

**Statewide Emergency Services Internet Protocol Network
Steering Committee Meeting Minutes
November 19, 2015**

The November in-person meeting of the ESINet Steering Committee was held on November 19, 2015 at 11:00AM. The meeting was called to order by Mr. Rob Jackson and Melissa Wulliger did roll-call.

Members present:

Senator Cliff Hite (came in later due to an appointment conflict)
Commissioner Edwin Humphrey, Clermont County Commissioner (via telephone)
Matthew Hiscock, Ohio Municipal League
John Leutz, County Commissioners Association of Ohio
Jason Loree, Ohio Township Association
Thomas Robbins, Ohio Municipal League
A quorum was present

Notable Attendees:

Rob Jackson, Ohio 9-1-1 Administrator and Stuart Davis' (DAS-CIO) Designee
Hilary Damaser, Ohio Attorney General's Office

The first order of business was the approval of the October, 2015 meeting minutes. There were two noted edits. 1. Language on PSAP Operations Sub-Committee assignment. 2. Paul Russell attended via telephone. Also, a member of the public contacted the 9-1-1 Program Office and indicated that Mr. Loree made comments during the meeting that were not reflected in the minutes. As a reminder, the minutes taken at the ESINet Steering Committee meetings are not a transcript record, but a synopsis of the discussions among the committee members. Mr. Jackson asked Mr. Loree if he would like his comments from the last meeting added in the minutes as a quote before the committee voted to approve them. Mr. Loree declined, stating the minutes covered them fine and the result was what he wanted. *Mr. Jackson continued by asking for a motion to approve the minutes of the October, 2015 Steering Committee meeting. A motion was made by Mr. Robbins and Mr. Loree seconded the motion. The minutes were approved and none opposed.*

The Sub-Committee Reports:

Jeff Smith, Chair of the Technical Standards Sub-Committee was not present due to an appointment conflict. Mr. Jackson updated the steering committee by sharing the committee has not had any formal meetings since last update. The next meeting will take place after the first of the year. Mr. Jackson asked Mr. Paul Schopis if there were any updates regarding OARNet, and he responded that there are none at this time.

9-1-1 Administrator Update:

Mr. Jackson continued with an update on the PSAP rules. JCARR had completed a cursory review and indicated all of the rules looked great except for five that dealt with Prioritization, EMD, Annual Training, Ongoing Training and Pre-Arrival Instruction. The rules were written so that criteria could be developed by the committee. This criterion is the measure by which the counties would be audited. When the reviewing attorney examined the rules, it was determined the specific language should be in the rules and not be delegated to committee. The rules packet was rescinded from the JCARR system. Mr. Jackson requested the PSAP Operations Sub-Committee be tasked with the assignment to review the rules. Depending on time, the rules could be resubmitted in two pieces or as one package and adjust language with criteria as indicated.

Mr. Jackson asked for a motion to be made to assign the PSAP Operations Sub-Committee with the rules adjustment task. Mr. Leutz made the motion and Mr. Robbins seconded the motion. Before final approval, a discussion was initiated by Mr. Hiscock. Mr. Hiscock felt it was imperative to include first responders in the discussion of this section of the rule review. Mr. Somerville was asked if the sub-committee would take the lead on this discussion and include the necessary people, first responder network, and subject matter experts in order to set a standard that serves the entire public safety community when addressing this rule. The task was assigned. All were in favor of this motion and none opposed. The motion passed.

Proof of Concept Pilot – the current program has been operating with one rural county and now the pilot program will be expanded to four counties. Packets are going out to all county coordinators asking that a proposal to participate in the program be submitted. Once submitted, the established guidelines for the necessary criteria will be reviewed and four counties will be selected. The purpose of the pilot is to test OARNet for ESINet services delivery. Paul Schopis reported the working relationship between this pilot program and OARNet is to gain more experience in how to work with vendors and understanding the requirements. He has a goal to set up a half-day workshop and address how it flows and works in general.

Mr. Jackson shared he has been in discussions with APCO and NENA Ohio Chapters about a combined presentation on text to 9-1-1 and moving to the interim solutions.

Mr. Jackson met with the Ohio University College of Education to set up a summer college intern program for the 9-1-1 Program Office. This position will create and set up an elementary education curriculum for the 9-1-1 outreach program to be distributed to schools and local public safety agencies that can be utilized throughout the local school system.

