The Georgia Emergency Communications Authority held a hybrid board meeting on March 24, 2021 at the Georgia Public Safety Training Center, with an option to call-in to the conference line. A List of Attendees, an Agenda, and the Meeting Presentation are attached hereto and made official parts of these minutes as Attachments #1, #2 and #3. Billy Hancock called the meeting to order at 10:32 AM.

All board members are present except Maj. Robert Balkcom, Ted Wynn, Alex Lee, Peter Olson and Michael Wall.

Chairperson Hancock welcomed everyone to the meeting and the conference call.

**Roll Call**

**Approval of the Minutes:**
Michael Nix presented the minutes of the February 17, 2021 meeting for discussion and approval. Chairperson Billy Hancock asked for a motion for the approval of the minutes; Cheryl Greathouse made a motion to approve the minutes. William Wright seconded the motion. The motion passed unanimously.

**Executive Director’s Update**
Michael Nix provided updates on GECA’s support for the COVID-19 Mass Vaccination Sites. GECA continues to deliver to COVID-19-positive information to 911 centers; they have done so for over 350 days. In the last 30-days, GECA staff activated and distributed over 500 iPads and 200 radios to the State Operated Mass Vaccination Sites. GECA Field Staff is also working as support at the vaccination sites. Director Nix provided updates on FY20/FY21 911 fee amounts and GECA funds. Budget Planning begins in late spring; GECA will begin working on a more
regular reporting system to deliver to the Finance and Budget Committee and will work to prioritize any projects that need to be funded in the next fiscal year. Director Nix provided an update on the Field Staff program which has been implemented for a year. Nix also provided a federal update in regard to communications and 911. Natalie Lee with the Geospatial Information Office (GIO) provided a progress report for the GIS component of NG911.

See Attachment #3 for full presentation.

Board Presentations
Chairperson Billy Hancock opened the floor for board presentations. Cheryl Greathouse presented on 911 Training and the 911 Directors Academy update. A 40-hour, pilot class will be offered in May 2021. The curriculum was carefully created by Occupational Analysis. Greathouse also discussed vendor sponsored grant training. GPSTC and GECA have been working together to decipher the needs throughout the state via surveys.

Old Business
Chairperson Billy Hancock opened the floor for old business. Michael Nix began with a legislative discussion. HB 631, HB 787, SB 308, HB 84 and SB 76 were all discussed. The NG911 Readiness Assessment was conducted by Mission Critical Partners and Nicola Tidey presented their findings of what we have completed thus far, and what we have yet to complete.

New Business
Chairperson Billy Hancock opened the floor for new business. There was no new business to discuss.

Public Comment:
Chairperson Billy Hancock opened the floor for public comment. There were no public comments made.

Adjournment:
There being no further business to be brought before the Board, Michael Nix called for a motion to adjourn. Chairperson Billy Hancock made a motion and William Wright seconded the motion. Cheryl Greathouse approved the motion and the meeting adjourned at 12:39 PM.

These minutes are hereby approved and adopted this 8th of June 2021.

__________________________________                    __________________________________
Billy Hancock                                  William Wright
Chairperson                                    Secretary
Official Attachments:

1. List of Attendees
2. Agenda
3. Meeting Presentation
BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

WEDNESDAY, MARCH 24, 2021
10:30 AM TO 1:00 PM
HYBRID MEETING

BOARD MEETING ATTENDEES

**Board Members:**
Billy Hancock, Chairperson
William Wright, Secretary
Amy Oneacre
Cheryl Greathouse
Steve Horton
Greg Whitaker
Kevin Curtin
Billy Grogan
Steve Nichols

**9-1-1 Advisory Panel:**
Daniel Dunlap, Augusta-Richmond County
Jason Lawson, Troup County
Lynn Smith, APCO
Russ Palmer
Barry Woodward

**Others Attending:**
Natalie Lee
Nicola Tidey

**GECA Staff Members:**
Michael Nix
Aleisha Rucker-Wright
Bess Larson
Skylar Whitaker
Board of Directors of the Georgia Emergency Communications Authority

Wednesday, March 24, 2021
10:30 a.m. – 1:00 p.m.

