

BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

TUESDAY, JUNE 30, 2020
10:00 AM TO 11:00 AM
CONFERENCE CALL

BOARD MEETING MINUTES

Board Members Present:

Cheryl Greathouse, Chairperson
William Wright, Secretary
Amy Oneacre
Greg Whitaker
Ted Wynn
Alex Lee
Kevin Curtin
Billy Grogan
Steve Nichols

Board Members Absent:

Billy Hancock, Vice Chairperson
Col. Gary Vowell
Peter Olson
Michael Wall

The Georgia Emergency Communications Authority held the board meeting on June 30, 2020 via conference call. A List of Attendees, an Agenda, the Meeting Presentation, and the FY21 Budget are attached hereto and made official parts of these minutes as Attachments #1, #2, #3, and #4. Cheryl Greathouse, Chairperson of the Board of Directors of the Georgia Emergency Communications Authority, called the meeting to order at 10:05 AM.

All board members are present except Sheriff Billy Hancock with Crisp County, Colonel Gary Vowell with the Georgia Department of Public Safety, Peter Olson with Bartow County, and Michael Wall with Comcast.

Chairperson Greathouse welcomed everyone to the conference call.

Roll Call

Approval of the Minutes:

Michael Nix presented the minutes of the March 10, 2020 meeting for discussion and approval. Chairperson Greathouse asked for a motion for the approval of the minutes; Chief Billy Grogan made a motion to approve the minutes. Ted Wynn seconded the motion. The motion passed unanimously.

Executive Director's Update

Michael Nix provided updates on the 911 fee distributions and projections and Tasks 1, 2 and 3 of the NG911 Grant projects. Executive Director Nix also spoke about GECA's involvement with COVID-19 and the civil unrest around the state.

See Attachment #3 for full presentation.

Board Presentations

Chairperson Cheryl Greathouse opened up the floor for board presentations. There were no board presentations for this meeting.

Old Business

Chairperson Cheryl Greathouse opened up the floor for old business. There was no old business to discuss.

New Business

Chairperson Cheryl Greathouse opened the floor for new business. Michael Nix presented the FY21 Budget. The FY21 Budget, as presented, will be \$1,366,779.03. GECA currently has approximately \$600,000 in reserves from FY19 (\$597,989.67). At the end of FY20, there should be an additional \$1.45 million in the reserves. Total reserves with FY19 and FY20 amounts should be slightly over \$2 million. After FY21, the reserves should be nearly \$3 million. The reserve funds will be used for future NG911 development, training, and other priorities set by the Board.

Chairperson Greathouse asked for a motion for the approval of the budget; Ted Wynn made a motion to approve the budget. William Wright seconded the motion. The motion passed.

See Attachments #3 and #4 for budget summary and full budget.

Public Comment:

Chairperson Cheryl Greathouse opened up the floor for public comment. There were no public comments made.

Adjournment:

There being no further business to be brought before the Board, Chairperson Cheryl Greathouse called for a motion to adjourn. Ted Wynn made a motion and Chief Billy Grogan seconded the motion. The motion passed and Chairperson Cheryl Greathouse adjourned the meeting at 10:58 AM.

These minutes are hereby approved and adopted this the 15th day of September 2020.

Cheryl Greathouse
Chairperson

William Wright
Secretary

Official Attachments:

1. List of Attendees
2. Agenda
3. Meeting Presentation
4. FY21 Budget

BOARD OF DIRECTORS OF THE GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

TUESDAY, JUNE 30, 2020
10:00 AM TO 11:00 AM
CONFERENCE CALL

BOARD MEETING ATTENDEES

Board Members:

Cheryl Greathouse, Chairperson
William Wright, Secretary
Amy Oneacre
Greg Whitaker
Ted Wynn
Alex Lee
Kevin Curtin
Billy Grogan
Steve Nichols

GECA Staff Members:

Michael Nix
Jonathan Jones
Amy Ramsey
Ashley Seay
Mike Smith
Tammy Smith

9-1-1 Advisory Panel:

Daniel Dunlap, Augusta-Richmond County
Tamika Kendrick, NENA
Jason Lawson, Troup County
Lynn Smith, APCO
Steve Usher, Glynn County

Russ Palmer

Others Attending:

