

E911 Service Board Meeting
September 30, 2016
1:00 PM - CESC

Members Present:	Jeffrey Stern	
	Richard Clark	Nelson Moe
	Terry Ellis	David Von Moll
	Lee Miller	Kathy Seay
	Bob Layman	Anthony McDowell
	Jeffrey Merriman	
	Dennis Hale	
Advisor	Thomas Gagnon	
Members Absent:	Diane Harding	Jolena Young
	Danny Garrison	Jim Junkins
	Kevin Hall	
Remote	Culpeper	Abingdon
	Roanoke	
Staff Present:	Dorothy Spears-Dean	Lisa Nicholson
	Steve Marzolf	Joshua Heslinga - Counsel
	Lewis Cassada	Terry Mayo

1. CALL TO ORDER

Chairman Stern called the meeting of the E911 Service Board to order at 1:02 PM. Chairman Stern introduced the newest Board Member, Terry Ellis. Dr. Spears-Dean introduced the newest Committee members for the Policy and PSAP Grant Committees.

2. APPROVAL OF THE MINUTES FROM MARCH 10, 2016

Chairman Stern asked for changes/additions to the June 22, 2016 911 Service Board Minutes. Fire Chief Anthony McDowell made a motion to approve the Minutes of June 22, 2016, and Comptroller David Von Moll 2nd the motion for approval. The Minutes of June 22, 2016 were approved; **11-0-0**.

3. 2016 ANNUAL REPORT

The Coordinator, Dr. Dorothy Spears-Dean, addressed the Board and said that the

Annual Report has been posted on the web-site for several weeks and has been reviewed by VITA and the Board Members. She said that the ISP Division needs to file this report directly after this meeting as it has an October 1, 2016 deadline to be submitted, as required by Code. Dr. Spears-Dean provided the Board with a short presentation of the changes/additions of the Annual Report. Dr. Spears-Dean, in her presentation, informed the Board that the Finance Committee met on September 2, 2016, and is recommending that the Board delay the recalculation of the PSAP Wireless Funding Distribution percentages until July 1, 2018. Currently, ISP staff is working on a long-term 9-1-1 funding analysis.

Dr. Spears-Dean also talked about the potential impact to the Commonwealth to receive federal funding in the future, which was included in the Annual Report. After the short presentation and questions from the Board, Chairman Stern called for a motion from the Board to accept the recommendation from staff that the Annual Report be accepted, and that the recalculation of the distribution percentages be delayed. Chief Richard Clark made a motion to accept the Annual Report and the recommendation from staff. Comptroller David Von Moll 2nd the motion. The motion was approved **11-0-0**.

4. UPDATE ON STATEWIDE NG9-1-1 PLANNING

Dr. Spears-Dean addressed the Board and said that she wanted to give the Board an update. She wanted to make sure that ISP staff is on the same page as the Board. Dr. Spears-Dean gave her presentation in which she talked about key Topics. Dr. Spears-Dean ended her presentation talking about Legislation which included the Board renamed to 911 Services Board. Chairman Stern called for questions from the Board and there were questions, comments and discussion from several Board members.

5. OLD BUSINESS

- **Goochland Grant Extension Project:** Dr. Spears-Dean addressed the Board and said that at the last Board meeting on June 22, 2016, that staff put together a decision brief. Staff is recommending that a grant extension request for Goochland be approved, as this was left off of the June Agenda. Chairman Stern called for a motion to accept the grant extension request from Goochland. Robert Layman made the motion to approve this request, and Chief Richard Clark 2nd the motion for approval. All approved; **11-0-0**.
- **Prince George FY2017 PEP Application:** Dr. Spears-Dean said that Prince George submitted a grant application that was not picked up, as staff had a malfunction with a lap top. Staff is recommending that the application be approved in the amount of \$2,000. Chairman Stern called for a motion to

approve the recommendation from staff. Captain Lee Miller made the motion to approve the request, and Kathy Seay 2nd the motion for approval. All approved; **11-0-0**.

