

ALABAMA 9-1-1 BOARD MEETING
1 Commerce Street
Montgomery, AL 36104
Minutes of 9/20/2017

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 Mrs. Dana Grubbs, Administrative Assistant.

A quorum was established. Mr. Fred Johnson, Chairman of the Board, called the meeting to order at 10:00 a.m.

The roll was called as follows by Mr. Larry Fisher, Secretary/Treasurer of the Board:

Alan Campbell, Vice Chair	<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
Larry Fisher, Secretary/Treasurer	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chris Heger	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Wayne Hutchens	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Fred Johnson, Chair	<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 type="checkbox"/> Present <input checked="" type="checkbox"/> Absent

Mr. Johnson noted Mr. Roger Wilson's absence and reported that since the previous Board meeting in July 2017 that Mr. Roger Wilson had passed away.

Mr. Johnson also reported that he had authored a letter, on behalf of the Board, addressed to Mr. Roger Wilson's family recognizing his contribution to this Board, his work, and his service to the implementation of the Alabama 9-1-1 Board.

Mr. Johnson called for the unanimous consent for the approval of the agenda. There were no objections and the adoption of the agenda was so ordered.

Mr. Johnson called for unanimous consent for the approval of the minutes from the July 19, 2017 Board meeting. Mrs. Melissa Dove and Mr. Wayne Hutchens abstained due to their absence from the meeting. There were no objections and the adoption of the minutes was so ordered.

Mr. Johnson asked for guest introductions.

Director's Report:

Mrs. Missildine began her report with reviewing the D & O Insurance renewal for the Board. The renewal quote was received offering the same coverage at a premium rate that is in line with the previous year. The current policy expires on October 10, 2017. Mrs. Missildine offered her recommendation to the Board for renewal of this policy. Mr. Johnson asked for General Counsel to the Board, Mr. Jim Sasser's opinion on the need for private insurance. Mr. Sasser expressed his satisfaction with this policy and confirmed the need for this policy given the nature of this agency. Mr. Johnson called for the unanimous consent for the approval of the D & O Insurance policy renewal. There were no objections and the approval was so ordered.

Mrs. Missildine continued her report with an accounting transition update. She stated that there were no major changes to report and that with the progress of the transition she feels that the change has produced some positive results. She also reported that in an attempt to become more aligned with the Administrative rules providers were contacted about their remittance methods. According to the rule, all providers should be remitting via ACH. There are currently 120 providers that are remitting by check and some providers are encountering issues with changing to ACH. The staff is handling those issues on a case-by-case basis and working with the providers to help this process. She also reported that another focus of the staff is to ensure that all funds are designated as wireless or other revenues so that the distribution of funds can be accurate beginning October 1. The providers have been given a September 30, 2017 deadline of reporting the designation of funds.

Mrs. Missildine mentioned the item of possibly investing some of the ANGEN/Cost Recovery account, which was brought up at the last Finance Committee meeting. She stated that the Finance Committee will be tasked with investigating possible options for investment and that it may be prudent of the Board to attempt to produce more revenue.

Mrs. Missildine continued her report with a contract review update. She reported that she met with Representative Williams, Chair of the Contract Review Committee, on Wednesday, September 13, where she presented the contract for audit services with Warren Averett. The Contract Review Committee met on Thursday, September 14 and favorably reviewed the contract. Upon receipt of the signed review, the staff will be moving forward with the audit with Warren Averett.

Mrs. Missildine reported on the progress of the Statewide EMD Protocol. The Office of EMS has made good progress on reviewing the content by their staff physicians. She stated that she has encouraged a response from them in hopes that she can present the material to the Board at the November Board meeting.

Mrs. Missildine shared with the Board several planned training courses that have been scheduled:

- CTO – Athens – September 26-28, 2017
- CMCP – Mobile – November 13-17, 2017

Both courses are being sponsored by the Board and have been well received by the Districts. She also reported that there are a number of agencies that continue to enroll into the HITS program.

Mrs. Missildine also discussed the Board appointments that are considered outstanding. She stated that ACCA along with AAND will caucus in December and have decided to wait until that time to make nominations for the vacant seat for District 4. Mr. Johnson added that his authored a letter to the Governor addressing the appointments of John Nettles, Evelyn Causey, Fred Johnson, and Robert Smith as well as the vacancy for District 4.