Chad Brothers
M. Cardwell
Chris
Shandel Graham
Natalie Lee
Amanda Proctor
Howell McKinnon
Jackie Mies
Susan Miller
Kim Oglesby
John Potrzebowski
Randy
Aleisha Rucker-Wright
John Sherman
Steve
Leah Sullens
Ted
Nicola Tidey

GEORGIA EMERGENCY COMMUNICATIONS AUTHORITY

BRIAN P. KEMP
GOVERNOR



MICHAEL NIX
EXECUTIVE DIRECTOR

Board of Directors of the Georgia Emergency Communications Authority

**Tuesday, June 30, 2020
10:00-11:00 AM
Conference Call**

Call Information:

gema.webex.com
Meeting Number (Access Code): 161 129 9869
Meeting Password: GECA2020!

-or-

1-855-282-6330
Meeting Number (Access Code) 161 129 9869

Meeting Agenda*

- I. Call to Order/Opening Remarks—Chairperson Cheryl Greathouse

- II. Roll Call—Secretary William Wright

- III. Approval of March 10th Minutes—Chairperson Cheryl Greathouse

- IV. Executive Director's Update—Michael Nix

- V. Board Presentations
 - A. None

- VI. Old Business
 - A. None

- VII. New Business

A. Budget Presentation

VIII. Public Comment

IX. Adjourn

*Meeting Agenda is subject to change



Georgia Emergency Communications Authority

**June 30, 2020
Board Meeting**



911 Fee Distributions

Month	Non-Prepaid	Prepaid	Total
Jul-19	\$ 15,592,036.35	\$ 3,397,584.47	\$ 18,989,620.82
Aug-19	\$ 14,969,355.77	\$ 3,557,439.36	\$ 18,526,795.13
Sep-19	\$ 14,626,447.29	\$ 3,428,979.12	\$ 18,055,426.41
Oct-19	\$ 15,341,813.03	\$ 3,503,203.25	\$ 18,845,016.28
Nov-19	\$ 14,812,793.40	\$ 3,544,568.89	\$ 18,357,362.29
Dec-19	\$ 15,546,662.87	\$ 4,755,971.65	\$ 20,302,634.52
Jan-20	\$ 15,331,852.41	\$ 3,814,971.83	\$ 19,146,824.24
Feb-20	\$ 14,595,942.69	\$ 3,517,129.61	\$ 18,113,072.30
Mar-20	\$ 15,538,284.50	\$ 3,846,315.41	\$ 19,384,599.91
Apr-20	\$ 15,390,714.19	\$ 3,627,255.87	\$ 19,017,970.06
	\$ 151,745,902.50	\$ 36,993,419.46	\$ 188,739,321.96



911 Fee Projections

Month	Non-Prepaid	Prepaid	Total
Jul-19	\$ 15,592,036.35	\$ 3,397,584.47	\$ 18,989,620.82
Aug-19	\$ 14,969,355.77	\$ 3,557,439.36	\$ 18,526,795.13
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Mar-20	\$ 15,538,284.50	\$ 3,846,315.41	\$ 19,384,599.91
Apr-20	\$ 15,390,714.19	\$ 3,627,255.87	\$ 19,017,970.06
May-20	\$ 15,174,590.25	\$ 3,699,341.95	\$ 18,873,932.20
Jun-20	\$ 15,174,590.25	\$ 3,699,341.95	\$ 18,873,932.20
	\$ 182,095,083.00	\$ 44,392,103.36	\$ 226,487,186.36



GECA Revenue Update

	NPC	PWF	Total
Jul-19	\$ 155,920.81	\$ 33,975.84	\$ 189,896.65
Aug-19	\$ 149,693.69	\$ 35,574.39	\$ 185,268.08
Sep-19	\$ 146,264.84	\$ 34,289.79	\$ 180,554.63
Oct-19	\$ 153,418.46	\$ 35,032.03	\$ 188,450.49
Nov-19	\$ 148,128.28	\$ 35,445.69	\$ 183,573.97
Dec-19	\$ 155,467.15	\$ 47,559.72	\$ 203,026.87
Jan-20	\$ 153,318.98	\$ 38,149.72	\$ 191,468.70
Feb-20	\$ 145,959.85	\$ 35,171.30	\$ 181,131.15
Mar-20	\$ 155,383.03	\$ 38,463.15	\$ 193,846.18
Apr-20	\$ 153,906.50	\$ 36,272.56	\$ 190,179.06
	\$ 1,517,461.59	\$ 369,934.19	\$ 1,887,395.78