6. **NEW BUSINESS**

- **9-1-1 Limitations on Liability:** Mr. Steve Marzolf addressed the Board on 9-1-1 limitations on liability. He said that the proposal was reviewed with Counsel and they decided that the Board is not the best entity to discuss this topic. Mr. Marzolf said that JLARC has been given this information to discuss. He also said that CenturyLink withdrew this discussion as an agenda item.
- **Regional Advisory Council Report:** Dr. Spears-Dean addressed the Board and said Terry Hall will address the Board and gives the Board a summary of what is going on with the Regional Advisory Council. Mr. Hall gave an update. He said that November 10th is the next meeting that the RAC will provide an update to the Board.
- **Newport News Emergency Grant:** Dr. Spears-Dean addressed the Board and said that Newport News has submitted an Emergency grant request for a Consolidation in the amount of \$500,000. Staff has reviewed the grant, and has determined that the application does not meet the definition of an “Emergency Grant”. Staff is recommending that it not be approved. Dr. Spears-Dean also said that unless the Board has any question, and disagree, the Board does not need to take action on this request.
- **King George Emergency Grant:** Dr. Spears-Dean addressed the Board and said that King George has requested \$150,000 to replace the CHE. She said that it does meet the definition of an Emergency Grant Request. Staff is recommending approval. Chairman Stern called for a motion from the Board. Nelson Moe made a motion to approve the request, and Kathy Seay 2nd the motion for approval. All approved; **11-0-0**.
- **Southampton County Grant Payments:** Dr. Spears-Dean informed the Board that at the September 15, 2016 PSAP Grant Committee meeting, staff identified a problem with grant reimbursement submitted by Southampton County for their FY 2016 grant award. There were non-allowable items included in several reimbursement requests. ISP paid the reimbursement requests. The total amount paid to Southampton County for non-allowable items was approximately \$152,000. Dr. Spears-Dean said that several members of Southampton County are here to speak to the Board. Staff is recommending that staff move forward to recover the money. Chairman Stern asked about how the money is disbursed. Mr. Marzolf gave an explanation that the money is reimbursed by invoice. Mr.

Marzolf said that staff would like a motion from the Board to direct ISP staff to seek reimbursement from Southampton County for the \$152,000 in question. Chairman Stern asked for questions from the Board, and a lengthy discussion ensued. Jerry Smith and Sheriff Stutts also addressed the Board on behalf of Southampton County. Chairman Stern then called for the motion. Comptroller David Von Moll made the motion and Robert Layman 2nd the motion. Another discussion was had with questions from Nelson Moe who asked if the Grant Committee knew that this funding was not allowed? Nelson Moe asked Mr. Marzolf to explain how it was missed and how it can this be resolved. Comptroller Von Moll asked about the Grant Guidelines and what do you do if a mistake happens? Chairman Stern asked staff if it is a possibility to defer taking action on this item until the next Board meeting. Staff said yes. Chairman Stern then called for a motion from the Board to defer taking action on this item until staff can provide options to the Board at their next meeting. Nelson Moe made the motion to defer action on this item, and Chief Richard Clark 2nd the motion. All approved; **11-0-0**.

- **DCJS Rules for Dispatcher Training Standards:** Dr. Spears-Dean said the VA Chapter of APCO wishes to withdraw this agenda item.
- **Meeting Dates of the 911 Service Board:** Mr. Marzolf addressed the Board and asked the Board to look at the current dates scheduled for the 911 Service Board, and to inform staff if the dates are not working for them. He appealed to the Board to attend the meetings. Mr. Marzolf asked the Board to let the Board Administrative Assistant, Terry, know if the current meeting schedule is not working.

7. PUBLIC COMMENT

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

8. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the Board at 2:50 PM. The next E911 Service Board Meeting will be held on November 10, 2016.

Respectfully Submitted:

Terry D. Mayo

(Date)