Mrs. Missildine updated the Board on the latest activity with the ongoing Examiner's Audit of the Board. She reported that we are still awaiting the actual Audit Report and will await the issuance of said report before entertaining policy changes with the appropriate committee. Mr. Johnson added that the Examiner's did deem that certain travel policies were inappropriate, despite the Board's disagreement, and that the Examiner's opinion is not expected to change; therefore, practical measures have been taken by staff to address these. Mr. Johnson also stated that Mrs. Missildine reimbursed the Board in full for the approved travel expenses in question by the Examiner's.

Mrs. Missildine continued the Director's Report with a list of upcoming events. The events are subject to change and include, but are not necessarily limited to:

- 10/9 Columbus Day
- 10/15-18 ALNENA Gulf Coast Conference (Orange Beach)
- 11/2-3 AL APCO Two-Day Workshop (Orange Beach)

Mrs. Missildine reported that the Board will play a large role in the upcoming Gulf Coast Conference. She also indicated that she may need to schedule a Technical Committee meeting prior to the November Board meeting.

Mrs. Missildine concluded her report by discussing the ECD Audit Reports. She reported that we are in the final stages of receiving the Audit Reports for the second round of reports completed by the Examiners. We currently have 70 reports and are awaiting the remaining 18. Out of the 70 reports received, there are 15 Districts that have findings. She added that with each Round, the types as well as incidents of findings are decreasing.

Financial Report:

Mr. Ron Cooley, the Board's Financial Analyst, provided the Board with the financial reports for July 2017, August 2017 and the Year-To-Date. He presented the Board with a series of financial statements that included all accounts as well as individual accounts.

Mr. Cooley provided a report on 2017 Cost Recovery reimbursement requests as submitted by program participants. Cost Recovery reimbursements requested and paid in September 2017 are as follows:

Cellular South	
9/30/17 Phase I – Recurring	\$ 16,403.32
9/30/17 Phase II – Recurring	\$ 48,914.16
Pine Belt Wireless	
9/30/17 Phase I – Recurring	\$ 1,743.00
9/30/17 Phase II – Recurring	\$ 28,886.00
SouthernLinc	
9/30/17 Phase I – Recurring	\$105,632.24
9/30/17 Phase II – Recurring	\$ 18,280.20

Mr. Cooley reported that the total amount of requested reimbursements is \$219,858.92 and this amount falls within the approved plans.

Mr. Johnson called for a motion to accept the financial report as presented and to approve the Cost Recovery amounts presented. Mrs. Dove made the motion, Mr. Smith seconded. Mr. Nettles abstained from voting as it applies to the approval of Cost Recovery funds for Pine Belt Wireless.

Discussion followed regarding the amount of remaining Cost Recovery funds after September 30. Mr. Campbell asked the question about the requirements of the carrier to request these funds and the timeline definition. Mrs. Missildine explained that previously the plan approval process had been handled by the outside accounting firm and there has not been a defined timeline for the carriers to seek reimbursement. She stated that Sprint will only request reimbursement on a quarterly basis and they have only requested about 50% of their approved FY17 plan so far. She suggested that the Technical Committee consider creating a timeline to guide requests. There was no further discussion nor objections; therefore, the financial report was accepted and the Cost Recovery reimbursement requests were approved as presented.

ANGEN Report:

Mrs. Missildine began the ANGEN report by sharing with the Board that the wireless call volume that is transported by ANGEN is tracking less than the previous two years. She then gave the floor to Mrs. Sara Weston of 911 Authority, LLC, Consultant to the Board, who was followed by Mr. Eric Hartman, Executive Vice President of INdigital.

Mrs. Weston presented the ANGEN Monthly Project Reviews. The reviews included a summary of deliverables, activities, travel, and action items for the months of July, August, September and October. Activities included work on PSAP FAQs, PSAP surveys and interview strategy, tracking inquiries regarding ANGEN, review of the State Plan, planning for information sessions at the Gulf Coast conference, and stakeholder meetings with various PSAPs. Mrs. Weston reported the meeting with the Wiregrass was very productive and included a lot of information sharing, she also reported that the equipment had been installed in the data centers in Huntsville and Montgomery, and that the INdigital test plan had been submitted and reviewed. Testing had

begun and is going well. She shared that the Gulf Coast Conference will have a room dedicated to ANGEN. They will be presenting four sessions each afternoon that will include:

- 1) an ANGEN overview, details of what to expect during implementation, and the different components of ANGEN,
- 2) feature demos,
- 3) a 9-1-1 Board roundtable session designed to give local PSAPs access to the Board, and
- 4) one-on-one sessions with PSAPs.