GECA Revenue Projections

	NPC	PWF	Total
Jul-19	\$ 155,920.81	\$ 33,975.84	\$ 189,896.65
Aug-19	\$ 149,693.69	\$ 35,574.39	\$ 185,268.08
Sep-19	\$ 146,264.84	\$ 34,289.79	\$ 180,554.63
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Mar-20	\$ 155,383.03	\$ 38,463.15	\$ 193,846.18
Apr-20	\$ 153,906.50	\$ 36,272.56	\$ 190,179.06
May-20	\$ 151,746.16	\$ 36,993.42	\$ 188,739.58
Jun-20	\$ 151,746.16	\$ 36,993.42	\$ 188,739.58
	\$ 1,820,953.91	\$ 443,921.03	\$ 2,264,874.94



NG911 Grant Update

- Task #1: NG 911 Strategic Plan and Assessment
 - Survey sent out on June 9, 2020
 - 18 completed
 - 65 in progress
 - **What's Next?**
 - Following up survey with regional, virtual town halls in August
 - Engagement with the appropriate state procurement agencies to better understand the RFQ/RFP process in Georgia for ESInet and NGCS.



NG911 Grant Update

- Task #2: NG911 GIS Readiness Assessment and Strategy
 - GIS Survey is in final development stages; to be released mid-July
 - GIS work regarding COVID-19 has advanced the design of the necessary data storage and security.
 - GIS Office is working with the Coastal Regional Commission on their regional master address repository.
 - Developing a GIS/NG911 website as an information hub
 - Planning joint GIS/911 meetings to be held virtually beginning in August



NG911 Grant Update

- Task #3: NG911 Training
 - GPSTC is in the middle of curriculum development for the 911 Directors Academy.
 - They will be reaching out to 911 Directors for input as the course is developed.
 - Aiming for a pilot course of the 911 Directors Academy in Q4 2020/Q1 2021 depending on COVID-19.
 - Training Working Group is finalizing the list of recommended courses to bring to the state.



GECA Support for COVID-19

- Since mid-April, the field coordinators have been sharing COVID-19 positive patient address information with 90% of PSAPs across the state.
- Early in the COVID-19 response, GECA staff developed a Back-Up PSAP Readiness Checklist and distributed to all PSAPs.
- Field staff compiled continuity of operations plans and other policies to share with PSAPs in need.
- Field staff continues to interact with 911 directors daily to ensure needs are met and answer any questions.



GECA Support for Civil Unrest

- ESF-2 was activated to assist with the distribution of Atlanta PD's cache radios to the state law enforcement.
- Additionally, our field coordinators and other dispatchers served as tactical dispatchers monitoring the mutual aid radio channels in ATL.
- Assistance came from:
 - Hall County 911
 - Cherokee County 911
 - Meriwether County 911
 - Spalding County 911
- ECFCs responded to Gainesville and Athens for communications support.
- Deployed our MCV and a field coordinator to assist with drone operations in Brunswick.



Georgia Emergency Communications Authority

FY 2021 Budget Discussion

Category	FY 2020 Budget	YTD Expenditures (as of May 31)	% Spent YTD (as of May 31)
Personnel	\$666,642	\$380,315.55	57%
IT and Equipment	\$83,825	\$30,409.36	36%
Motor Vehicles	\$238,765	\$233,051.82	98%
Regular Operating	\$295,000	\$48,517.17	16%
Telecomms	\$106,500	\$36,221.30	34%
Contracts	\$144,000	\$24,452.92	17%
Grant Match Requirements	\$91,140	\$55,866.91	61%
Total	\$1,625,872	\$808,835.03	50%

Category	FY 2020 Budget	YTD Expenditures (as of May 31)	FY 2021 Proposed Budget
Personnel	\$666,642	\$380,315.55	\$813,701.18
IT and Equipment	\$83,825	\$30,409.36	\$50,000
Motor Vehicles	\$238,765	\$233,051.82	\$27,765
Regular Operating	\$295,000	\$48,517.17	\$133,400
Telecomms	\$106,500	\$36,221.30	\$81,500
Contracts	\$144,000	\$24,452.92	\$134,000
Grant Match Requirements	\$91,140	\$55,866.91	\$126,412.85
Total	\$1,625,872	\$808,835.03	\$1,366,779.03



GECA Reserves

- GECA currently has approximately \$600,000 in reserves from FY 19 (\$597,989.67).
- After FY 20, we should be able to add approximately \$1.45 million to the reserves.
- Total reserves with FY 19 and FY 20 amounts should be slightly over **\$2 million**.
- After FY 21, the reserves should be nearly \$3 million.
- The reserve funds will be used for future NG911 development, training, and other priorities set by the Board.

