

E-911 Service Board Meeting
 May 14, 2015
 10:00 AM - CESC

Members Present:	Dr. Jeffrey Stern - Chairman	Danny Garrison
	Chief D.A. Middleton – Vice – Chairman	Jim Junkins
	Diane Harding	Pokey Harris via Audio Bridge
	Kathleen Seay	Lt. Col. Robert Kemmler
	Sheriff J.D. Diggs	Bob Layman
	David Ogburn, Jr.	David Von Moll - Comptroller
	Eric Link	Adam Thiel - Advisor
Members Absent:	Fire Chief Anthony McDowell	
Remote	Abingdon	
	Culpeper	
Staff Present:	Dorothy Spears-Dean	Lewis Cassada
	Steve Marzolf	Joshua Heslinga - Counsel
	Terry Mayo	

1. CALL TO ORDER

Chairman Dr. Jeffrey Stern called the meeting of the E-911 Service Board to order at 10:01 AM. Dr. Dorothy Spears-Dean did a roll call of the Remote Regional Facilities on the audio conference. All Regional Facilities were on-board and accounted.

2. APPROVAL OF THE MINUTES FROM MARCH 12, 2015

Chairman Stern asked for changes/additions to the March 12, 2015 E-911 Service Board Minutes. Lt. Col. Robert Kemmler made a motion to approve the Minutes of March 12, 2015, and Mr. Jim Junkins 2nd the motion for approval. The Minutes of March 12, 2015 were approved; **12-0-0** (Bob Layman and Adam Thiel had not arrived).

3. FY2017 PSAP GRANT GUIDELINES

Dr. Spears-Dean informed the Board that she would first give a presentation on the overall changes of the PSAP Grant Guidelines. Dr. Spears-Dean said that she would first talk about the focus of the program which has been expanded from Wireless E9-1-1 to NG9-1-1 and E9-1-1. Wireless 9-1-1 equipment and services

has been changed to NG9-1-1 and E91-1 Equipment. She also said that the Wireless Education Program is now the PSAP Education Program (PEP). The description and definition of "Regional Initiative" has been removed, as well as all references to it in the PSAP Grant Guidelines. The Term CPE has been replaced with "Call Handling Equipment." Dr. Spears-Dean went over the "Multi-Jurisdictional Projects" definition. It has been redefined as a project in which two or more primary PSAPs participate. For the purpose of these Grant Guidelines, these are shared services, physical consolidation and PEP multi-jurisdictional projects. Dr. Spears-Dean said that there is a need for a "NG9-1-1 Ready" definition. The "Re-occurring Cost" Definition was also defined. Re-occurring costs was extended to include more options than just extended warranty. Dr. Spears-Dean said the Committee wants to adjust other potential re-occurring costs for equipment, and not just for legacy costs. Dr. Spears-Dean then covered the "Shared Services Program" which she said are "Multi-jurisdictional Projects". Shared Services projects are eligible for up to \$175,000 in funding for each participating PSAP. There is no limit on the number of PSAPs that can participate in a "Multi-jurisdictional Project. The grant award amount for this type of project is based on the number of participating PSAPs. The priorities for the Shared Services Project have been pared down also as: 1) Call handling equipment; 2) 911 mapping display systems; 3) NG9-1-1 GIS equipment and services; 4) Call accounting, etc. Dr. Spears-Dean said that the Individual PSAP Program's maximum grant award amount will remain at \$150,000. Dr. Spears-Dean said that funding priorities will be limited to those currently identified within the Continuity and Consolidation Program and those which are practical for an individual PSAP to undertake. Dr. Spears-Dean said that the PSAP Group Training program will be addressed to the PEP. Kathleen Seay asked if Dr. Spears-Dean can give examples of what has been taken out. Dr. Spears-Dean said that several priorities previously funded through the Enhancement Program, such as those related to back-up PSAPs. Dr. Spears-Dean talked about the PSAP Education Program. The PSAPs would have two funding options per a twelve month cycle. The Committee is recommending that PSAPs can receive up to \$3,000 for education, as well as an "Individual Training Education Grant". The Committee also made changes to the "GIS Matrix". The Matrix will include only the previous GIS High Priority Category. The GIS Medium and Low categories have been removed, as well as the 911 Mapping Display columns. The focus of the GIS Matrix is giving priority to NG9-1-1 data production. Data production and data transfer projects would be eligible for funding under the NG9-1-1 GIS Equipment and Services priority. Dr. Spears-Dean said the next area the Committee looked at was Ranking. She said that "Ranking" integrates the established tiers and the priorities for the "Shared Services" and "Individual PSAP Programs". Dr. Spears-Dean said that within each priority, the shared services grant type is ranked higher than the individual PSAP Grant type. She said that "Text to 9-1-1 is included in the ranking without a tier as two priorities: shared services project (Priority 25); and individual PSAP project" (Priority 40). Dr. Spears-Dean asked if the Board Members had any questions, and there were none. Dr. Spears-Dean then went over "Other Proposed

