

**MINUTES OF THE MEETING OF  
ARKANSAS 911 BOARD  
July 16, 2020**

A regular monthly meeting of the Arkansas 911 Board was held 1:00 p.m. on Thursday, July 16, 2020 at ADEM and via Zoom to allow for participation while social distancing.

The following members were in attendance:

**Board**

Skot Covert	Office of Auditor of State
Shelby Johnson	Director, AR GIS Office
Rusty McMillon	Judge, Greene County
Jamie Pafford-Gresham	Pafford EMS
Robert McGowen	Administrator of Public Safety, Benton County
Brian Presley	911/Dispatch Coordinator, Independence County
Chadwick Henson	Police Chief, City of Trumann PD
Tommy Sizemore	Fire Chief, Barling Voluntary Fire Department
Keith Edmonds	Madison County, OEM
Doug Sprouse	Mayor, City of Springdale
Rodney Wright	Sheriff, Saline County
Jonathan Duran (proxy for Shelby Johnson)	Deputy Director, AR GIS Office

**Administrator**

Renee Hoover  
**Asst. Attorney General, State Agencies Dept., Office of Arkansas Attorney General  
Leslie Rutledge:**  
Brad Nye

A quorum was declared, and in the absence of Chairman Gary and Tina Owens, Shelby Johnson called the meeting to order and presided over the meeting.

Upon a motion presented and passed, the minutes of the June 18, 2020 regular monthly meeting and special meetings on June 24, 2020, and July 2, 2020 were unanimously approved as amended.

**Financial Reports:** The financial report was approved as provided which reflected the total assets and liabilities as of June 30, 2020 to be \$7,621,006.24 in which \$2,041,334.57 is in the State Treasury Money Management Fund account and \$5,579,671.67 is in the US Bank working capital account.

**Expense Report:** Monthly expenses of \$409,893.37 were approved for payment as submitted. Included in the approved expenses were:

- LEC Charges = \$273,370.69
- Office Depot (Office Supplies) = \$324.97
- Verizon Wireless = \$125.38
- Maintenance Reimbursements = \$126,875.35
- NENA – Job Posting = \$149.00
- APCO – Job Posting (reimbursement to R Hoover - paid using personal credit card) = \$299.00
- ADEM – Leased Office Space for 2Q20 = \$748.98
- Contract Labor = \$8,000.00

### **Old Business**

2020 PSAP Certification – An update was provided that the majority of the PSAPs with certifications have made a commitment to submit them within the next week, and that all counties/PSAPs have been responsive to the follow ups with the exception of St. Francis County. There has been no response to multiple emails and phone calls to the county judge in St. Francis County. A motion was presented and passed to draft a formal letter to be sent to the PSAPs (or chief executive officer) via certified mail for the PSAPs that have not responded to the request for submission of the 2020 PSAP Certification as well as to withhold all PSAP distributions for these agencies until the certifications have been completed. Ms. Hoover will draft a letter for signature by the Chair to be sent to PSAPs whose certification has not yet been received.

15% Allocation Balance by County Report – There were no reimbursement requests presented to the Board for approval at the meeting, therefore, report reflects a balance of \$676,658.17 with no current pre-approvals pending completion of upgrades and final approvals.

RFP – PSAP Consolidation – An announcement was made that a contract has been awarded to Federal Engineering, and as a result, a kick-off meeting will be coordinated as soon as possible.

Intergovernmental Agreement with Arkansas GIS Office – At the time of the meeting, the initial requisition is pending confirmation of the cost center for invoicing and tracking purposes.

RFP – ESInet and NG911 Core Services – Ms. Hoover reported that the work required to complete the RFP for posting has not yet been completed. A recommendation was presented by Brian Presley to modify the existing draft RFP in progress or to replace it with a new draft(s) that would separate the NG911 components (ESInet requirements, Core Services requirements, and Call Handling Solution requirements) of the existing draft document. The primary reasoning to do so centered on the philosophy that once an ESInet vendor is selected, that vendor would control or govern all of the downstream Core Services Products which could lead to monopolizing the system and possibly might lead to higher costs in future years. After extensive discussion, a motion was presented and passed as presented to continue the process of posting the RFP with the requirements for all three



NG911 components within the same RFP. It was noted that the existing draft (still in progress with OSP) does allow for providers to submit a response of some or all of the requirements. Work on the existing draft RFP will continue with OSP. A request was made to provide the Board with the latest version of the requirements as were submitted to OSP.

### **New Business**

2020 Fiscal Year Audit – A motion was presented and passed as presented to secure Hudson, Cisne, & Co. LLP to complete the 2020 Fiscal Year Audit. Ms. Hoover will initiate and coordinate the transfer of documents to Brent Sharpmack (Hudson, Cisne, & Co. LLP) that are relevant for the audit. The Board also discussed the prospect of future audits being conducted by Legislative Audit. Brad Nye shared his insight that might seem to suggest that as a result of Act 660 and the Transformation Act, one could draw the conclusion that future audits could be conducted by Legislative Audit. Additional consideration will be given to this possibility for future fiscal year audits.

Draft Rule for Requirement of Board Approval for Modifications or Changes to Existing Network Connectivity Currently Billed to Arkansas 911 Board. – No action has been completed on the draft rule at this time. Ms. Hoover will provide draft language for the rule to Brad Nye for review as soon as possible.

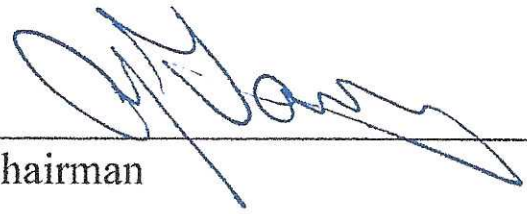
Arkansas 911 Board Administrator/Executive Director Position – An update was provided regarding Ms. Hoover’s resignation, the special meetings that were held on June 24, 2020 and July 2, 2020 regarding the job posting for her replacement. Ms. Hoover confirmed to the Board that the job posting via the Arkansas Democrat-Gazette and the NENA and APCO websites is scheduled to close at 5:00 p.m. on Friday, July 17, 2020, and as agreed upon during the special meeting on July 2, 2020, she will provide the applications and resumes to the Board immediately following closing of the job posting. A follow-up special meeting(s) as needed will be coordinated by the Board Chair for further discussion related to the interview and selection process of applications for the executive director position.

US Bank ACH Transaction Costs – Ms. Hoover reported that she has been working with US Bank to get the processes completed to begin the PSAP quarterly distributions via ACH transactions, and US Bank should have all of the changes in place within two-three weeks. Ms. Hoover also shared that while a motion was passed at the regular meeting in June to establish a due date of July 15, 2020 for PSAPs (or county treasurers or city finance managers) to submit the required information for future ACH transactions, there were still some agencies that have not yet provided the information after additional follow up requests. Additional follow up will continue to ensure that all information is received within the timeline to implement the new process for the 2Q20 PSAP distributions scheduled for September, 2020.

### **FROM THE FLOOR**

The next regular meeting has been scheduled at 1:00 p.m. on Thursday, August 20, 2020. Information for all Arkansas 911 Board meetings will continue to be posted on the Arkansas Public Meetings calendar as well as the Arkansas 911 Board website.

There being no further business to come before the Board, a motion to adjourn the meeting carried.

  
Chairman