – enterprise reporting. The full proposal costs fall into the range of \$8M to \$15M. Some refinement and clarification to those costs will occur during the evaluation process. The members of the evaluation team include Bill Brodeur, Alan Campbell, John Ellison, Larry Fisher, Leah Missildine, and Roger Wilson. The support team includes Joel McCamley, Josh Clemente, and Jim Lockard. Mr. McCamley shared that the team planned to meet weekly by phone. The proposal evaluation phase should be complete by June 2016.

Public Comments: Lon Jones thanked the Board for its support during the Wiregrass outage.

Charlie McNichol introduced himself as the acting director of the Mobile County ECD.

Johnny Isaac, Greene County Board Chairman, introduced himself and thanked the Board for the grant. He assured the Board that the contingencies would be met.

Mrs. Missildine interjected the Public Comments forum to inform the Board of the identity of the grant winners as follows: GC2-2016-001 is Wilcox County; GC2-2016-002 is Montgomery County; GC2-2016-003 is Lawrence County; and GC2-2016-004 is Greene County.

Roger Humphries thanked John Ellison for his ANGEN report.

Marvin McIlwain shared his appreciation for the Board addressing the auditing situation and requested that it continue.

Executive Session: Based on advice from counsel, Donnie Smith made a motion to go into Executive Session for ten minutes to discuss with their attorney the legal ramifications of, and options for, pending litigation. Fred Johnson seconded. The following roll call vote was taken:

Ernie Blair	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Alan Campbell	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Evelyn Causey	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Melissa Dove	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Chris Heger	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Wayne Hutchens	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Fred Johnson	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
John Nettles	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Betty Sanders	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Donnie Smith	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Robert Smith	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Chad Sowell	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Roger Wilson	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent

The motion was carried unanimously and the Board meeting moved to Executive Session at 11:24 a.m. and was estimated to last about ten minutes.

Chris Heger made a motion to exit the Executive Session and Donnie Smith seconded. The Board reconvened at 11:38 a.m.


The Chairman noted the next meeting was May 18th at 10:00 a.m.

Chairman Blair called for a motion to adjourn. Donnie Smith made the motion and Robert Smith seconded. There were no objections and the adjournment of the meeting was so ordered at 11:39 a.m.

Approved this 18th day of MAY, 2016



 SECRETARY/TREASURER



 CHAIRMAN

MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **March 16, 2016 @ 10:00 a.m.**
 Chairman: **Ernie Blair** Location: **1 Commerce Street, Montgomery, AL 36104**
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
Bill Brodeur	Special Projects	Etobah Co. 911	256-955-0911	
Roger Humphrey	Advisory	William 911	(252) 234-0911	rhumphrey@william911.org
John Ellison	Consulting	ELLSON 9-1-1		
Joel McCarty	Prog. Mgr.	911 Authority	814-242-5536	Joel@911authority.com
JOSH CREWENTE	Proj Support	911 Authority	814-574-9535	jcr@P2Solutions.com
Jim Lockard	Project Support	911 Authority	418-400-6465	Jim@lockardsa.com
Josh Yeager	Account Manager	AT&T	334-273-2130	jy@att.com
Tom Jones	Coordinator	City of Enterprise	334-348-2897	Jones.Enterprise@att.net
MARVIN McLELLAN	Coordinator	ASCO Co.	334-899-5242	Same as before
Larry J. Fisher	Dir	City of Montgomery	850-2003	lfisher@montgomeryal.gov
Adam Brown	Communications Administrator	City of Auburn	(334) 501-3401	abrown@auburnala.gov
Kristi Spinkles	Director	CO. CO. E9-11	334-407-4911	kspinkles@cc911ema.com
Shelia McMichael	Acting Director	Mobile 9-1-1	251-312-2348	cmichael@mo911.com

MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **March 16, 2016 @ 10:00 a.m.**
 Chairman: **Ernie Blair** Location: **1 Commerce Street, Montgomery, AL 36104**
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
John J. Esare	Chairman Board	Greene County	337-816-3503	johnny.esare@jagoo.com
Bob Coleman	911 Director	Tuscaloosa County	205-464-8285	rcolman@tuscoco.com
Terry Ryan	Pres.	RPS	256-279-0082	terry.ryan@rps911.com
Caleb Brack	Director	Blount	256-625-4911	caleb@blount-911.org
John Schremsler	Dir.	Centurylink	334-531-8985	john.j.schremsler@centurylink.com
John McArthur	Emergency Services	Stallwood	257-257-4911	johnm@stallwood.com
Greg Siles	911 Director	Blount	205-500-0661	