

County E911 Fiscal Guidance Information

Note: This is not meant to be an all inclusive list

IT IS THE E911 BOARD'S OPINION THAT THE FOLLOWING COSTS ARE ALLOWABLE OR DISALLOWABLE E911 FEE EXPENDITURES: Based on Florida Statute 365.172 (9)

ALLOWABLE	DISALLOWED
Hardware, software, connectivity and peripherals:	
<p>Items directly attributable to the acquisition, implementation and maintenance of E911 service:</p> <ul style="list-style-type: none"> Customer Premise Equipment Remote CPE Hardware/Modems Call recording and storage equipment (visual, data and voice) Hearing impaired and ADA equipment GIS/Mapping Systems Connectivity for any of the above Maintenance and service agreements for above Software licensing for the above Insurance Associated database costs Telecommunications Service Priority for E911 circuits <p>Computer-Aided Dispatch hardware and software interface</p> <p>Integrated CAD System (call taking portion)</p> <p>Network synchronization equipment</p> <p>E911 Call Taker Furniture</p> <p>E911 Wireless network switches, routers and systems</p> <p>E911 Language Translator Service</p> <p>Next Generation E911 network, database, equipment and services</p> <p>E911 System EPD/EMD/efd Software</p>	<p>Items not attributable to the acquisition, implementation and maintenance of E911 service:</p> <ul style="list-style-type: none"> Law Enforcement Record Management Systems Fire Records Management Systems EMS Records Management Systems Jail Records Management Systems GIS not directly related to the delivery of E911 service Street Signs and Sign Posts Radio system (consoles, infrastructure, field equipment, etc.) Costs for dispatch purposes AVL Systems Court Information Systems Word processing, databases, etc. not directly attributable to E911 service Computer-Aided Dispatch (CAD) System Integrated CAD System (dispatch portion) <p>Connectivity for any of the above</p> <p>Maintenance and service agreements of above</p> <p>Software licensing of the above</p> <p>Paging System, pagers and related costs</p> <p>CAD System EPD/EMD/efd Software</p>
Personnel Costs:	
<p>Items directly attributable to the administration of E911 service (i.e., 911 County Coordinator, staff assistant, mapping or GIS position, call-takers, database support):</p> <ul style="list-style-type: none"> Salaries Benefits MSAG & Database Coordination GIS Addressing & Database County Administrative Costs actually attributable to E911 functions including office space assessment costs Office supplies Printing and copying Computer, telephone and furniture for 911 coordinator and staff. <p>Note: If E911 staff serves dual functions (i.e., a County Coordinator who is also in charge of Emergency Management, a call taker who is also a dispatcher) then only those portions of personnel costs attributable to their E911 functions should be allowable.</p>	<p>Items not directly attributable to the administration of E911 service (i.e., dispatchers, shared support or technical staff, except for portions of time directly functioning as E911 allowable staff.</p> <ul style="list-style-type: none"> Any Cost for Emergency Response Uniforms Costs of Board of County Commissioners <p>County Administrative Costs (Arbitrary percentage allocation of County costs.)</p> <p>Constructing, leasing, maintaining, or renovating buildings</p> <p>Law enforcement, fire, and EMS responders, emergency management staff except for portions of time directly functioning as E911 allowable staff.</p>
Professional Services:	
<p>Directly attributable to the administration of E911 services.</p> <ul style="list-style-type: none"> Attorneys Consultants (part of a 911 system implementation project) Architects Auditor 	<p>Not directly attributable to the administration of E911 services.</p> <ul style="list-style-type: none"> Consultant (studies and reports including feasibility studies)

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ALLOWABLE

DISALLOWED

Training and Memberships:

Items directly related to E911 call taking, service and

- On the job training
- Vendor provided training
- Software, books & training material
- Conferences
- Travel and lodging as necessary
- Membership in associations (APCO, NENA, etc.)

Call taking techniques & methods for taking and transferring calls.

- 911 call taker DOH certification costs
 - EPD Pre-arrival instruction training & certification cost
 - EFD Pre-arrival instruction training & certification cost
 - EMD Pre-arrival instruction training & certification cost

Note: If E911 call taker serves dual functions (i.e., a call taker who is also a dispatcher) then only the portion of costs attributable to their E911 functions should be allowable.