Hybrid Meeting
Georgia Public Safety Training Center, Bay A
1000 Indian Springs Drive
Forsyth, GA 31029

Call Information:
gema.webex.com
Meeting Number (Access Code): 185 930 1461
Meeting Password: GECA2021!
-or-
1-855-282-6330
Meeting Number (Access Code) 185 930 1461

Meeting Agenda*

I. Call to Order/Opening Remarks—Chairperson Billy Hancock

II. Roll Call—Secretary William Wright

III. Executive Director's Update—Michael Nix

IV. Board Presentations—NG911 Training Update—Cheryl Greathouse

V. Old Business
   A. Legislation Discussion
   B. RFP Update

VI. New Business

VII. Public Comment
VIII. Adjourn

*Meeting Agenda is subject to change
• GECA staff continues to distribute COVID-positive address information to PSAPs.
  • 350+ days
• Over the last month, GECA staff has activated and distributed over 500 iPads and 200 radios to support the 9 state-operated mass vaccination sites
COVID-19

GECA support at state-operated mass vaccination sites:

- Amy Ramsey: Deputy Site Lead in Cartersville
- Jonathan Jones: Deputy Site Lead in Clarkesville
- Tammy Smith: Alternate Site Lead in Macon
- Pamela Waters: Communications Support at 3 sites
- Edwin Whitworth: Deputy Site Lead in Columbus
- Greg Smith: Communications Support at 3 sites

FY21 v FY20 911 Fee Amounts

<table>
<thead>
<tr>
<th>Month</th>
<th>Non-Prepaid</th>
<th>Prepaid</th>
<th>Total</th>
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<tr>
<td>Jul-20</td>
<td>$15,956,795.23</td>
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<tr>
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<td>$108,717,191.32</td>
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- +$3,726,629.02 over the same time period from FY 20
FY21 v FY20 GECA funds

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<th>Prepaid</th>
<th>Total</th>
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<td>$38,411.43</td>
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<td>Aug-20</td>
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<td>$194,782.68</td>
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</table>

- $37,266.77 over the same time period from FY 20

Category FY 2021 Budget | YTD Expenditures (as of Feb. 28) | % Spent YTD (as of Feb. 28)
------------------------|----------------------------------|-------------------------------
Personnel               | $813,701.18                      | $359,191                      | 44%                          |
IT and Equipment        | $50,000.00                       | $22,737                       | 45%                          |
Motor Vehicles          | $27,765.00                       | $5,804                        | 21%                          |
Regular Operating       | $133,400.00                      | $36,338                       | 27%                          |
Telecomms               | $81,500.00                       | $16,909                       | 21%                          |
Contracts               | $134,000.00                      | $49,290                       | 37%                          |
Grant Match Requirements| $126,412.85                      | $109,917                      | 87%                          |
Total                   | $1,366,779.03                    | $400,594.01                   | 44%                          |
Budget Planning

- The Finance/Budget Committee will begin meeting later this Spring to discuss the FY 2022 Budget.
- Develop regular budget updates to the committee
- Work to identify priorities/projects to be funded in the FY 2022 Budget

Georgia Emergency Communications Authority

Federal Updates
9-8-8 Planning

- In October 2020, the National Suicide Hotline Designation Act of 2020 was signed and became law.
- It designates 9-8-8 as the new national suicide and mental health crisis hotline number.
- In Georgia, we have the Georgia Crisis and Access Line (GCAL) which serves as our crisis hotline.
- The Georgia 9-8-8 Coalition is looking for 2-3 911 directors interested in serving on their planning committee.
  - Monthly meetings April through September

FCC – outage reporting

- FCC to Share Communications Outage Information with Federal and State Agencies
- NORS: Network Outage Reporting System
- DIRS: Disaster Information Reporting System
- FCC currently only shares this information with U.S. DHS (FEMA) and then FEMA shares aggregated data with states.
- Once the states receive the outage information, it is usually 24+ hours old.
- This will give GECA greater situational awareness regarding wireline/wireless outages in the state.
**FCC – 911 fee diversion**

