

**911 Service Board Meeting
March 8, 2018
CESC**

Members Present:	David Von Moll	Nelson Moe
	Danny Garrison	Jolena Young
	Kevin Hall	Dennis Hale
	Kathy Seay	Lehew Miller
	Robert Layman	Jeffrey Stern
	Jeffrey Merriman	
Members Absent:	Jim Junkins	Terry Ellis
	Richard Clark	
AG Present:	Joshua Heslinga	
Advisor Present:	Megan Peterson	
Remote	Roanoke	Culpeper
	Abingdon	
Staff Present:	Dorothy Spears-Dean	Steve Marzolf
	Joe Sewash	Lewis Cassada
	Lisa Nicholson	
	Terry Mayo	

1. CALL TO ORDER

Chairman Jeffrey Stern called the meeting of the 9-1-1 Service Board to order at 10:02 AM. He thanked the 9-1-1 dispatchers around the state. He said that last week we celebrated the fiftieth anniversary of the first 9-1-1 call.

Coordinator Spears-Dean did a roll call of the remote sites. All were accounted.

2. APPROVAL OF THE MINUTES FROM JANUARY 11, 2018

Chairman Jeffrey Stern called for a motion to approve the January 11, 2018 Board Minutes, which had been distributed to the Board prior to this meeting. Danny Garrison made a motion to approve the Minutes, and Kevin Hall 2nd the motion to approve the January 11, 2018 Minutes. The Minutes were approved; **10-0-0** (Jeffrey Merriman had not yet arrived).

3. NG9-1-1 DEPLOYMENT UPDATE

Coordinator Spears-Dean addressed the Board and said she would give a brief update to the Board on NG9-1-1 deployment activities. Coordinator Spears-Dean said that the attendance at the recent town hall meetings was great with a lot of dialog. (Materials from the Town Halls are available and posted on the ISP Website and include the Fairfax contract documents, migration proposal, and FAQ document. Coordinator Spears-Dean said that two additional events are planned. The first is a Town Hall meeting for PSAP Contractors, Suppliers, and Maintenance Providers this afternoon (2/8/18). The second event is a webinar for Local Government Procurement Officers and Decision Makers that will be held on April 18th to discuss the Fairfax contract. She said that a contract specialist from Fairfax County will be participating in the webinar. Coordinator Spears-Dean then went on to discuss the migration proposal. The Migration Proposal is a tool to assess a locality's NG9-1-1 readiness based on criteria pertaining to the PSAP call handling systems; GIS data preparation; call routing; networks; and, consolidations. She said this will provide each locality with a path to achieve i3, based on regional needs, and an anticipated deployment schedule. The proposal will provide cost estimates of non-recurring and recurring costs. It will anticipate the funded amount with the understanding that redundancy and diversity issues may need to be addressed after transition. Coordinator Spears-Dean said that a "blank proposal" will not be sent to the PSAPs. Internal information in the locality profiles will be used. This information will be used, and staff will complete the proposals and present them to the PSAPs. The deadline to provide a decision on the migration proposal is March 28th. She said that the goal is to have all proposals completed by June 30th. Coordinator Spears-Dean said that ISP staff will begin the Migration Proposal process on April 9th. Jolena Young asked what if some PSAPs need additional time beyond the March 28th deadline. Steve Marzolf said that staff will work with each locality. Nelson Moe wanted to know about the process leading up to the Migration Proposals. Coordinator Spears-Dean went over the process, stating that staff will look at the Call Handling Equipment, GIS Data Preparation, etc. to determine and consider if the PSAP is ready for Migration. The skill set needed will be provided by ISP staff, the localities, and AT&T. Kathy Seay asked how staff will reach out to the procurement officers. Coordinator Spears-Dean said staff will be relying on the Regional Coordinators, and with the help of VML and VACo (and any other State group). Robert Layman asked about special construction costs. Coordinator Spears-Dean said in some cases this will need to be done after deployment. Steve Marzolf said that a lot of localities do not have diversity today and that staff will make sure that the construction costs for these localities is addressed up front to avoid degrading 9-1-1 service. He said that staff is recommending that the locality commit to a specific migration path, but some items may need to be completed after deployment. Coordinator Spears-Dean commented that staff will need to manage cash-flow. She said that ISP staff is currently working on the FY 2020 Guidelines. The Board is scheduled to vote on the Guidelines at the May 24th meeting. Coordinator Spears-Dean then went over the Grant Guidelines. She