Mr. Jackson updated the steering committee on Ohio Revised Code 128.571, which states a deadline of when Ohio counties must be compliant with the number of PSAPS. Out of the 88 counties, 86 are compliant at this time. One county understands they will lose their funding. Portage County filed a request for an opinion from the Attorney General regarding what the law states. Summit County requested the Attorney General's opinion on Virtual PSAPS, and Portage County asked the Steering Committee to delay on the January 1st implementation of the law. At this time, there is no authority to delay the January 1st deadline. Mr. Russell is working on the issue now, and until there is an opinion from the Attorney General this path of progress will continue.

Since the rules package is being rescinded as previously discussed, JCARR public hearing has been cancelled.

After the last meeting, a recommendation was received to add "Public Comments" to the agenda. The issue was discussed and the Committee decided that "Public Comment" does not need to be on the agenda. Mr. Jackson asks for comments after every issue that is discussed, and it was felt that request will suffice.

Mr. Jackson asked for a motion to pursue retaining a consultant for RFP and funding analysis work. Meetings with vendors have been completed and a vision has been created. We are now at a point where obtaining quotes and securing the services is necessary. Mr. Leutz wanted to know when the package would be presented to the committee. The vision of the plan is shared, and now before moving forward, more information needs to be collected such as costs, so an informed

recommendation to the legislature can be made. It was agreed this is the next step. *Mr. Robbins made the motion to pursue retaining the consultant and Mr. Loree seconded it. None opposed and the motion passed.*

Mr. Jackson met with the Department of Taxation, and they offered comments regarding disbursements, which are set at the PUCO 2013 disbursement levels. According to their studies, the trends show the funds available will lessen and in two years will be less than what is currently being distributed. That makes the program funding upside down. This year they will be monitoring for confirmation of the trend. Department of Taxation will be attending the April in-person meeting with their findings and will present to the committee.

Mr. Jackson moved to new business. There was an outstanding seat on the Technical Standard Sub-Committee from the Ohio Telecommunication Association, and they have recommended Nancy Serafino from CenturyLink as the new member. *Mr. Jackson asked for a motion to accept Ms. Serafino as the OTA Representative on the Technical Standard Sub-Committee. Motion was made by Mr. Leutz and Mr. Robbins seconded the motion. All were in favor and none opposed. The motion passed.*

Mr. Jackson asked if there was any new business:

Commissioner Edwin Humphrey – none

Senator Cliff Hite – none

Mr. Matthew Hiscock – none

Mr. John Leutz – none

Mr. Jason Loree – none

Mr. Thomas Robbins – none

Jay Somerville, Co-Chair of the PSAP Operations Sub-Committee, updated the Committee regarding the two meetings he had since the last steering committee meeting. In the meeting, attendees included sub-committee members, PSAP operators, county coordinators and first responders as well as their professional organizations represented.

The Committee assigned the PSAP Operations Sub-Committee with two tasks and produced a recommendation for each issue:

Task 1 Revision to ORC 128.01P that would allow for virtual PSAPs within the definition.

- Based upon the information gathered at the meetings and as presented, the recommendation from the Sub-Committee is that there be no change to the definition as defined in ORC 128.01P. It is understood that this will need to be addressed again in the future because of the demands placed on the ESINet and OARNet.

Mr. Humphrey made the motion to accept the recommendation of the PSAP Operations Sub-Committee which is to not change the definition, at this time, as defined by the law, and to continue to move forward in the search for a more complete definition of a virtual PSAP. Mr. Leutz seconded the motion. None opposed and the motion passed.

Task 2 Develop language that would allow a PSAP that takes wireless calls, but does so without accepting funding, not to count against the county total number of PSAPs.

The PSAP Sub-Committee has recommended changes regarding the second issue tasked by the steering committee. These changes are to ORC 128.571, which would allow counties to have more PSAPs that answer wireless calls than is currently allowed, provided the following three stipulations are satisfied:

- a. The additional PSAPs are specifically permitted by the county's 9-1-1 final plan.
- b. The additional PSAPs accept no disbursements from the 9-1-1 government assistance fund and that monies in that fund are not used to equip or operate the PSAP.
- c. The additional PSAPs comply with all of the technical and operational standards as prescribed in ORC 128.021.