- The Consolidated Appropriations Act (COVID-19 stimulus + omnibus spending bill) passed at the end of 2020 contained a provision aimed at reducing 911 fee diversion in states.
- The law directed the FCC to create a new federal advisory committee, the Ending 911 Fee Diversion Now Strike Force (911 Strike Force)
- The Strike Force is to study how the federal government can “most expeditiously” end diversion of 911 fees and charges by states.
- Additionally, the FCC provided a Notice of Proposed Rulemaking (NPRM) which would “designate the uses of 911 fees by states, establish a ruling process for providing fee diversion guidance to the states, and codify restrictions imposed on states engaged in fee diversion.”

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**Federal NG911 Legislation**

- U.S. House of Representatives Democrats have proposed a large infrastructure bill (Leading Infrastructure for Tomorrow’s America Act, LIFT America Act) that would provide $15 billion in federal funds to pay for NG911 upgrades.
- This is a $3 billion increase in proposed funding compared to previous NG911 funding bills introduced in Congress recently.
- Major supporters of this bills include: APCO, Major Sheriffs Ass’n, Major Chiefs Ass’n, National Sheriffs Ass’n, IACP, IAFC, Metro Fire Chiefs Ass’n, Nat’l Ass’n of State EMS Officials
GIS Validation Tools are coming!

- Why we need them:
  - Quantitative (measurable) companion to track readiness to go with our qualitative survey
  - Able to validate and aggregate into statewide datasets (and track changes)

- Short term (Spring):
  - State/Regional Staff will run data for Counties/PSAPs that said "We are NG911 ready"
  - Generic NENA Data Model schema is used
  - We work out the kinks before we deploy a final solution

- Long term (Fall):
  - Stakeholders get logins to drag, drop, translate, validate, aggregate their data
  - Georgia specific NG911 Data model is used

Next Steps

Georgia GIS Data Standards Development

- Making the NENA Standard conform to Georgia’s business needs (will cover Site/Structure address points, Road Centerlines, Emergency Service Boundaries, and PSAP Boundaries)
- Subcommittee of the GIS Working Group made of local, regional, state and private business stakeholders
- 8 week intense process (90 minute/ wk mandatory meetings with homework)
- Please email Natalie.Lee@gio.ga.gov to participate in the subcommittee or to participate as a reviewer of the draft at 6 weeks.

Outreach (Workshops)

- NG911 and GIS in the Call Cycle
  - An overview of how GIS is utilized in a NG911 system
  - High level (for managers and executive leadership)
- NG911 Data Standards
  - An exploration of Georgia’s specific Data Standard and best practices
  - For practitioners (creators, maintainers, users of data)

Ortho-Rectified Imagery (approx. 6 inch)

- Basemap on which all NG911 GIS data will be generated
- Will be provided to PSAPs as a web service to be used immediately (even in current systems that can consume a service)
- GIS Portion of the Fed Grant can cover year one, need to be able to cover 3 year commitment
10 minute break

911 Training Update
March 24, 2021
Basic Communications Officer Training Course

- Due to COVID, POST waived the 6-month requirement through December 31, 2020.
- GPSTC has unannounced classes scheduled to address backlog caused by COVID.

911 Directors Academy
911 Directors Academy

- Anticipated to be a minimum of 40 hours.
- Pilot offering possibly scheduled for April 26-30 or May 24-28.
- Anticipate 2nd offering in July.

911 Directors Academy

- GPSTC completed a series of occupational analysis workshops to analyze training needs.
- 3 workshops between October 2019 and March 2020.
- Total participants = 48 current Georgia 911 Directors.
- Total years of experience = 633 years.
Occupational Analysis

- a process which incorporates the use of a series of focus groups in a facilitated storyboarding process to capture the observations of high performing incumbents, currently assigned in the job position being analyzed, regarding the major duties, related tasks, knowledge, skills, and abilities, and rated for criticality and frequency of the specified occupation.
911 Directors Academy

- Course outline and objectives were developed, and research and course development began in April 2020.
- Three curriculum developers have completed 1,343 hours of work through the end of February 2021.
- 40 hours of classroom training supplemented by an online classroom with student engagement activities and reference documents.

