

## MEMORANDUM FOR THE RECORD

DATE: May 16th, 2017  
Room 417, Dennis Building  
10:00am

SUBJECT: Minutes of SC CMRS Emergency Telephone Advisory Committee Meeting

ATTENDEES: Committee Members – Jim Lake (PSAP Rep.), David Morrison (RFA), Jack Maguire (Consumer Rep.), Ben Spearman (Wireline Rep.) by telephone, Ted Creech – (Wireless Rep.), Dent Adams – (Wireless Rep.), Katie Morgan (RFA Appointment). Staff – Amy Simpson (RFA) Guests – Josh Morton – Saluda, Elaine Golden – Calhoun, Bill Davidson – Century Link. Phone Guests – Jeff Holshouser – Airbus, Lee Canipe – Frontier, Greg Ellenburg – AT&T, Len Kowalski – MCP, Cody Odom – Clarendon, Anthony Mack – Clarendon, Sandy Purdy – Anderson, Dwayne Huggins – Lee, Sonny McRae – Dillon, Sharmel Miller – Abbeville, Tasha Todd – Pickens, Rick Blackwell – Greenville, Dana Tarlton – Chesterfield.

1. Chairman Lake welcomed everyone to the meeting and took roll call.
2. Approval of the minutes from the meeting on April 18th, 2017.  
~ Dent Adams made a motion to approve the minutes, Jack Maguire 2<sup>nd</sup> the motion. All voted aye, and the minutes were approved.
3. ESInet RFP Expectations  
~ At the last CMRS Committee meeting, RFA Executive Director Frank Rainwater advised the Committee that his office was moving forward with developing an RFP to hire a consultant to assist in developing an RFP to design the ESInet. The Committee and PSAP's were asked to provide input.
  - \*What resources have other states used to write their ESInet RFP? – David Morrison will investigate and follow up.
  - \*The Consultant would have to have experience in writing an RFP (ESInet preferred) as well as an understanding of the procurement process in South Carolina and have a technical background.
  - \*The Consultant shouldn't "design" the ESInet but include South Carolina requirements for building our ESInet.
  - \*Assist with the evaluation of the proposal submissions.
  - \*Develop evaluation tools and requirements.
  - \*Must have proven experience with ESInet implementations.
  - \*The Consultant that assists in developing the RFP cannot be the vendor providing the ESInet.
  - \*Chairman Lake asked David Morrison to get a timeframe on when RFA expects to put out the RFP for the purposes of hiring the Consultant who will assist with the development of an RFP to design the ESInet and have that information at the next CMRS meeting.
4. GIS Incentives  
~ David Morrison opened the discussion talking about the GIS sub-committee that meets once a month collecting data on counties in South Carolina to determine what mapping layers they have and are using in dispatch in an effort to gauge how far along we are and how far we have to go. The purpose of this agenda item was to keep the CMRS Committee informed and up to date as recommendations from the GIS Sub-committee are expected.
  - \*By comparison, there are some counties in great shape and others that don't have the personnel and/or expertise to get their data where they need to be for NG911.

**\*Mr. Morrison provided the following examples used by other states: Some states provided a specific dollar amount of funding to develop the data; others used an incentive program to provide funding when certain specific milestones were met. There were some states that used a Grant program.**

**\*Important to note, other States have a GIS department and when issues are discovered in certain counties, the State GIS Department steps in to assist. The State of South Carolina doesn't have the adequate staffing to do that at this time and the counties with the need don't have the resources available to hire someone.**

**\*Katie Morgan added this also ties into the funding model that the Fiscal Sub-Committee has developed in preparation for NG911 because it is geared towards a reduction in the reimbursement percentage; the CMRS Committee needs to vote on it soon so the PSAP's are prepared for it and are able to budget accordingly for the reduction as GIS is critical to the successful implementation of statewide ESInet.**

**\*Jack Maguire mentioned that there are no "legal" county boundaries in South Carolina. That will require neighboring counties to work together in order to establish a boundary to determine which county would respond to a call until such time as a legal boundary is established. Such a boundary would be for NG911 only and not for voting or taxes.**