Changes” which are: Consistent deadlines; process change; clarification on consolidations; grant extension equipment period; budget narrative includes recurring costs; clarifying language in amounts available and multi-year funding section. Dr. Spears-Dean then informed the E-911 Service Board Members that the Committee would like for the Board to vote on the changes to the PSAP Grant Guidelines that the Committee is recommending. Chairman Stern thanked the Committee and then called for a motion from the Board members to accept the Committee’s recommendations. Chief Doug Middleton made a motion to approve the Committee’s recommendations. Lt. Col. Robert Kemmler 2nd the motion to approve the Committee’s recommendations. Chairman Stern called for the vote, and the motion was approved; **13-0-0** (Mr. Adam Thiel had not yet arrived).

4. PROGRESS ON NG-9-1-1 FEASIBILITY STUDY

The ISP Director, Steve Marzolf, addressed the Board and gave a brief update on the NG-9-1-1 Feasibility Study. He reminded the Board that they had 5 thematic areas related to the NG9-1-1 Feasibility Study that they wanted to do work on and that PSAP Grant Program was one area. By approving the FY 17 Guidelines, the Board moved forward on several recommendations which suggested a “shared services” approach. Mr. Marzolf said the PSAP Grant Committee took the assignment to heart from the Board and ran with it; however, he thinks that this by no means is the last updates of the “PSAP Grant Guidelines”. He said that he suspects as we go further to subsequent years there will be changes to the PSAP Grant Guidelines. Mr. Marzolf said that in addition to the Grant Guidelines we have the ESI Net Design and Pricing Project in which we have begun working on diligently to develop a “draft” standard of requirements. We have a series of Regional Meetings scheduled within the next couple of weeks within the 7 ISP regions to get feed-back from the PSAP Community to see if we are going in the right direction. The goal is to determine whether or not one set of requirements will satisfy the Commonwealth. The meetings will be scheduled between the 8th and 15th of June. The results of the Regional Meetings will determine whether an RFI or a RFP be done. Mr. Marzolf said he is leading towards it being an RFI since we do not know enough right now as we have to see what the market can bear. There is a chance we may be ready to move forward with a RFP from the information we receive. Best Practices have been put on hold for a bit because of the issue with the “Regional Advisory Council” in which we will talk about in a few minutes. The Virginia chapters of APCO and NENA said that they would like to get that on-board first before doing the “best practices and standards,” and staff is in agreement. We previously said we would like to have a “Steering Committee” by the end of April, and obviously we did not achieve that goal. The next step is to have the “Regional Advisory Council” serve in that role or have another Committee formed with that goal. On the Geospatial Foundation we do

have a “Road Centerline GIS Data Standard Committee”. It is an “Open Committee, and will be meeting through a webinar on Tuesday, May 19, 2015. Mr. Marzolf said that the final issues we have been working, “governance and legislation”, have been referred to the Policy Committee. Mr. Marzolf said we are making progress in the five areas. He said we are on schedule. Mr. Marzolf said he is working on the “educational” area and should have something by the end of the month because we have been invited to present at VALGITA (Virginia Local Government IT Manager’s Association) on May 29th and we want to have the education material available to them explaining what NG9-1-1 is, and what is available to them. Mr. Marzolf said that one outstanding issue that came up at the last Board meeting was the letter from the State Corporation Commission (SCC) from Mr. Irby about the erroneous statement made in the Feasibility Study that the SCC does not have a desire to continue working with 9-1-1. Mr. Marzolf has met with Mr. Irby, and Mr. Irby has asked that the statement be taken out of the Feasibility Study, and the revised letter be posted on the Board’s website. Mr. Marzolf informed the Board that Mr. Irby is present at this meeting and would like to address the Board. Mr. Irby addressed the E-911 Service Board and said he is pleased with what Mr. Marzolf just said. Mr. Irby said that he appreciates the “change” and he looks forward to working with the Board and Mr. Marzolf. Mr. Irby also said that the SCC can only get involved from a legislative stand point. Mr. Irby asked the Board if it had any questions. Chief Doug Middleton thanked Mr. Irby for coming and addressing the Board. Chairman Stern also thanked Mr. Irby for attending and addressing the Board. There were no more questions from the Board.

5. OLD BUSINESS

- **None**

6. NEW BUSINESS

Chairman Stern asked for a report on the following:

- **Policy Committee Report:** Mr. Jim Junkins addressed the Board as Chairman of the Policy Committee. Mr. Junkins said that the Policy Committee met and discussed addressing in the first year a development of educational materials for decision makers; establishing the responsibility for the E-911 Service Board and supporting staff, and preserving and codifying 9-1-1 as a locally managed, essential, public safety service. Mr. Marzolf then addressed the Board and talked about the 9-1-1 Ecosystem and showed the Board members a slide depicting the “9-1-1 Ecosystem”. Mr. Marzolf gave a brief presentation which included what the 9-1-1 Ecosystem looks like today.