Mrs. Missildine added that these education sessions were developed based on the requests of the Districts.

Mrs. Weston continued her report with review of ANGEN items to come which included continued planning with INdigital, continued work on and refining the PSAP cutover strategies, and reviewing the PSAP information surveys. Mrs. Weston also reported that work would continue on developing network onboarding guidelines which will be needed in the future. Mrs. Missildine added that NASA, Redstone Arsenal, and ALEA have all expressed an interest in connecting to the ANGEN network, which gives emphasis to why the guidelines are needed.

Mr. Eric Hartman, presented INdigital's Q-2 Alabama ANGEN 9-1-1 Report for the reporting interval ending September 20, 2017. The data included an overview of progress for AL G-17 ESInet along with an update on industry stakeholders. Mr. Hartman also reported on the Bandwidth conversion and explained the processes that are in place and actions that are scheduled to take place.

Before proceeding to the Legal Report, Mr. Johnson stated that he had asked Mr. Sasser to include in his report today his comments on the Governor's Executive Order regarding lobbyists and this Board, Mr. Johnson also reported that he will call for an Executive Session during the Legal Report.

Legal Report:

Mr. James Sasser, General Counsel to the Board, reported on Executive Order 706 that was issued in July 2017 by Governor Ivey. There are currently two members on the Board that the Order is applicable to. Mr. Sasser reported that he had spoken with Brian Taylor, Legal Advisor to the Governor, and this Order would apply to every agency in the State of Alabama under the Executive Branch. He also reported that currently sitting Board members would be allowed to serve the remainder of their term and the Order would then be in effect for any new appointments.

Mr. Sasser stated that he had a report on I-Wireless which involved ongoing litigation and was subject to Executive Session.

Executive Session:

Based on advice from General Counsel, Mr. Johnson called for a motion to convene in Executive Session to discuss ongoing litigation with I-Wireless. The Executive Session was estimated to

last approximately 10 minutes. Mr. Smith made the motion, Mr. Hutchens seconded. The following roll call vote was taken:

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
Larry Fisher	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Chris Heger	<input type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input checked="" 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 type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input checked="" 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
Ryan Welty	<input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Roger Wilson	<input type="checkbox"/> Yea <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent

There were no objections and the Board meeting moved into Executive Session at 11:06 a.m. and was estimated to last approximately 10 minutes.

The Board meeting reconvened at 11:19 a.m.

Committee Reports:

Finance Committee: Mr. Larry Fisher, Committee Chair, began the Finance Committee report by sharing that the Committee met Wednesday, September 13, 2017 at 9:00 a.m., he then turned the floor over to Mrs. Leah Missildine, Executive Director.

Mrs. Missildine began the report with a review of the proposed budget for FY2018. There was some discussion. Mrs. Causey added that this new format allows for better allocation and the figures represent a more accurate depiction of the budget. Mr. Johnson called for unanimous consent to accept and approve the proposed budget as presented. There were no objections; therefore, the committee report was accepted and the FY2018 budget approved.

Mr. Cooley continued the Finance Committee report with the presentation of a capitalization policy, to be implemented on October 1, 2017. He stated his desire for a uniform procedure for setting up fixed assets and this policy would ensure that. The recommendation, on behalf of the Finance Committee, was to set the amount at \$1,000.00. Mr. Johnson called for a motion to accept the recommendation. Mr. Hutchens made the motion, Mr. Sowell seconded. Discussion followed. Mr. Campbell made a motion to amend the recommendation from \$1,000.00 to

\$5,000.00. Mrs. Dove seconded. There were no objections; therefore, the motion to approve the Capitalization Policy as amended was so ordered.

Mrs. Missildine recommended to the Board the distribution and allocation of funds in various accounts. The recommendations were:

- To distribute the balance in the Examiners to the Emergency Communication Districts (ECDs) by population equaling \$788,770.76,
- To declare a portion of the FY17's Cost Recovery/ANGEN balance as excess and distribute to the Emergency Communication Districts (ECDs) by population equaling \$967,842.40, and
- Allocate a portion of the balance of the Operating Account for the Training and Grant Programs, specifically citing that ANGEN-readiness should be a priority among the Committee in evaluating any grant applications from ECDs equaling \$1,726,584.67.

