

MEMORANDUM FOR THE RECORD

Date: June 16th, 2020
Bowers Conference Room
Room 417, Rembert C. Dennis Building
10:00 am
(Members attending via GoToMeeting)

Subject: Minutes of the South Carolina 911 Advisory Committee Meeting

Attendees: *Committee Members* – David Morrison – RFA SC 911 Program Manager, Rick Blackwell – PSAP Rep. Greenville County, Mitch Fulmore – PSAP Rep. Florence County, Dent Adams – Wireless Rep. FTC, Ben Spearman – Wireline Rep. Comporium, Adam DeMars – GIS Expert/RFA, Jack Maguire – Consumer Rep., Misty Wise – RFA Appointee, Tommy Paradise – SC Association of Counties, Mike Flynn – PSAP Rep. Spartanburg County, Neil Baxley – PSAP Rep. Beaufort County. *Staff* – Paul Athey – RFA Division Director, Amy Simpson – RFA SC 911 Program Coordinator, Carrie Bundrick – RFA Finance Manager. *Phone Guests* – Stephen Blackwelder, Rob Robinson, Mark Whitby, Candace Allred, Catlyn Hunter, Grady Sharpe, Jeff Francis, Wayne Lynch, Jeff Holshouser, Derick Kelly, Rob Holmes, Kristy Burch, Byron Burns, Gary Loflin, James McLeod, Jim Lake, Brandon Peeler, Drew Allvine, Linn Skipper, Josh Morton, Thom Barrineau.

- I. Chairman Blackwell called the meeting to order at 10:00am.
- II. Chairman Blackwell presented the March 17th, 2020 meeting minutes with the members and asked if any member had edits or questions. Neil Baxley made a motion to approve the minutes. Mike Flynn seconded the motion. All members voted aye in favor, and Chairman Blackwell declared the minutes approved as written. (*See attached*)
- III. RFP Status
 - A. Paul Athey advised that he had spoken with the procurement officer and is awaiting one pending document. RFA anticipates receiving the document and publishing an intent to award by the end of the week. The process requires a two-week protest period following the intent to award before the contract is considered effective.
 - B. Mr. Morrison will send out an email to the committee informing them of the basic information once the intent to award is published.
- IV. NG911 New Position Update
 - A. Mr. Morrison updated the committee on status of the RFA job posting for a technical coordinator position to help facilitate the state ESInet with the vendor. The original posting failed to yield a desirable applicant pool due to an insufficient salary offering; the position was re-classified as a program manager and re-posted in early May.

- B. The recruitment posting closed two weeks ago; currently, there are 16 applicants being evaluated for the position. The list of applicants selected for an interview should be forwarded to Human Resources by the end of the week.
- C. Chairman Blackwell asked Mr. Morrison if he had a desirable applicant pool with the current posting and when he expected to fill the position. Mr. Morrison responded that the list of applicants is desirable and the recruitment process is contingent upon circumstances surrounding the COVID pandemic and applicant availability. He estimated filling the position within the next couple of months.

V. Cost Recovery Documentation

- A. Mr. Morrison advised the committee that, historically, RFA has not strictly enforced the documentation requirements for PSAP cost recoveries. However, with management of the fund transitioning from the Treasurer's Office to RFA, PSAP's will need to submit all pages of each invoice in order to receive reimbursements. However, some exceptions may apply based on prior approval.
- B. Amy Simpson added that in the past, proof of payment was only required on non-recurring and annual maintenance costs, not for monthly recurring charges. Moving forward, when PSAPs submit monthly recurring charges on invoices paid after submitting cost recovery documentation, proof of payment of those invoices may also be required on an "as needed" basis.
- C. Mr. Morrison added that he has been working with DHEC and gathering information from PSAPs throughout the state to aid in coordinating "positive" COVID addresses through DHEC's portal with the local PSAPs. Some PSAPs reported their CAD vendors were working on offering such a service to integrate positive COVID address with their CAD system for a fee (most reported a yearly maintenance fee). Mr. Morrison advised that he had discussed the issue prior to today's meeting with the committee via email; all members agreed that if a PSAP opted to use their CAD vendor to integrate positive COVID address with their CAD system and were charged a fee to do so, RFA would reimburse that fee from the wireless 911 fund at 80%.
- D. It was later clarified that RFA would reimburse a CAD integration with positive COVID addresses through the vender at 80% whether the fee to do so was monthly recurring and/or annual maintenance charges.

VI. 2nd Quarter Wireless Call Volume

- A. Mr. Morrison informed the committee that despite implementing the new quarterly distribution policy, it was still taking a full month or more for some PSAPs to report their wireless call volume data. Some PSAPs do not even report that they are having issues gathering the data until after the deadline has passed. He asked that PSAPs notify RFA staff as soon as they know they are having problems rather than waiting until the end of the month. He added that RFA staff know a lot of the vendors and are willing to help contact them in order to obtain the data more quickly.

- B. RFA Finance Manager, Carrie Bundrick, advised the committee that in the most recent quarter, the State Treasurer's Office began disbursing quarterly payments directly to the County Treasurers rather than sending the checks to RFA first so that supporting documentation could be attached. Therefore, RFA is now sending the supporting documentation to the PSAPs and the local treasurer's offices via email. Additionally, RFA is in the process of updating their email distribution list to ensure the supporting documentation goes out to the correct person at the local level and asked the PSAPs for their assistance in gathering that information if they have it.
- C. Neil Baxley asked if RFA had noticed a drop in wireless call volume this past quarter as a result of the state's lockdown/quarantine. Mr. Morrison reported there was a slight decrease in call volume.

VII. Financial Update

- A. The committee was sent the May statement of activity report via email prior to the meeting. Mr. Athey advised that the fund's balance as of May 31, 2020 was \$38 million, which was higher than they had originally anticipated. The primary reason for the higher fund balance relates to the fact that the State had not yet spent any funds towards the implementation of NG911.
- B. When annualizing the collections and distributions data from the first quarter of calendar year 2020 and comparing it to the fiscal model 2020 forecast, collections are trending upward slightly at 1.5%, while distributions remain in line with projections thus far.
- C. The same trend occurred last year through June; however, collections went up in the second half of the year. This was likely due to the timing of the pre-paid revenues and when they were received.
- D. Mr. Athey stated that while it's still early, he anticipated slightly higher collections coming in during the second half of this year than originally forecasted, with distributions being more in line with projections for the year.

VII. Other Items and Questions

- A. Chairman Blackwell asked if there were any other items or questions from the committee or RFA staff; hearing none, Neil Baxley made the motion to adjourn. Misty Wise seconded the motion, and the meeting was adjourned at 10:36am.

Attachments: Agenda, Meeting Materials

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

These minutes were approved on 7/28/20.

Amy Simpson 