Course Overview

- Registration & Orientation (0.5 hour)
- Unit 1: Emergency Communications in Georgia (5.5 hours)
- Unit 2: Leadership Development and Professional Competence (2 hours)
- Unit 3: Agency Operations Management (12 hours)
- Unit 4: Technology (12 hours)
- Unit 5: Personnel Management (6 hours)
- Unit 6: Finance and Budget (1 hour)
- Testing and Course Completion (1 hour)
Unit 1:
Emergency Communications in Georgia

- Module 1: Georgia Emergency Communications Authority
- Module 2: 911 Fee Collection & Other Revenue Sources
- Module 3: Emergency Support Function ESF-2
- Module 4: Critical Incident Management
- Module 5: Continuity of Operations Planning
- Module 6: Regulatory Requirements

Unit 2:
Leadership Development and Professional Competence

- Module 1: Leadership vs. Management
- Module 2: Behavioral Styles
- Module 3: Professional & Personal Growth
Unit 3: 
Agency Operations Management

• Module 1: Strategic Planning
• Module 2: Agency Mission, Vision, and Values
• Module 3: Emergency Communications Center Liability
• Module 4: Effective Policy & Procedures
• Module 5: Quality Assurance & Improvement Programs
• Module 6: Industry Standards & Accreditation Programs
• Module 7: Effective Organizational Communications & Conflict Resolution
• Module 8: External Communications Strategy
• Module 9: Building Relationships & Implementing Public Policy
• Module 10: Agency Records & Statistical Data
• Module 11: Facility Security

Unit 4: 
ECC Technology

Module 1: Emergency Communication Technology & Systems
Module 2: Next-Generation 911 and Broadband Applications in the ECC
Module 3: Cybersecurity
Unit 5: Personnel Management

Module 1: Employment Laws
Module 2: Staffing & Scheduling
Module 3: Recruitment & Hiring
Module 4: Training Program Management
Module 5: Performance Management Systems
Module 6: Promotional Systems, Career Development Plans, & Succession Planning
Module 7: Employee Health, Wellness, & Morale
Module 8: Disciplinary Systems

Unit 6: Finance & Budget

Module 1: Local Government Operations Budgeting
Module 2: Effective RFP/RFQ Proposals
Module 3: Capital Assets & Capital Improvement Plans
Module 4: Employee Compensation
NG9-1-1 Online Training

- Three online NG-911 courses:
  - Introduction to NG911
  - Cybersecurity: Protecting 911 Inside and Out
  - Emotional Wellness in a NG911 Environment
- Legal agreement language agreed upon with both agencies legal and finance staff.
- Subject-matter-experts have been identified.
- Anticipate implementation of agreement to be April 1, 2021 and then SMEs will have 45 days to develop content.
- GPSTC online curriculum specialists will have 45 days to convert to online learning management system.
- Tentatively classes will be available online July 1, 2021.
Vendor-Sponsored Grant Training

• GPSTC and GECA conducted a training needs survey to complement the recommendations from the GECA Training Sub-committee/Working Group.

• Two surveys:
  • Communications officers and line-level supervisors (255 responses).
  • Communications managers and directors (72 responses).

Vendor-Sponsored Grant Training

• Training locations identified.

• Training vendor engagement completed to determine logistics and costs.

