

**MINUTES OF THE MEETING OF
ARKANSAS 911 BOARD
November 18, 2021**

A regular monthly meeting of the Arkansas 911 Board was held at 1:00 p.m. on Thursday, November 18, 2021 at the Arkansas Division of Emergency Management with a Zoom link and conference bridge provided.

The following members were in attendance:

Board

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| A.J. Gary, Chairman | Director, Arkansas Division of Emergency Management |
| Shelby Johnson | Director, Arkansas GIS Office |
| Skot Covert - Zoom | Designee, Arkansas State Auditor |
| Rusty McMillon - Zoom | County Judge, Greene County |
| Brian Presley - Zoom | 911 Coordinator, Independence County |
| Bo Robertson | Director, Garland County Department of Emergency Management |
| Robert McGowen | Administrator of Public Safety, Benton County |
| Rodney Wright - Zoom | Sheriff, Saline County |
| Danny Baker - Zoom | Police Chief, City of Fort Smith |
| Tommy Sizemore - Zoom | Fire Chief, City of Barling |
| Jamie Pafford-Gresham | Pafford Emergency Medical Services |

Executive Director

C.J. Engel

Asst. Attorney General, Office of Arkansas Attorney General Leslie Rutledge
Daniel Faulkner

Chairman Gary called the meeting to order at 1:01 pm and presided over the meeting with a quorum declared.

Upon a motion presented by Rodney Wright and a second by Robert McGowen, the minutes of the October 21, 2021 regular monthly meeting were approved unanimously.

Financial Report – Following a motion presented by Robert McGowen and a second by Bo Robertson, the financial report was approved unanimously as provided which reflected the total assets and liabilities as of October 31, 2021 to be \$15,266,394.31 in which \$2,046,138.40 is in the State Treasury Money Management Fund account and \$13,220,255.91 is in the US Bank working capital account.

Expense Report – Monthly expenses of \$362,438.47 were approved for payment as submitted. Included in the approved expenses were:

- LEC Charges - \$228,665.71
- AT&T Mobility FirstNet - \$41.23
- Arkansas GIS Office - \$14,565.36

- HCJ CPAs & Advisors - \$8,900.00
- APCO - \$96.00
- Randolph County - \$21,292.58
- Washington County - \$77,016.15
- U.S. Bank Visa - \$1,139.84
- Executive Director Reimbursement - \$306.60
- Contract Labor - \$10,415.00

15% Allocation Balance by County Report – An updated report of the 15% Allocation Fund was presented reflecting a balance of \$544,421.15 with no new requests for approval.

Old Business

GIS Data Aggregation for NG911 Service – Shelby Johnson shared the following updates:

- Emergency Service Boundary edits have been sent back to Miller, Lonoke, Saline, Ouachita, Bradley, Grant, and Dallas County for their review since the previous meeting.
- Regional meeting with Union, Bradley, and Calhoun County took place on November 3rd and with Grant and Dallas County on November 4th
- December 8th will be the final regional meeting and will take place with Benton and Washington County
- Still waiting on 6 counties to respond to proposed edits

ESInet & NextGen Core Services – Mr. Engel introduced the AT&T project team members that were able to attend the Board Meeting including Justin Vaughn, Brian Osborne, Brian Hawthorne, and Shawn Harris. The kick-off meeting between Benton County and AT&T was successful and attended by each of the county's PSAP. Benton County is scheduled to be the first on the ESInet. Justin Vaughn praised the Arkansas GIS Office and Benton County GIS team on their work preparing data for the network.

Arkansas 911 Board – PSAP Consolidation Plan – C.J. Engel asked to open the floor for feedback on the draft plan that was sent out. Shelby Johnson feels that the plan is well done but would like to suggest adding an Executive Summary for the document that would include the key points such as timelines, number of PSAPs chosen, etc. A.J. Gary stated that he hopes everyone takes the time to read it as it addresses many of the questions that have come up in discussions. Mr. Engel will work with Jamie Pafford-Gresham to create that summary and get it back out to the Board. Shelby Johnson offered to assist in creating that outline. Danny Baker asked about the timeline of finalizing the document and making it official. C.J. said his expectation without many changes would be to vote on finalizing the plan at today's meeting but with proposed change, we could vote in special meeting or at December meeting. Shelby Johnson would like to vote today as contents won't be changed with adding the Executive Summary. Robert McGowen requests that the Board waits until December to vote as he didn't receive the draft until today and needs time to review. Bo Robertson asked about the participation of PSAPs and what guidelines would the Board utilize to choose which PSAP to fund if some do not participate in the process. Mr. Engel answered that the Board could look at population, call volumes, agencies managed through dispatch, standards being met, etc. Mr. Robertson said he did not see a template with the plan as was stated within the plan. C.J. confirmed there was not a template within the document but one is being created to be submitted with the plan and will be available for

review by the next meeting. Rodney Wright agrees to wait until the December meeting to vote. Jamie Pafford-Gresham asked for any further changes or suggestions be given by December 3, 2021.