- Dispatch training
- Any courses not directly attributable to E911 services
- Staff not involved directly in the administration of E911 services

- Associations with a primary purpose other than public safety communications (i.e., sheriff's associations, police or fire chief associations, etc.)
- Memberships for staff not involved directly in the administration of E911 services
- Dispatcher DOH certification costs

Facility Costs:

PSAP costs directly attributable to the delivery of E911 service:

- Electrical/Heat/AC/Water
- Fire Suppression System
- Generator/UPS and Grounding
- Telephone
- Insurance
- PSAP Security Systems
- Raised Flooring for power, cabling & conditioning
- Note: If a shared facility, only those portions of facility costs attributable to the E911 call taking and transfer functions should be allowable.

Capital improvements for construction, leasing, maintaining, remodeling, or expansion of PSAP/dispatch centers.

Law enforcement, fire, EMS, emergency management, or other municipal facilities costs.

Capital costs and furnishing for facilities for which the primary purpose is other than E911 (i.e., a conference room used but occasionally leased/loaned to the E911 center for meetings).

Vehicle Costs:

(Fleet vehicle, pool car, mileage reimbursement, fuel, etc.) directly attributable to the administration of E911 service:

- Travel for meetings, training, conferences
- Travel for GIS, mapping and MSAG verification and testing
- Travel for E911 Public Education purposes

(Fleet vehicle, pool car, mileage reimbursement, etc.) for law enforcement, fire, or EMS responders, such as patrol cars, fire apparatus, ambulances, radio technicians, ISS services, or any other county function that is not directly related to E911 as prescribed in Florida Statute 365.172 is prohibited.

Public Information/Education Expenses:

Public Information/Education Expenses directly attributable to the delivery of E911 services.

Public Information not directly attributable to the delivery of E911 services.

Notes, Statutes and References:

Separate accounting records shall be kept for grant funds and interest per the grant rules. If county funds are utilized for E911 expenses these should be separate from the E911 non-wireless and wireless funds.

All items that are not allowable per Florida Statute 365.172 (9) should be funded with county funds.

Reimburse the E911 funds for items purchased that are not allowable per Florida Statute 365.172 (9)

Be sure to comply with all other Florida Statutes and County Rules. If there are any concerns regarding allowable funding of any item not specifically listed in the statutes, we recommend that the item be reviewed by your county auditors to verify that it is allowable, reasonable and justifiable and then have it approved by your Board of County Commissioners.

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Vehicle:

This opinion on allowable expenses does not state that 911 funds can be used to purchase a vehicle. Vehicles and their expenses are not specifically listed in the Florida Statutes 365.172 (9) as allowable E911 costs. The document provides an opinion on associated expenses of a 911 coordinator and staff assistant. It is the opinion that vehicle expenses with fleet vehicles, pool cars, mileage reimbursement, fuel, etc. directly attributable to the administration of 911 services including travel for GIS, mapping and MSAG verification, training and testing are allowable 911 costs.

CAD:

Allowable expenditures include interfaces necessary for transferring E911 call data into an existing CAD system, which includes the necessary hardware and software. For newer integrated CAD systems (which includes both the call taking and dispatch functions) only those portions of the system related to 911 call taking may be funded with E911 fees

Database Costs:

The statutes do not provide for the employment of a full-time equivalent database position(s) however, the expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function is fundable. These cost should not include county addressing and mapping costs not directly necessary for 911 call-taking information.

Full-time equivalent (FTE) Position:

FTE (Full-Time Equivalent) represents the budgetary equivalent of one full time permanent position for an entire fiscal year. Sick, annual, administrative or other paid leave are considered time worked. Calculation exclusions include overtime in excess of normal or regular hours worked. One full time equivalent position is equal to:

- One person working full time.
- Two people working half time.
- One person working half time and two people working half time.
- A combination of people working time that is equivalent to the standard available work hours of 2080 hours/year.

Notes, Statutes and References:

Discretion is advised in the liberal interpretation of the Statutes and these opinions. The county is responsible for the use of the funds and when audited they have to explain and justify the fee expenditures.