• GECA grant team establishing the logistics with 911 centers for tuition payment procedures.
Training Survey Results

**GECA 911 Training Needs Survey: Communications Directors & Managers**

- **Area A** (Metro Atlanta and Northwest Georgia): 20.17%
- **Area B** (Northeast and East Central Georgia): 27.78%
- **Area C** (Southwest and West Central Georgia): 30.56%
- **Area D** (Southeast and South Central Georgia): 12.50%

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**GECA 911 Training Needs Survey: Communications Directors & Managers**

- Customer Service: 8
- Communications Center Supervisor: 7
- Crimes in Progress: 6
- Interpersonal Relations/Communications: 5
- Liaibility: 4
- Bullying and Harassment in the Communications Center: 3
- Communications Training Office (CTO): 2
- Active Assistants for Communications Officers: 1
- Center Manager Certification Program (CMCP): 0
- Enhanced Call Management: 9
- Quality Assurance/Quality Improvement: 8
- Stress Management: 7
- Natural Disasters: 6
- All Hazards Communications Technician (AHCMT): 5
- Crisis Intervention Team Training (CIT): 4
- Crisis/Disaster Negotiation for Communications Officers: 3
- Domestic Violence: 2
- Law Enforcement Communications: 1
- Disaster Operations and the Emergency Communications Center: 0
- Fire Service Communications: 9
- Improving Service to Callers with Disabilities: 8
- Incident/Tactical Dispatch: 7
- NIMS IC All Hazards Communications Unit Leader (AHCUL): 6
- Cultural Diversity: 5
- Cybersecurity Fundamentals for the Emergency Communications Center: 4
- Peer Support: 3
Training Survey Results

GECA 911 Training Needs Survey: Communications Officers and Line-Level Supervisors

Area A (Metro Atlanta and Northwest Georgia) - 33.94%
Area B (Northeast and East Central Georgia) - 28.78%
Area C (Southwest and West Central Georgia) - 35.05%
Area D (Southeast and South Central Georgia) - 10.59%

Training Survey Results

GECA 911 Training Needs Survey: Communications Officers and Line-Level Supervisors Survey

- Stress Management
- Building and Resilience in the Communications Center
- Suicide
- Crisis Intervention Team Training for E911
- Communications Training Officers (CTOs)
- Communications Center Supervisors
- Ethics/Conduct/Research in Communications Officers
- Ethics in Progress
- Customer Service
- Domestic Violence
- Peer Support
- Law Enforcement Communications
- Disaster Operations and the Emergency Communications Center
- Active Shooters for Communications Officers
- Interpersonal Relations/Communications
- Incident/Technical Dispatch
- Leadership
- Quality Assurance/Quality Improvement
- Enhanced 911 Management
- Cultural Diversity
- Fire Service Communications
- All-Hazard Communications Technician (AHC)
- Improving Service to Citizens with Disabilities
- Center Manager Certification Program (CMCP)
- Cybersecurity Fundamentals for the Emergency Communications Center
- BS in 9-1-1: Incorporating Officers and Leaders (BSICOL)
Next Steps

- Complete pilot of the 911 Directors Academy.
- Complete the development of the 3 online NG911 training courses.
- Contract and deliver vendor-sponsored training in the regions.

Current Training Options

- Basic Communications Officer Training
- Dispatcher’s Role in Fire Communications
- At-Risk Adults
- Autism and De-escalation
- Cultural Awareness
- Effective Workplace Communication
- Ethics and Professionalism
- Family Violence
- Georgia Crisis Intervention Team (CIT) Training for 9-1-1 Telecommunicators
Current Training Options

- Handling TTY Calls
- Human Trafficking
- Intellectual and Neurodevelopmental Disabilities
- Language Disorders
- Mental and Emotional Wellness
- Sex Trafficking
- Sovereign Citizen Encounters
- Speech Disorders
- Start the Conversation

Georgia Emergency Communications Authority

Legislation Discussion
HB 631 – Flagging addresses bill

- Directs GECA to assist PSAPs, if requested, with their processes of flagging addresses where an individual has a “physical, mental, or neurological condition which impedes his or her ability to communicate with any law enforcement officer or emergency responder.”
- The information provided would be voluntary and is not mandatory for citizens to report these conditions to 911.
- Passed Senate Public Safety Committee on 3/17 and awaits floor vote in Senate and final passage back in the House.