New Business

2021 Fiscal Year Audit – HCJ CPAs & Advisors – C.J. Engel provided the audit documentation to the Board. Two recommendations included segregation of duties and financial reporting. Mr. Engel reminded the Board that segregation of duties was also on previous audits and will remain on them as long as one administrator has responsibility for all accounting functions. HCJ states these conflicting duties are typical of an entity with a small office staff, but they require reporting in this letter. Financial reporting included a recommendation that updates are made to the Financial Reporting Process memos for the new guidance under Act 660. Robert McGowen wanted to confirm that A.J. signs checks as the Chairman. C.J. confirmed that A.J. does sign those prior to release and that C.J. is not on the accounts. Robert McGowen made a motion to accept the 2021 Fiscal Year Audit and Findings supplied by HCJ CPAs & Advisors, Danny Baker second. Motion carried unanimously.

ALETA 9-1-1 Training Program Update – Shannon McCuin gave the following update:

- 2019 held 3 classes with 82 students trained, 2020 classes held with 59 students trained, and for 2021 8 classes will be held with 127 students being trained out of 194 available slots.
- Have made changes to agency hosted Basic Telecommunicator Course. These courses must now be setup through ALETA and include a proctored exam by ALETA to ensure that standards are being met.
- Been reviewing past certificates and courses to better assist in reporting statistics to the 911 Board.
- Requirements to host agency classes will now include both the BTC and Instructor Development through ALETA
- Plans to increase the instructor pool as it can be a struggle for the same people to take off work several times a year to teach
- T-CPR has been created and is online to meet the requirement of new law
- Web page has been updated to include list of training and registration for training

Mr. Engel wanted to clarify that in 2019 there were only 3 classes but that in 2021 there will be 8 classes with 67 slots not filled that took place across the state, not just in Camden. Shannon confirmed there was 1 at NWALETA, 1 in Mountain View, 1 in Blytheville, 3 in Camden, 1 at Black River CC, and 1 at CALETA. C.J. stated his thoughts that many states only offer 4 to 5 classes per year and that with ALETA having 8 classes and nearly 70 open spots, the complaints of not enough training would no longer be acceptable. He believes the Agency hosted training will play a big role as the biggest problem now will be getting people to the classes not the number available.

From the Floor

Chairman Gary opened to questions or comments from guests.

Mr. Engel informed the Board that he has received an official letter from the IRS, closing their audit with no changes.

Joanie Best with Crawford County asked the Board if they have any thoughts or recommendation on what they can do to increase applicant pools. They have posted position opening but have not had any applications. Only 3 employee slots have been filled out of 12. Jamie Pafford-Gresham stated unfortunately there wasn't anything the Board could do to assist with hiring but offers sympathy as most are dealing with the same issues. Rodney Wright commented that with their consolidation, employee pay was set at the higher of the 2 entities but employees were also given the option to keep their benefits with the agency they currently served with. Through attrition those positions would then move to county benefits. Jamie received a phone call from the ambulance provider in the area with their concerns of the efforts and has put C.J. in touch with them. Joanie understood that they were required to provide Emergency Medical Dispatch (EMD). C.J. clarified that as a private entity, they are not funded by the Board and could remain separate and that EMD training is not currently required. Mr. Engel indicated that it would be recommended to remove that transfer of call, but not required. He also thought a 911 transfer to an EMS agency not providing EMD would be less than ideal. Jamie Pafford-Gresham followed up with communities do want EMD as a benefit to their constituents. Rodney stated that Pafford EMS is coming into Saline County and that the PSAP will provide dispatch for those ambulances and would be good to reach out to.

The next regular meeting has been scheduled for 1:00 p.m. on Thursday, December 16, 2021 at ADEM with a virtual option. 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 by Robert McGowen to adjourn and second by Jamie Pafford-Gresham. The motion carried.


Chairman