Mr. Marzolf said that there is no need to change the “legacy” 9-1-1 Ecosystem right now, even though the state is moving away from it. Mr., Marzolf then described to the Board its proposed role in the 9-1-1 Ecosystem. He said that the Board needs to define standards for: NG9-1-1 Core Services; ESI Net; PSAP function; processing of information through the ESI Net; ensuring the Commonwealth can operate as a single network and interoperates with other states; and assist localities with best practices for those things in local control. Mr. Marzolf then talked about other roles being discussed such as collaborating with the SCC and others; enter into contracts; ensure compliance with relevant legislation and regulations; entity responsible for NG9-1-1 service provider certification/rulemaking authority; technical assistance; and relationship with greater public safety and homeland security agencies; the development of the i3 standard. Mr. Marzolf said that the Board asked that the Policy Committee to look at the formation of an “Advisory Council”. The Committee along with staff is recommending in order to form this “Council” a regional approach must be done that is geographically dispersed and include an alternate person to serve in the absence of a member. A letter of support from the locality of the individual serving must be obtained, and that the Council should report to the PSC Coordinator, Dr. Dorothy Spears-Dean. Mr. Marzolf also said that flexibility in meeting and requirements is desired. He said that the “Advisory Council” would provide advice and recommendations on the thematic areas identified in the Feasibility Study. The Council should increase awareness and support of outreach efforts regarding the entire 9-1-1 ecosystem. Mr. Marzolf said that the Committee received feedback from the regions stating that the membership of the Council should contain 13 members. Mr. David Ogburn asked about the FOIA conditions by having the Council report to the Coordinator. Mr. Marzolf said the Council would follow meeting requirements, such as meetings being advertised and Minutes taken. Mr. Marzolf said that the Policy Committee is recommending to the E-911 Service Board that they concur with the recommendations on the role of the Board in the 9-1-1 Ecosystem; with codifying 9-1-1 as essential, local, public safety service; moving forward with legislation, but address concern about not resolving funding issue; and, support agreement for creation of a Regional Advisory Council (RAC) as support to the PSC Coordinator as proposed. Also the Policy Committee is recommending that the RAC have a standing meeting agenda time. Ms. Kathleen Seay commented that she shares the concerns about the time-line. Several questions came from the Board and were addressed. Chairman Stern thanked the Policy Committee for its report.

Chairman Stern then introduced and welcomed Deputy Secretary Adam Thiel to the Board. Deputy Secretary Thiel said he did not have any comments to make at this time.

Dr. Spears-Dean brought forward the approval of the five (5) grant extension recommendations for approval from the PSAP Grant Committee from New Kent County; Buchanan County, Augusta County, City of Hampton and

Highland County. Chairman Stern then called for a motion to approve the recommendations for approval from the PSAP Grant Committee. Lt. Col. Robert Kemmler made a motion to approve the PSAP Grant Committee's recommendation, and Mr. Jim Junkins 2nd the motion to approve the recommendation. The grant extension requests were approved; **14-0-0**.

- **Update on 9-1-1 Comprehensive Plan:** Dr. Spears-Dean addressed the Board and reviewed the project tasks, which are: 1) perform capabilities analyses; 2) develop state wide 9-1-1 requirements; and 3) to finalize the 9-1-1 Comprehensive Plan and Development of Strategic Initiatives. Dr. Spears-Dean said that a series of town hall meetings were conducted throughout the state which averaged about 15 attendees at each meeting. Dr. Spears-Dean said that a Joint Review Session was held on May 13th. The participants of the Review Session were: Kathleen Boone, Donna Brown, Katie Cummings; Josh Hahn; Steve McMurrer; David Ogburn; Jeff Shupe, Richard Troshak, and Johnathan Worley. Dr. Spears-Dean said that other milestones and undertaking taken by the group is a webinar on May 20th which is an opportunity to discuss the completed capabilities analysis and provide an overview of the statewide requirements themes identified during the May 13 Joint Review Session. Dr. Spears-Dean said that a final draft of the 9-1-1 Comprehensive Plan will be provided by ISP staff to the Board on July 23, 2015. She also said that ISP staff is working on a new "Citizen Survey". Mr. Marzolf addressed the Board and talked about the new "Citizen Survey". He said that VCU has been contacted to do the survey, and the goal is to repeat the 2003 Survey and compare the results to the 2015 survey. VCU is going to collect and analyze the data. It will be done shortly after the Comprehensive Plan. Mr. Marzolf also informed the Board that staff is not asking for any action from the Board, as this will come out of the ISP Division's budget.

Chairman Stern ask for comments, and there were none from the Board

7. PUBLIC COMMENT

Chairman Stern called for public comments at CESC and the remote locations. There were none.

8. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the E-911 Services Board at 11:41 AM.

Respectfully Submitted:

Terry D. Mayo

(Date)