**\*David Morrison added that Iowa uses a vendor where counties would send in their data, the vendor would QC it so that it fit into the ESInet and provide annual maintenance for the data. The cost for that service is \$1M. Jim Lake asked David to come up with estimates on what it would cost for South Carolina to hire the appropriate staffing for this task versus hiring an outside vendor to do it or putting it on the individual counties to do it.**

5. 911 Call Volume Reporting

~ David Morrison advised the Committee that there is increased difficulty in collecting the Wireless Call Volume numbers for various reasons and he asked the Committee for their thoughts on how to approach this issue. It is not the goal/objective to penalize any of the PSAPs for issues beyond their control, however, it has a direct result on those PSAP's who meet their responsibility and get their data in on time because it delays the distribution of the funds for everyone.

**\*There have been times where RFA staff have had to figure "averages" for certain PSAPs in order to distribute funds in a given quarter; Executive Director Rainwater does not want that to continue moving forward.**

**\*Elaine Golden suggested that when a PSAP knows their reporting system is down, they should revert back to the old way of hand counting the calls daily. Josh Morton agreed and added that there is no excuse for not turning in the numbers when the State reimburses at 100% the funds required to purchase the software/equipment to collect the data.**

**\*Policy for WCV Quarterly Distribution was adopted by the CMRS Committee in August 2014 and approved by the RFA Board August 2014 with an effective date of January 1, 2015.**

1. RFA will notify the local jurisdictions, in writing, no later than the first workday of the month to submit the total number of wireless 911 calls from the previous quarter. A notification will also be published on the RFA website ([www.rfa.sc.gov](http://www.rfa.sc.gov)).
2. The local jurisdictions will have 20 calendar days to submit all documentation required for reimbursement for that quarter. Status updates will be published on the website.
3. RFA will notify any jurisdiction that has not submitted the documentation after 20 days in writing and may grant an additional 10 day grace period. Quarterly distributions will be

calculated on the first day of the next month and the State Treasurer's Office will be invoiced no later than 5 working days.

4. Any jurisdiction that has not submitted the necessary documents by the time the distributions are calculated will NOT be reimbursed for that distribution quarter.

\*Chairman Lake instructed RFA staff to enforce the policy approved by the RFA Board.

\*Jack Maguire made a motion that a onetime letter be sent to every County Council Chairman, County Administrator, and Finance Director advising them of the WCV reporting Policy and that failure to turn in data by the deadlines set forth would result in a "zero" and they wouldn't receive disbursement of funds for that quarter. Katie Morgan 2<sup>nd</sup> the motion.

\*David Morrison strongly advised the other Committee members that sending such a letter would create an issue with PSAP's who were following the procedures and some local Administrator's/Finance Directors, etc. may try to use the funds for something other than what the funds are delegated to be used for. Jack Maguire answered with emphasizing in the letter that the funds are strictly for eligible 911 uses only and if they have any questions to contact RFA staff.

\*Chairman Lake called for a vote on the motion, all members voted in favor and the motion was passed.

6. Other Items and Questions

~ Josh Morton asked that the PSAP directors be notified prior to sending out the letter on the WCV Policy so they can be prepared to respond to it. RFA staff obliged his request. Tasha Todd asked if the letter would be sent to every County or only those having issues. Chairman Lake answered that the letter would be sent to all Counties.

~Chairman Lake asked that David Morrison add to the next CMRS Committee meeting agenda "National 911 Grant Program".

~With no further business pending, Ted Creech made motion to adjourn, Jack Maguire 2<sup>nd</sup> the motion. All members voted in favor and the meeting was adjourned.

The next scheduled meeting is scheduled for June 20th, 2017 at 10:00a.m.

Attachments: Agenda, Meeting Materials

Public Notice of this meeting was posted at <http://rfa.sc.gov/e911>

These minutes were approved on 6/20/17.

  
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Amy Simpson