

ALABAMA 9-1-1 BOARD MEETING
1 Commerce Street
Montgomery, AL 36104
Minutes of 11/18/2015

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 type="checkbox"/> Present <input checked="" type="checkbox"/> Absent |
| John Nettles | <input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent |
| Betty Sanders | <input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent |
| Donnie Smith | <input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent |
| Robert Smith | <input type="checkbox"/> Present <input checked="" 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. Chad Sowell 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 September 2015 meeting. Roger Wilson made the motion and Melissa Dove seconded. There was no discussion and the motion to approve the minutes was carried unanimously.

The Chairman asked for guest introductions.

Expenses

Secretary/Treasurer Alan Campbell presented the Board's expense reports for October with office expenses totaling \$250,953.26, ANGEN expenses totaling \$49,200.90, contract expenses

totaling \$18,538.52, and committee and board member expenses totaling \$278.05. Mr. Campbell noted that about \$227,000 was to the Examiners of Public Accounts and \$63,000 was for liability insurance, which is why the total is higher than usual. Mr. Campbell then presented the Board's expense reports for November with office expenses totaling \$10,337.34, ANGEN expenses totaling \$54,085.00, contract expenses totaling \$34,083.79, and committee and board member expenses totaling \$1,836.47. In summary, October's expenses totaled \$318,970.73 and November's expenses totaled \$100,342.60. 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. Chris Heger made the motion and Roger Wilson seconded. There was no discussion and the motion was carried unanimously.

Executive Director's Report:

The Board's Deputy Director Leah Missildine began the Director's Report by thanking everyone for their phone calls and emails of support over the last month in response to Jason Jackson's health situation.

Financial Statements: Mrs. Missildine reported that the financial reports were located in the board's packet behind tab 4 and reviewed the total assets and liabilities, total revenue and expenses, and payments to ECDs for September and October of 2015. Mrs. Missildine requested approval of the financial statements. The Chairman called for a motion for the approval of the financial statements. Chris Heger made the motion and Chad Sowell seconded. Alan Campbell noted that there was roughly \$1.9 million reserved for payment to the state auditors and asked if that is the anticipated cost of the next fiscal year's audits. Ralph Dowdy answered that it was the 'carry over' from the previous year as well as what is continuing to be placed there for the payment of future bills from the auditors. Mr. Dowdy also noted that the revenue for the month of October was less than normal because the check usually received from the State of Alabama was received later than normal due to issues within the Department of Revenue. That check has since been received and will be shown in the revenue for November. There was no further discussion and the motion was carried unanimously. Mrs. Missildine then called the board's attention to the most recent connections report which is trending close to what is expected.

Cost Recovery: Mrs. Missildine then informed the Board that there was one carrier that submitted a revision, of an increase of \$61.00, to their previously approved cost recovery plan. Mrs. Missildine requested the approval of that revision. After inquiring who the carrier requesting the revisions was, Roger Wilson made the motion to approve the revised plan and Chad Sowell seconded. There was no discussion and the motion was carried unanimously.

Cost Recovery reimbursements for September 30, 2015 that were requested and paid in October are as follows:

Cellular South	\$ 30,417.87	(Phase I – recurring)
Pine Belt	\$ 581.00	(Phase I – recurring)
<u>SouthernLINC</u>	<u>\$109,237.19</u>	<u>(Phase I – recurring)</u>
Phase I Total	\$140,236.06	

Cellular South	\$ 38,359.66	(Phase II – recurring)
Pine Belt	\$ 8,162.00	(Phase II – recurring)
<u>SouthernLINC</u>	<u>\$ 19,553.91</u>	<u>(Phase II – recurring)</u>
Phase II Total	\$ 66,075.57	

Mrs. Missildine sought approval of the payment of the cost recovery reimbursements. The Chairman called for a motion to approve the cost recovery report. Roger Wilson made the motion, Chris Heger seconded, there was no discussion, and the motion was carried unanimously.