Mrs. Missildine also included in the recommendation a change in the name of the "payroll account" that is currently not being used to a Training and Grants Account designation and use it accordingly.

Mr. Johnson called for a motion to adopt the recommendations and authorize the distributions and allocations accordingly. Mrs. Causey made the motion, Mr. Smith seconded. Discussion followed. The discussion also included a forecast of the 9-1-1 Fund, which is based on an average of \$9,450,000.00 for distribution each month as is represented below:

Collections available for distribution [§11-98-5.2(a)]	\$ 9,450,000.00
Administrative Allowance [§11-98-5.2(b)]	\$ (94,500.00)
Reserve for Dept of Examiners of Public Accounts Fees [§11-98-15]	\$ (50,085.00)
Reserve from CMRS Providers [§11-98-5.2(b)(7)]	\$ (1,323,000.00)
Amount to be Distributed to Districts	\$ 7,982,415.00
Monthly Base Distribution Amount	\$ 5,546,473.07
Remaining Amount to be Distributed by Population	\$ 2,435,941.93

Mr. Welty stated that he was uncomfortable with the third item in the distribution and allocation of funds list and the \$1.7 million dollar amount in light of some Districts not being made whole in any given month. Mr. Welty also recommended that the \$1,726,584.67 amount be amended to \$1,500,000.00. Mr. Welty made the motion to amend the previous motion and change the allocation amount to the Training and Grants Programs to \$1,500,000.00, Mrs. Dove seconded. Discussion followed to address the designation of the remaining \$226,584.67, which will remain in the account for future use to make Districts whole as needed.

Mr. Johnson called for the unanimous consent to approve the motion to amend the Training and Grants Programs amount of \$1,726,584.67 to \$1,500,000.00. There were no objections; therefore, the motion carried.

Mr. Johnson then called for the unanimous consent to adopt the three recommendations as amended, to include the designation of the Payroll Account to \$1,500,000.00. There were no objections; therefore, the recommendations were approved as amended.

Mrs. Missildine continued the Finance Committee report with a question to Mr. Sasser regarding Resolution 1. She asked Mr. Sasser if there was any action required of the Board to reconcile stopping the \$6.5 million as the set amount in Resolution 1 to taking the 20% of CMRS provider remittances as per the statute, specifically §11-98-5.2(b)(7). There was discussion regarding the actions required by the Board regarding Resolution 1, if any, and if the actions that had been taken earlier in the meeting had achieved any necessary action. It was decided that the actions taken earlier in the meeting did not impact Resolution 1. Mr. Welty made a motion to refer the issue of how to handle Resolution 1 to the Finance Committee. There was no second. Discussion continued. Mr. Campbell asked Mr. Sasser for clarification of Resolution 1, which set a cap for the Cost Recovery withholding at \$6.5 million annually and declared excess for distribution back to the Districts. Mr. Campbell further questioned Mr. Sasser if an action to repeal Resolution 1 needed to come as a motion from the Board. Further discussion included Mr. Johnson asking the urgency of the matter, to which Mrs. Missildine and Mr. Cooley both explained that the decision could not wait until the November Board meeting, as it affected the distribution beginning October 1. Mr. Welty withdrew his motion for referral to the Finance Committee.

Mr. Johnson then requested the pleasure of the Board whether to dedicate the time today to finish the discussion or to call a special meeting. In consideration of a Special Called meeting, the date most accommodating for attendance was Wednesday, September 27, 2017 at 10:00 a.m. Mr. Sowell made the motion to call for a Special Called Board meeting on said date and time, Mr. Hutchens seconded. Mr. Johnson called for the unanimous consent for a Special Called Board meeting to address compliance with statute regarding Cost Recovery to be held Wednesday, September 27, 2017 at 10:00 a.m. There were no objections; therefore, the motion was carried.

Mr. Johnson specifically requested the question, "Is there the need for the Board to address this through an Administrative Rule or Procedure?" be asked and answered in the duration of the Special Called meeting.