HB 787/SB 308 – Translation bill

- Introduced 3/23 and assigned to public safety committees
- Directs GECA to “establish a system of language translation services for use by 911 systems statewide.”
- Introduced in response to the Gold Spa shooting as one of the victim’s husband arrived on scene and was unable to communicate with APD as he was speaking in Korean.
- Most commonly utilized translation services are LanguageLine, Telelanguage, and Voiance
SB 84 – POAB bill

- Has received hearing in Senate Retirement committee and no committee action will be taken this year.
- House and Senate Retirement committees will meet in the interim to determine which retirement bills will move forward for actuarial study.
- By November 1st, the State Auditor will provide the Retirement committee chairpersons with studies showing the cost of each bill.
- Next session, the committees will meet to consider the bill with knowledge of costs.

SB 76 – NG911 bill

- Senator Albers has committed to holding hearings in the interim on SB 76 to allow for broader discussion on NG911 and the considerations or changes needed to implement NG911 in the state.
- Intend to hold in-person, regional meetings this Summer and Fall to serve two purposes:
  - NG911 education
  - Opportunity to present the bill and gather feedback on its provisions.
- Legislative Review Committee will also be meeting to combine internal/external feedback and make any additional recommendations to the Board regarding SB 76.
NG911 Readiness and Procurement: Project Updates

Objectives

• Educate stakeholders regarding NG911 - what it is and why it benefits the PSAPs and, ultimately, the citizens and emergency responders they serve.

• Conduct a NG911 Readiness assessment to identify technological and operational gaps in GECA’s readiness to support NG911 capabilities.

• Plan, procure and implement both ESInet and NGCS solutions that provide the greatest value to the agencies and citizens
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<th>Item</th>
<th>Timeline</th>
<th>Status</th>
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<td>Kick-off</td>
<td>January 28, 2020</td>
<td>Completed</td>
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<tr>
<td>Identify data collection points</td>
<td>February 2020</td>
<td>Completed</td>
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<tr>
<td>Identify communications plan</td>
<td>February 2020</td>
<td>In progress</td>
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<tr>
<td>Create a FAQ Document</td>
<td>February 2020</td>
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<tr>
<td>Build a “data dictionary”</td>
<td>February/March 2020</td>
<td>Completed</td>
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<tr>
<td>Meet with PSAP Leadership (GECC meeting – Orientation for Directors)</td>
<td>March 10, 2020</td>
<td>Completed</td>
</tr>
<tr>
<td>Complete PSAP technology and operational survey</td>
<td>March/April/May - 45 days</td>
<td>Completed</td>
</tr>
<tr>
<td>Conduct stakeholder educational sessions (regional road shows)</td>
<td>June/July/August based on data input or strategy sessions</td>
<td>Completed</td>
</tr>
<tr>
<td>Perform MAPS assessment interview</td>
<td>April – July</td>
<td>Completed</td>
</tr>
<tr>
<td>Identify technology and operational gaps</td>
<td>July – October: 90 days after completion</td>
<td>Completed</td>
</tr>
<tr>
<td>Review strategic plan</td>
<td>July – December</td>
<td>Completed</td>
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<td>Attend 9-1-1 Board meetings</td>
<td>Quarterly, March, June, Sept, December</td>
<td>In progress</td>
</tr>
<tr>
<td>Develop technical specifications</td>
<td>Fall 2020 – 4 to 6 months</td>
<td>Critical item</td>
</tr>
<tr>
<td>Engage with procurement agencies</td>
<td>Fall 2020</td>
<td>In progress</td>
</tr>
<tr>
<td>Execute RFP process</td>
<td>Spring/Summer 2021</td>
<td>Critical item</td>
</tr>
<tr>
<td>Participate in RFP process</td>
<td>Summer/Fall 2021</td>
<td>Critical item</td>
</tr>
<tr>
<td>Provide input on implementation plan</td>
<td>Fall/Winter 2021</td>
<td>Critical item</td>
</tr>
<tr>
<td>Provide updates for the 911 strategic plan</td>
<td>Fall/Winter 2021</td>
<td>Critical item</td>
</tr>
</tbody>
</table>