Liability Insurance: Mrs. Missildine called the Board’s attention to the Liability Insurance policy for the Board which could be found in the Board packet. The policy was renewed in October and the cost of the policy increased from about \$62,000 to \$63,096.00.

Training Update: Mrs. Missildine informed the Board that all four of the NENA courses offered during last fiscal year came in well under budget and were well attended. Mrs. Missildine noted that there was an overwhelming response to the classes and positive reviews afterwards.

Contract Update: The executed contracts with MDA and John Ellison are included within the packet, as well as the form required by RSA for John Ellison to be able to be paid directly by the Board.

Attorney General's Opinion: Mrs. Missildine noted that the letter Jim Sasser sent to the original inquiring agency in response to the Attorney General’s opinion was included in the Board packet.

Board Work Session: Mrs. Missildine explained that the Board held a work session in October to discuss the Budget and Strategic Plan that were presented in the September board meeting. Mrs. Missildine stated that she had two tasks at the completion of that work session, to rework the strategic plan and reformat the budget to show only 2016. The Board identified five major objectives, during the work session, for the Board and staff and those are: administer the 9-1-1 fund, educate 9-1-1 stakeholders, be an advocate and resource for local ECDs and PSAPs, participate in organizations that impact 9-1-1, and serve as liaison and facilitator for carrier compliance. Mrs. Missildine thanked those who submitted their notes from the meeting to her. In the reworked strategic plan, there is a list of strategies and plans that will help the Board and staff achieve these identified goals. Mrs. Missildine asked that if there were any concerns over the listed strategies or identified goals that they be made known now. The Chairman noted that it was a very productive work session and that it was attended by all members. He also commended Mrs. Missildine of leading that work session well in the absence of the Executive Director. Mrs. Missildine asked that the strategic plan be accepted. Chad Sowell made the motion to accept the strategic plan and Evelyn Causey seconded. There was no discussion and the motion was carried unanimously.

Budget: Mrs. Missildine then called the Board’s attention to the reformatted budget that had been pared down to show only the fiscal year of 2016. Mrs. Missildine noted that there was probably a need of further reformatting in the future as the office and Board grows and matures. Mrs.

Missildine brought some specific things included in the budget to the Board's attention. Those items are: carrier audits which have never been done before but are required by statute, a significant increase in the amount budgeted for legal services based on the amount spent in fiscal year 2015, an increase in the amount budgeted for financial services based on the increased cost of MDA as noted in their renewed contract, as well as the budgeting for a second administrative assistant. Overall, the budget underestimates remittances and overestimates expenses. Mrs. Missildine also noted the carryover from the 2014 and 2015 fiscal years, specifically in training and grants, that can be used in 2016. The Chairman noted that there was a Finance and Grants Committee meeting held earlier this morning to discuss the budget. Evelyn Causey, Chairman of that committee, reported that the committee recommends the approval of the budget as presented. The Chairman entertained a motion for the approval of the budget. Melissa Dove made the motion and Chad Sowell seconded. Alan Campbell asked if there was a plan in place to spend the \$250,000 allocated to training. Mrs. Missildine responded that there is an ambitious plan in place to spend \$234,000 of that on one-day NENA courses, classes on the HITS program, and PST1 APCO courses throughout the year. Mr. Campbell then asked what the \$500,000 allotted to ANGEN miscellaneous expenses were likely to be used for. Mrs. Missildine responded that 9-1-1 Authority, the firm chosen for the RFP formation process, offers optional services, for example contract negotiation, that the Board previously voted to determine at a later time whether or not to use, which could include up to \$332,000 of additional expenses. There was no further discussion, a vote was taken, and the budget was approved unanimously.

Also found in the work session tab, is the example of the request form created for attendance of the Executive or Deputy Director at a meeting that will be added to the website. This form was created upon request of the Board during the work session.

Contract Renewal: Mrs. Missildine noted that legal counsel Jim Sasser's contract is up for renewal at the end of 2015. The contract is very similar to last year's with the update of the dates. There is also a request of a raise increase from \$140 to \$150 per hour, increasing the 'shall not exceed' amount from \$90,000 to \$96,000 per year, and the total cap from \$96,000 to \$102,000. The Chairman called for a motion. Wayne Hutchens made the motion and Melissa Dove seconded. There was no discussion and the motion was carried unanimously.