Here is the language change that is recommended to ORC 128.571(C): If a county uses disbursements to fund more than exceeds the allowable number of public safety answering points under this section, disbursements to countywide 9-1-1 systems made to the county from the wireless 9-1-1 government assistance fund and the next generation 9-1-1 fund shall be reduced by fifty per cent until the county complies with the public safety answering point limitations established under this section. Funded PSAPs must be designated in the county 9-1-1 final plan. Funding shall not be shared with, or rotated between any other public safety answering points.

Ms. Damaser requested that the word "between" be removed and replaced with "among" to signify more than two entities.

Here is the language change that is recommended to ORC 128.021(A): Not later than January 1, 2014, and in accordance with Chapter 119 of the Revised Code, the steering committee shall adopt rules that establish technical and operational standards for all public safety answering points that initially answers wireless 9-1-1 calls under section 128.571 eligible to receive disbursements under section 128.55 of the Revised Code. The rules shall incorporate industry standards and best practices for wireless 9-1-1 services. Public safety answering points shall comply with the standards not later than two years after the effective date of the rules adopting the standards. Should a PSAP be found out of compliance with the adopted standards, the county must bring the PSAP into compliance or discontinue routing wireless 9-1-1 calls to the PSAP? Please add: "Discontinue initially routing wireless 9-1-1 calls to the PSAP."

Mr. Leutz made the motion to accept the concepts presented for the change in the language with a follow-up by the legal staff to ensure the language accurately reflects passable legislation when submitted for the legislative process. Senator Hite seconded the motion. None opposed and the motion passed.

Mr. Hiscock reiterated the issue the committee needs to eventually address all PSAPS and not just wireless. Citizens expect the same technical service, and it needs to be addressed that a large number of PSAPs may be left out. In December or January, the committee can discuss a suggested revision of all ORC 128.

Mr. Somerville continues with three more recommendations they feel are in support of the previous mentioned recommended changes:

The first one is change to ORC 4742 - Telecommunicator Training which was assigned to the Department of Education: This rule is outdated and is no longer followed. Efforts should be made to repeal 4742, so there is no conflict in the training standards that are a part of the proposed rules. One provision that was recommended is to the need spell out specific statutory authority be granted to the ESINet Steering Committee to adopt the rules for training.

A motion was made to adopt the PSAP Operations Sub-Committee's recommendations to repeal 4742, with the provision that specific statutory authority be granted to the ESINet Steering Committee to adopt the rules for Telecommunicator Training. Mr. Humphrey initiated the motion and Mr. Hiscock seconded it. None opposed and the motion passed.

Second recommended change is that a new subsection of 128.03 Assignment of a County Coordinator be added and should read: ORC 128.03(NEW SUBSECTION): Each county, council of governments or group of counties that collaborate for the purpose of providing 9-1-1 services shall designate a single point of contact (to be known as the 9-1-1 Coordinator) to serve as a liaison with the State ESINet Steering Committee and the Office of the 9-1-1 Administrator.

A motion to accept that recommendation of the PSAP Operations Sub-Committee and add a new subsection to ORC 128.03 for the assignment of county coordinator be added to section 128 and the legal staff ensures the language is accurately written. Mr. Robbins initiated the motion and Mr. Loree seconded it. None opposed and the motion passed.

The last recommended change is that a new subsection of ORC 128.03 be added: Each county or council of governments that operate a 9-1-1 system shall be required to file their current countywide 9-1-1 system plan with the Office of the 9-1-1 Administrator within ninety days of adoption, amendment or addendum of the plan as defined in 128.03 or 128.12 of the Ohio Revised Code.

A motion to accept that recommendation of the PSAP Operations Sub-Committee to add a new subsection ORC 128.03 that reads: Each county or council of governments that operate a 9-1-1 system shall be required to file their current countywide 9-1-1 system plan with the Office of the 9-1-1 Administrator within ninety days of adoption, amendment or addendum of the plan as defined in 128.03 or 128.12 of the Ohio Revised Code. Mr. Loree initiated the motion and Mr. Leutz seconded it. None opposed and the motion passed.

A copy of the PSAP Operations Sub-Committee's PowerPoint Presentation is attached to the minutes.

After the committee members consulted their calendars, Mr. Jackson stated that the next meeting will be December 10, 2015 at 11:00. This will be a teleconference only meeting.

A motion to adjourn was requested then made by Mr. Loree and seconded by Mr. Robbins at approximately 12:10 PM. All were in favor none opposed. The meeting was adjourned.