FY 2020 Revenue - PROJECTED EXPENDITURES

				FY 2020 Budget	FY 2020 Actual*	FY 2021 Budget
PROJECTED FY 2020 Revenue Projected Earnings				2,220,000.00	2,264,000.00	2,264,000.00
ADMINISTRATIVE OVERHEAD AND CONTRACT COSTS				AMOUNT	TOTAL	
SALARY						502,644.60
FRINGE (FICA-6.2%, Medicare- 1.45%, Retirement 24.78%, Health Ins 29.454%)						311,056.58
PERSONNEL	2020		Current Staff	384,963	380,315.55	
			4 - Emergency Communications Field Coordinators (no earlier than September 2019 start date)			
FIELD STAFF TOTAL	2020			281,678		
				TOTAL PERSONNEL	666,641.76	813,701.18
						Fully funds 4 ECFC
INFORMATION TECHNOLOGY & EQUIPMENT						
MICROSOFT VOLUME LICENSING	2020	Annual	Licensing for all agency Microsoft products.	9,400	1,231.89	1,300.00
SERVER CERTIFICATES	2020	Annual	Certificates for all public facing GEMA websites and VPN.	400		
VMWARE ANNUAL LICENSE	2020	Annual	Licensing for virtual environment.	4,000		
THYCOTIC PASWORD RESET ANNUAL LICENSE	2020	Annual	Licensing for password reset server.	130		
CITRIX SHAREFILE	2020	Annual	Licensing for Citrix ShareFile.	1,300		
CITRIX WEBEX	2020	Annual	Licensing for WebEx webinar service	3,500		
SPAM TITAN EMAIL FILTERING	2020	Annual	Spam filtering service for the agency.	350		
VEEAM BACKUP SOFTWARE	2020	Annual	Backup software	1,500		
PHISHME LICENSING	2020	Annual	Licensing for phishing exercise service.	890		
CBT NUGGETS ONLINE TRAINING FOR IT	2020	Annual	Online training service for IT	500		
F5 MAINTENANCE RENEWAL	2020	Annual	Load balancer maintenance renewal	1,120		
NETAPP EXTERNAL STORAGE MAINTENANCE	2020	Annual	Maintenance costs for NetApp External Storage	1,100		
CRASHPLAN ANNUAL RENEWAL	2020	Annual	Renewal for Crashplan desktop backup.	800		
AWS-AMAZON WEB SERVICES	2020	Annual	Replication of GEMA Virtual Environment	9,500	635.65	800.00
CISCO SMARTNET RENEWAL	2020	Annual	Renewal for maintenance support for Cisco networking equipment	13,500	5,209.05	5,500.00
SOLARWINDS NETWORKING TOOLS	2020	Annual	License renewal for Solarwinds networking tools.	3,000		
MCAFFEE ANTIVIRUS SOFTWARE	2020	Annual	License renewal for McAfee antivirus software	1,000		
SOLARWINDS	2020	Annual	Maintenance costs for HP Blade Servers, and backup hardware	1,700		
ADOBE RENEWAL	2020	Annual	Adobe Illustrator, license, photo shop - Renewal	235	25.91	100.00
TITAN HQ	2020	Annual	WebTitan Gateway - Protection when surfing the web	400		
SMART DEPLOY	2020	Annual	Imaging Software	250		
MB3, Inc.	2020	Annual	Annual Support Package (75,000 for entire package)	7,500	6,711.11	7,500.00
SHAREPOINT MIGRATION	2020	One-Time	Migration of current files to SharePoint	7,500		
CISCO NETWORKING	2020	One-Time	Equipment	2,500	1,352.53	1,500.00
Office 365 MIGRATION	2020	One-Time	Migration of mail servers to Office 365, hosted in the cloud	3,000		
ESI ACQUISITIONS	2020	One-Time	Board Scheduler for ESF2		2,500.00	