It was noted that Jim Sasser will handle the submission of his contract, and the contracts for MDA and John Ellison to the contract review board.

ANGEN Update: Mrs. Missildine stated that the statistics compiled by John Ellison are 'seasonal' and that there is nothing of note.

The AAND ANGEN committee met yesterday afternoon to work through and review the RFP. Alan Campbell noted that the draft of the RFP was distributed to those committee members under a Non-Disclosure Agreement and that there was much discussion. Mobile County's IT department had several suggestions to the RFP for the technical side of things which will be submitted to 9-1-1 Authority, LLC.

The final item included in the ANGEN tab was a request from Keven Jenkins of Calhoun County, requesting their connection to ANGEN as soon as possible. Executive Director Jackson

noted that in speaking with both Mr. Jenkins and other directors around the state, that there is an expectation and belief that they could connect and use the ANGEN system. There was some discussion over the fact that there had been a previous decision made by the Board to disconnect all the connections except those engaged in the Wiregrass Project. The Chairman called for a motion to connect Calhoun County, but there was no such motion made. Alan Campbell offered the explanation that the backbone provider in six months is unknown, thus a several year contract should not be signed.

Housekeeping: Mrs. Missildine noted that the monthly report, produced based on the request of the personnel committee, is included. The Board meetings will continue on the every-other-month cycle and those tentative dates are included in the packet as well as the office holidays for the 2016 calendar year. Mrs. Missildine asked the Board if they would also like to go ahead and set tentative dates for committee meetings or if they would like to continue the current process of setting those up as needed. It was decided that the committees will, as much as possible, use the tentative dates noted in the packet, which are the third Wednesdays of the months without a Board meeting, as the date for any committee meetings that are needed.

Grant Update: Mrs. Missildine noted that due to the weather, the representative from Pickens County could not make it to the meeting to receive their grant check in person, but that the contract has been signed and the check will be sent as soon as possible.

Sunset Hearing: The Chairman noted that the Sunset Committee hearing for the Board was held last month and commended Mrs. Missildine on a job well done representing the Board with such short notice that Mr. Jackson would be unable to attend. The Chairman also noted that both he and Mr. Jackson's received great results from their most recent doctor's appointments. The Chairman noted that there will be no report from the Sunset Committee until the next legislative session. Jason Jackson noted that he had learned that this was the only new board to go before the Sunset Committee that did not have a finding. Mrs. Missildine noted that it was clear that the Sunset Committee is interested in 9-1-1, but that public education does need to be addressed as well as determining what the public expects out of 9-1-1.

Litigation Update: Jim Sasser updated the board on the lawsuits between ooma, Inc. and iWireless. Mr. Sasser noted that iWireless has been served but ooma, Inc. has not yet been served. iWireless was also given the findings when served and they now have 30 days to respond.

Public Comments:

Gary Tanner expressed that Senator Figures of the Sunset Committee was very pleased with her 9-1-1 service.

Additional Comments from Staff:

Jason Jackson addressed the Board and attendees and thanked them for their thoughts and prayers throughout his treatment for an aneurysm and then subsequent pneumonia. Mr. Jackson noted that he also lost his grandmother during his absence. Mr. Jackson noted that this was an interesting time and a time of reflection for him and his family and stated that he feels "that it is in the best interest of the 9-1-1 community, and this board, and most importantly [his] family,

that [his] time here is done." He gave his notice of resignation effective December 11th and thanked the Board for the opportunity to work with them. He noted that he has learned many lessons here that he will carry forward and hopes that he has given the Board as much as they have given him. The Chairman thanked him for his service, and recommended that Leah Missildine be appointed to interim Executive Director. Chad Sowell made that motion and Roger Wilson seconded. Alan Campbell questioned if that would be effective December 11th. The Chairman answered that it would. There was no further discussion, a vote was taken, and the motion was carried unanimously.

