

**NH ENHANCED 9-1-1 COMMISSION MEETING MINUTES
December 18, 2006**

PRESENT:

Douglas Aiken, Chairman	NH Association of Fire Chiefs
James Linehan, Vice Chair	NH Sheriffs Association
William Wood, Secretary	NH Div. of Fire Standards and Training & EMS
Kathryn Bailey	NH Public Utilities Commission
Mark Violette	NH Telephone Association
Paul Szoc	NH Federation of Fire Mutual Aids
Frederick Booth	NH Department of Safety
David Caron	NH Municipal Association
Jill Healy Wurm	Verizon
Brett Scholbe	Professional Firefighters of NH
Robert Girard	US Cellular
James Valiquet	NH Association of Chiefs of Police
George Valliere	NH Police Officer

ABSENT:

Donald Hill	Commissioner, Dept. of Admin. Svs.
Deborah McKinney	NE Deaf & Hard of Hearing Services
Earl M. Sweeney	Assistant Commissioner, NHDOS

OBSERVERS:

Bruce G. Cheney, ENP	Director, NHBEC
Peter A. DeNutte, ENP	Assistant Director, NHBEC
Eric Sobel	Tech Support Specialist III
Patricia Magoon	Assistant Planner
Stacey Zalenski	Supervisor I
Kelly Grant	Chief of PSAP Operations, NHBEC
Jon Brooks	Training Coordinator
Kelley Noel	Administrative Supervisor, NHBEC

Sherry Baker
Leland Willette
Wesley J. Colby

Administrative Secretary, NHBEC
TDS Telecom
Director of Administration, Dept. of Safety

The E-9-1-1 Commission (Commission) meeting held at The Department of Safety, Richard M. Flynn Building, 33 Hazen Drive, Concord, NH was called to order at 11:07 a.m. by Chairman Douglas Aiken.

1. Approval of the minutes of the July 12, 2006 NH Enhanced 9-1-1 Commission Meeting.

Chairman Aiken motioned for approval of the July 12, 2006 meeting minutes. Vice Chairman Linehan motioned to accept the minutes and Commissioner Szoc seconded the motion. Unanimously approved by those present and voting.

OLD BUSINESS

2. Director's Report

2A. Discuss year to date expenditures and surcharge revenue

2A.2. Voice Over Internet Protocol (VoIP)

Director Colby provided copies of four Governor and Council items which includes Non-Lapse funds for Enhanced 9-1-1 System, this will amend the agreement with Verizon, and enter into a five year contract. There will be a need to transfer \$1,378,203 from the Non-Lapse funds to various classes within the Bureau of Emergency Communication's (Bureau) budget.

In accordance with the contract, Verizon will provide E-9-1-1 database maintenance. This agreement will not exceed 15 months and will cost the Bureau \$302,363.10. Once the new Incident Management Center (off Route 106 in Concord) is operational, the Bureau will take control of the database. At this point there will be no further need for Verizon's maintenance services and no further costs will be incurred for this service.

The Database Administrator position was approved by Governor and Council and Fiscal Committee. The position has been posted and the interview process will start the week of December 26, 2006.

These four items have resolved the issues of the shortage of the appropriations.

Director Colby explained to the Commission the process on how the surcharge checks are deposited with Bureau of Accounts and although there are 12 months in a year the last deposit is entered on the thirteen month.

Revenue was up \$150,000 in the first four months. If the Bureau continues with the projected revenue of 7 ½ million which was suggested by Director Colby back in June. He said with no growth in revenue for the next two thirds of the year the Bureau will be up about \$150,000.00 each year.

2. A.1 Discuss current surcharge

The new .64 surcharge rate became effective November 2006. The Department of Safety Business Office has established a new organization code for the wireless cost recovery funds. They are taking seven cents from all returns and depositing the money into the new account so that money will be available to pay the wireless carriers that have signed agreements.

At this time there are two wireless carriers with current cost recovery agreements. One more is pending approval of Governor and Council in January. The payments will begin 60 days after approval from Fiscal Committee in February of 2007.

Director Cheney explained the seven cents should cover the costs to pay the wireless carriers that requested reimbursement and have agreements.

Director Colby reported he is waiting for a time breakdown from Attorney Douglas Patch so they may process payment of his invoice.

2A.2. Voice Over Internet Protocol (VoIP)

Assistant Director Denutte reported that Vonage and E911 will finalize a Memorandum of Understanding within the next 30 days. Vonage will be paying the surcharge for their customers on a voluntary basis.

Director Colby reported the Bureau's budget is currently in the transitional year. The Bureau will need to monitor the budget closely so there is not a negative fund balance.

2.B Report on Mapping & Data Base Status (Eric Sobel and Stacy Zalenski)

Technical Support Specialist Erik Sobel, reported that 23 towns have activity, 9 towns have revised map books and road maps, 6 towns had data capture for acceptance, 3 towns replaced map books, 1 town had maintenance books for acceptance. 549 maintenance points were collected for the period.

Field process for mapping has been fine tuned so there should be less delay in getting the maps out. The three cartographer positions have been filled.