On behalf of the Finance Committee, Mrs. Missildine concluded the committee report with a recommendation to the Board to adopt the updated population data beginning October 1, 2017. Mr. Campbell made the motion to adopt the population data, Mr. Smith seconded. Discussion followed. Mrs. Dove expressed her concern for the decline in the numbers. Mr. Johnson called for the unanimous consent to adopt the updated population data. The motion was carried with opposition from Mrs. Dove.

Executive Committee: Mr. Johnson reported on the Executive Committee meeting that was held today at 8:30 a.m. for the purpose of performing the performance evaluation of the Executive Director. He reported that the committee members had submitted a list of questions to Mrs. Missildine, the purpose of which was to ensure that the Board's expectations as well as Mrs. Missildine's expectations were aligned. It was found that all expectations had been met and exceeded. He also cited several reasons that emphasize her excellent performance which include: recruited and developed a staff that serves the Board very well, her oversight and leadership of

the ANGEN project, building and maintenance of good relationships with critical stakeholders, and her participation in the development of both short and long-term goals to ensure that the Board operates according to the statute. It is the recommendation of the Board that Mrs. Missildine be granted a 2-step change in pay, moving her to Step 4 of Grade 19 to be retroactive to August 1, 2017. Mr. Johnson called for the unanimous consent to adopt the Executive Committee report. There were no objections; therefore, the report was adopted.

Public Comments:

Mr. Blue addressed the Board and expressed his concern for smaller counties and the decline in population and asked that they consider administrative action to recommend legislative changes regarding the distribution by population.

Officer Elections:

Mr. Johnson expressed his appreciation for the opportunity to serve as the Board Chair, he then asked for nominations from the floor for Officer Elections.

Upon nominations duly made, the following were qualified and elected:

Larry Fisher: Secretary/Treasurer

Evelyn Causey: Vice Chair

Alan Campbell: Chair

Adjournment:

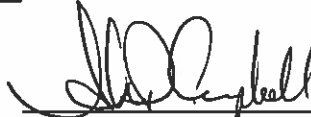
A Special Called meeting will be held September 27, 2017 at 10:00 a.m. The next scheduled meeting will be held November 15, 2017 at 10:00 a.m.

Mr. Johnson called for a motion to adjourn. The motion was made by Mr. Sowell, and seconded by Mr. Welty. There were no objections and the adjournment of the meeting was so ordered at 12:34 p.m.

Approved this 15th day of November, 2017



 SECRETARY/TREASURER



 CHAIRMAN

MEETING SIGN-IN SHEET

Agency: Alabama 9-1-1 Board **Date/Time:** September 20, 2017 10:00am
Chairman: Fred Johnson **Location:** 1 Commerce Street, Ste. 620, Montgomery, AL 36104
Type: Regular **Purpose:** Board Meeting

Name	Title	Agency/Company
Roger Humphrey	911 Advisor	Cullman Co 911
Bill Brodeur	Special Projects	ETOWAH CO 911
ERNIE BLAIR	CEO	HSV-MADCO 9-1-1
Chad Sawell	911 Director	Henry Co. 911
Larry J. Fisher	Board Member	City of Montgomery ECD
CHRISCE M. BLUE, III	COOPERATOR	BULLOCK CO. 911
Mark Forthner		INDUS, FL
Jon Whirlledge		INDIGITAL
Tim WEBB	DIRECTOR	WINSTON CO 911
Eric Hartman		INDIGITAL
Ad Campbell	Board Member	
Melissa Dove	Board Member	Wilcox Co. 911
DJ AS	BOARD MEETING	MORGAN CO 911

MEETING SIGN-IN SHEET

Agency: Alabama 9-1-1 Board

Date/Time: September 20, 2017 10:00am

Chairman: Fred Johnson

Location: 1 Commerce Street, Ste. 620, Montgomery, AL 36104

Type: Regular

Purpose: Board Meeting

Name	Title	Agency/Company
Robert L. Smith	Board Member	ACTA / Church Comm
Wayne Hutchens	"	AT&T
John Nettis	"	Pine Belt
Fred Johnson	"	FTC
Lon E Jones	911 Coordinator	City of Enterprise
Josh Yeager	Account Manager	AT&T
Michelle Pugreen	Principal consultant	AT&T
Jeanne Martin	Jeannette LLC	
Melissa Carpenter	Director	Autauga 911
Johnny L. Isaac	Chairman	Greene 911
Erilyn Causey	Director	HTC
Joel V. McCamley	Consultant	911 Authority
Sara Weston	Consultant	911 Authority