IT SUPPLIES, CABLES, FLASH DRIVES ETC.	2020	One-Time	Misc	750		
UNCLASSIFIED HARDWARE	2020	One-Time	Misc	2,000		18,300.00
UNCLASSIFIED SOFTWARE	2020	One-Time	Misc	1,000	2,040.76	15,000.00
DESKTOPS/LAPTOPS	2020	One-Time	Misc	5,000	10,702.46	
TOTAL INFORMATION TECHNOLOGY COSTS					83,825.00	30,409.36
MOTOR VEHICLES						
VEHICLE REPLACEMENT	2020	One-Time	4 Field Vehicle and 2 Headquarter Vehicles (2020 FORD Explorers)	210,000	204,960.00	0
VEHICLE ACCESSORIES	2020	One-Time	Lights and sirens and other equipment		23,050.60	10000
ENTERPRISE VEHICLE LEASE	2020	Annual	Leased Vehicle	7,765	3,885.72	7765
ALL INSURANCE	2020	Annual	Insurance GECA (auto, cyber, liability, risk, unemployment)	21,000	1,155.50	10000
TOTAL MOTOR VEHICLE COSTS					238,765.44	27,765
REGULAR OPERATING						
LANDSCAPING	2020	Annual	Landscaping contract	500	584.37	600
BUILDING SECURITY	2020	Annual	Confidential Security		1,720.13	1800
CLEANING CONTRACT	2020	Annual	Janitorial Contract	6,000	2,210.30	2500
UNIFORMS	2020	Annual	Annual Uniform Budget	4,400	8,185.58	4400
MEMBERSHIPS	2020	Annual	Annual Association Dues (APCO, NENA, NASNA, etc.)	3,800	1,034.00	3800
WEX BANK	2020	Annual	Fuel purchases	50,000	3,244.11	40000
TRAVEL	2020	Annual	Travel Reimbursements	60,000	4,712.70	30000
WASTE MANAGEMENT	2020	Annual	Trash and Shredding Services	300		300
OTHER REGULAR OPERATING EXPENDITURES	2020	Annual	Miscellaneous Operating Expenditures (Ga Power, Aircond, Printing, etc.)	170,000	26,825.98	50000
TOTAL REGULAR OPERATING COSTS					295,000.00	133,400.00

TELECOMMUNICATIONS

GTA	2020	Annual	Agency landline service	3,000	5,180.00	5,500.00
AT&T	2020	Annual	Agency Cell Phone Service & Equipment	5,000	2,244.36	4,000.00
SOUTHERN LINC	2020	Annual	Agency Wireless Service	3,000	482.62	2,000.00
COPPERFASTEN TECHNOLOGIES	2020	Annual	WebTitan Gateway 250 Users	500		
MISCELLANEOUS COMMUNICATIONS/EQUIPMENT	2020	One-Time	Communications Equipment	70,000	24,178.07	70000 Purchased CSG B
MISCELLANEOUS TELECOMMUNICATIONS	2020	One-Time	Miscellaneous Telecom charges	25,000	4,136.25	
TOTAL TELECOMMUNICATION COSTS					106,500.00	81,500.00

CONTRACTS

PER DIEM & FEES	2020	Annual	Board Member Reimbursements and Travel	22,000	5,441.67	15000
PROFESSIONAL SERVICES	2020	Annual	Professional Services	50,000		50000
QUICKBASE	2020	Annual	TERT Database	1,000	1,000.00	1000
STATE ACCOUNTING OFFICE	2020	Annual	Financial Shared Services Contract	5,000	1,096.12	2000
STATE ACCOUNTING OFFICE	2020	Annual	Payroll Shared Services	500	238.33	500
OFFICE OF PLANNING & BUDGET	2020	Annual	HR Assessments	500		500
GPSTC	2020	Annual	Communications Training Personnel (no earlier than September 2019 start date)	65,000	16,676.80	65000
TOTAL CONTRACT COSTS					144,000.00	134,000.00

MATCH REQUIREMENTS

	2020	Annual	Match	91,140	55,866.91	
TOTAL PASS THROUGH					91,139.88	126,412.85

TOTAL PROJECTED SFY21 EXPENDITURES **1,625,872.08** **808,835.03** **1,366,779.03**

Projected Balance Funds to Reserve **594,127.92** **1,455,164.97** **897,220.97**

CURRENT RESERVE FROM FY19 **597,989.67** **Projected Total Reserve** **2,053,154.64** **2,950,375.61**