The Chairman continued by thanking Mr. Jackson for the progress that he made with the Board and agreed that Mr. Jackson must do what he needs to for his family. Evelyn Causey noted that the foundation set by Mr. Jackson, as well as his hard work and contributions, will go on for many years.

Larry Fisher thanked Mr. Jackson for the work he has done and stated that he felt Mr. Jackson did a fantastic job and that he will be missed.

Lon Jones extended his gratitude to Mr. Jackson for his help in furthering the Wiregrass Project by organizing vendors, etc. He further wished Mr. Jackson and his family well.

The Chairman called for a motion to adjourn. Chad Sowell made the motion and Melissa Dove seconded. There were no objections and the adjournment of the meeting was so ordered at 10:48 a.m.

Approved this 20th day of January, 2016


SECRETARY/TREASURER


CHAIRMAN

that [his] time here is done.” He gave his notice of resignation effective December 11th and thanked the Board for the opportunity to work with them. He noted that he has learned many lessons here that he will carry forward and hopes that he has given the Board as much as they have given him. The Chairman thanked him for his service, and recommended that Leah Missildine be appointed to interim Executive Director. Chad Sowell made that motion and Roger Wilson seconded. Alan Campbell questioned if that would be effective December 11th. The Chairman answered that it would. There was no further discussion, a vote was taken, and the motion was carried unanimously.

The Chairman continued by thanking Mr. Jackson for the progress that he made with the Board and agreed that Mr. Jackson must do what he needs to for his family. Evelyn Causey noted that the foundation set by Mr. Jackson, as well as his hard work and contributions, will go on for many years.

Larry Fisher thanked Mr. Jackson for the work he has done and stated that he felt Mr. Jackson did a fantastic job and that he will be missed.

Lon Jones extended his gratitude to Mr. Jackson for his help in furthering the Wiregrass Project by organizing vendors, etc. He further wished Mr. Jackson and his family well.

The Chairman called for a motion to adjourn. Chad Sowell made the motion and Melissa Dove seconded. There were no objections and the adjournment of the meeting was so ordered at 10:48 a.m.

Approved this 20th day of January, 2010



SECRETARY/TREASURER

CHAIRMAN

MEETING SIGN-IN SHEET

Agency: **Alabama 9-1-1 Board** Date/Time: **November 18, 2015 @ 10:00 AM**
 Chairman: **Ernie Blair** Location: **1 Commerce Street, Montgomery, AL 36104**
 Type: **Regular** Purpose: **Board Meeting**

Name	Title	Agency/Company	Phone	E-Mail
Roger Humphrey	Adm. Mgr.	Colman Co 911	256-795-2999	erh11911@a25.com
Adam Brown	Comm Administrator	City of Auburn	(334) 501-3101	abrown@auburnalabama.org
Vicki Kennedy	Director	Talladega County 911	256-741-9115	vkennedy@talladega911.org
Bill Brodeur	Special Projects	Brodeur Consulting	256-458-3911	JAMES.PATTERSON@ALEA.GOV
JAMES PATTERSON	ALEA	JAMES, PATTERSON @ALEA, ADV	(334) 740-0325	PLEIA.GOV
Larry Fisher	Director	City of Montgomery	740-2111	lfisher@montgomeryal.gov
Brent Fox	Act Team	AT&T	651-8801	bf1105@att.com
Ashley Cook	Planning/Economic Development Specialist	ALEA	(334) 517-2824	ashley.cook@alea.gov
Mark Fortner	VP	RPS	256 508 4326	mark.fortner@RPS511.com
Nick Halloran	Acorn & Executive	Smart 911	617-695-1838	NHalloran@ninemobilesafety.com
Josh Yeager	Acct Team	AT&T	334 233-2136	jyphi4k@att.com
Lon E. Jones	911 Coordinator	City of Enterprise 911	334-348-267	ljones@enterprise911.com
Rob Coleman	911 Director	Tuscaloosa County	205-488-8284	rc Coleman@tuscco.com

