

9-1-1 SUBCOMMITTEE

DECEMBER 20, 2018
10:00AM

DEPARTMENT OF MILITARY AFFAIRS
2400 WRIGHT STREET, MADISON, WI
ROOM 230

MEETING MINUTES

1. Meeting was called to order at 10:02 AM by Chair Bob Frank.
2. Quorum was established with 15/19 members present. Present in person: Bob Frank, Marcie Rainbolt, Sheriff Mark Podoll, Joseph Nash, John Dejung, Rodney Olson, Jean Pauk, Molly Boss (for Tom Czaja), and Danielle Miller. Present via Teleconference: Kristina Page, Kathleen Whitbeck, Scott Behn, Doug Wenzlaf, Fire Chief Robert Whitaker, and Andy Faust.
3. Review and approval of October 25, 2018 Meeting Minutes
Motion to approve by Rainbolt. Seconded by Dejung. Unanimous approval.
4. Old Business
 - A. Membership Updates
 - Dejung reported that Dane County was anticipated to approve the county resolution for the legislature to provide \$7 million in additional NG911 funding for Public Safety Answering Points (PSAPs). Chair Frank confirmed that Crawford County had already passed the same resolution and that the Wisconsin Counties Association (WCA) is keeping a list of those counties who have passed the resolution.
 - B. DMA/OEC Update
 - Boss announced that the Wisconsin Department of Administration (DOA) notified state agencies that requests for proposals (RFPs) that had not yet reached their due date were cancelled as of November 27, 2018, which included the Statewide Radio RFP. This does not impact the ESInet RFI or eventual RFP.
 - OEC is continuing to make final edits to the Interoperability Legislative Report and will make that available after it is submitted.
 - C. Procurement Update
 - Jimenez reported that 911 Authority LLC is working on a summary of the ESInet RFIs and staff has invited some respondents to present in January.
5. New Business
 - A. Consultant Tasks Project Update
 - Jim Lockard, Joel McCamley and Barry Ritter from 911 Authority LLC were introduced at the meeting and provided a progress report including current status, tasks in progress, survey information, initial data points that had been collected, and upcoming activities. Members of the project team visited six PSAPs, with plans to visit others in the coming months. The three tasks scheduled for the near future include:

- Task 1 encompasses analysis, reporting, and forecasting. Task 1 includes RFI reviews, vendor presentations, lifecycle cost analyses, and financial reports to determine funding needed to upgrade PSAPs.
- Task 2 includes preparing recommendations for the federal 911 Grant Program along with outreach to tribal organizations.
- Task 3 involves finalizing and distributing the Statewide 911 System Assessment Survey along with creating a report on primary and secondary PSAPs which will identify current 911 capabilities. The System Assessment Survey will be addressed at the regional meetings with PSAPs, which are scheduled for January 28 to February 1, 2019. These meetings will give PSAP representatives an opportunity to get clarification on the survey questions which will assure more accurate data being returned.
- 911 Authority LLC found that of the six PSAPs that had already been visited for initial information gathering, four of the PSAPs have qualifying NG911 capable customer premises equipment (CPE).
- There was discussion regarding how to maintain PSAP data once it has been collected. It was acknowledged that this should be a discussion topic at future meetings.
- Subcommittee members stressed the importance of addressing the needs of smaller PSAPs in rural communities.
- Jimenez stated that population will be considered in those instances where the PSAP may not have accurate call volume data. A recommendation was made that the telecom vendors may be able to provide data that some smaller PSAPs may not have access to.

B. 911 Telecommunications System Assessment Discussion

1) Review and possible action on the 911 System Assessment Report topics

- Chair Frank stated that the Dispatcher Assisted CPR group has collected PSAP data and he will work with that group to determine how much of that data could be shared between the two agencies. Jimenez stated that the assessment's elements are robust and have covered everything that is statutorily required by the Subcommittee. There was discussion regarding consolidation based on the Subcommittee duties outlined in the statute and how to address that with PSAPs without causing undue concern, along with considering that the current goal is data collection. The Subcommittee decided not to address consolidation within the system assessment.

Motion made by Dejung to accept the proposed WI 911 System Assessment Elements as is, without mention of consolidation, knowing that the Subcommittee will need to address consolidation at some point in the future. Seconded by Page. Unanimous approval.

2) Review and possible action on the 911 System Assessment Survey

After discussion the Subcommittee requested the following revisions:

- Number 7 - remove '(secondary PSAPs)' verbiage and if respondent answers 'Yes' there would be a descriptive box to enter additional information, including the type of call transfer.
- Add a question related to the geographical area covered by a PSAP.
- Number 24 – add 'Purchase Hosted/Cloud based' as an option.
- Number 25 – Change to “Regardless of what the state is doing, do you have any current plans to replace or upgrade your CPE in the next 12-24 months” with a yes or no answer. If answer is “Yes”, then ask an additional question, “How will the upgrade be funded?” and provide a text box for answer.
- Number 26 – add option of “Number of combined trunks”.

- Number 27 – create separate boxes for primary/active positions and backup and training positions with a box for recipient to enter a number.
- Number 36 – add “as needed” option with a text box for them to describe what that means to them.
- Number 37 – add “(Date or comment)” after the sentence.
- Number 38 – this question will need to be reworked and reviewed.

Motion made by Miller to allow 911 Authority to revise the questions based on the recommendations made by the Subcommittee. Seconded by Dejung. Unanimous approval.

The survey will be addressed at the upcoming regional meetings. The system assessment is anticipated to be completed in May 2019 and will be presented to the Subcommittee at the June meeting.

C. Review of Federal 911 Grant Program Survey results and Discussion on 9-1-1 Funding were tabled for the next meeting.

D. Other New Business

Chair Frank created a 911 Subcommittee Recap which was distributed to Subcommittee members and shows what the Subcommittee accomplished in 2018.

6. There was no public comment.

7. Determine 2019 Meeting Schedule

Next meeting will be held on Thursday March 7, 2019 at 10:00 AM at Department of Military Affairs.

8. Meeting adjourned at 12:13 PM.

Motion to adjourn by Dejung. Seconded by Podoll. Unanimous approval.

Respectfully Submitted,
Melinda Landon
DMA/OEC