said that ISP staff is recommending a staggered approach for application acceptance, review, and approval. This will entail that the PSAP Grant Committee will need to meet prior to each 9-1-1 Service Board meetings. Coordinator Spears-Dean then talked about the “Proposal Acceptance Letter” (PAL) which will confirm acceptance of information contained in the Migration Proposal. The PSAP is agreeing to the timeline and components in the Proposal. In the FY 2020 Guidelines the application would consist of the Migration Proposal and the PAL. Chairman Stern asked about the rolling application, and if there are any concerns at all, as we get to the end of the funding cycle, of the Board running out of money? Dr. Spears-Dean said that one of the functions of the PAL will be a spending plan. A spending plan will help the Board manage the migration costs. Nelson Moe asked about there being a ‘hard roll-out’. Coordinator Spears-Dean said yes, and it is addressed moving from east to west and based on population. Steve Marzolf said the Board will know what it is going related to overall costs before deployments begin. He said that this has to be done by selective router. He said that staff is committed to having all the migrations proposals done by July 1, 2018.

Mr. Marzolf then went over the Legislative portion. He said that the Board did not get the borrowing authority that it wanted. The deadline for the budget amendment expired before it was determined that the Board needed it. Mr. Marzolf said that staff is working with AT&T, and internally, and he is confident that deployment can occur if some of the big construction costs are delayed until years four and five. He also informed the Board that the legislation bills (HB1388 and SB513) have passed. The Board has \$10,000,000 immediately available. He said that staff will go for borrowing authority next year. He also informed the Board that staff does not know if everyone will go with AT&T; however, staff will work with whomever the locality chooses. Mr. Marzolf said another bill (SB418) that requires Text to 9-1-1 service to be deployed by June 30, 2020 has passed. He said Text-to-9-1-1 service is also being assessed in the Migration Proposals. Mr. Marzolf informed the Board that VACo had introduced an amendment, but it is not in the budget and it does not appear that it made it out of Committee. However, staff will find out about the outcome of the amendment tomorrow (3/9/18). Mr. Moe asked staff how they came up with the term “proposal” for the migration. Mr. Marzolf said staff came up with the word “proposal” because it is a “package” given to the locality. It is a collaboration between AT&T, VITA and the 9-1-1 Service Board.

4. OLD BUSINESS

- **Greenville Emergency Grant:** Coordinator Spears-Dean said the locality is seeking \$150,000 to replace their Call Handling Equipment since maintenance expired on February 28th. Staff is recommending approval of this request. Mike Veliky from Greenville County addressed the Board in case there was a question; however, there were

none. Chairman Stern called for a motion to approve the request. Kevin Hall made the motion to approve staff's recommendation, and Jolena Young 2nd the motion for approval. All approved; **11-0-0**.

5. NEW BUSINESS

- **Regional Advisory Council (RAC) Report:** Coordinator Spears-Dean addressed the Board and said that Mr. Hall is sick today. He hurt his back, and she would be presenting the RAC Update. Coordinator Spears-Dean went over the COOP template. She said that the work group is gathering sample templates for review. She said that the RAC will combine the samples into one document. She said that this will create a resource for the PSAPs. Coordinator Spears-Dean said that the RAC will recommend minimum NG9-1-1 training recommendations, assist in the development of a NG9-1-1 GIS data provisioning guide, and support the Migration Proposal process. She said that the tasks should be done by June 30, 2018. Coordinator Spears-Dean said that there will be a planning meeting in early FY 19 to discuss new tasks to support the 9-1-1 Comprehensive Plan. She said that a new communications strategy has been implemented.
- **Travel Assistance for VA NENA Conference:** Coordinator Spears-Dean addressed the Board and said that staff is recommending that \$109.75 per person be awarded as travel assistance for PEP grantees to attend the VA NENA Conference in May 2018. An overnight stay is required to receive the travel assistance. Chairman Stern called for a motion to approve staff's recommendation. Mr. Robert Layman made the motion to approve, and Mr. Danny Garrison 2nd the motion for approval. All approved; **11-0-0**.
- **Amherst Reimbursement Appeal:** Coordinator Spears-Dean said that Amherst County is requesting \$150,000 in reimbursements. They submitted a reimbursement request before the end of the grant period; however, not all of the information was received. Staff is recommending that the Board not approve the request since the grant period had closed. Mr. Gary Roakes, PSAP Director of Amherst County, addressed the Board. He gave a brief overview of his facility and explained why the additional information for the reimbursement was not submitted. Chief Roakes said that they had Dapro CAD and that the company went out of business. The locality received a grant from the Board for a new CAD system. There was a question about the billing process, which was just recently resolved. Staff now has all the information they need. Chairman Stern commended Chief Roakes and

his staff on their tremendous work load, and asked Coordinator Spears-Dean if now that the information has been received, it is possible to pay the reimbursement. Coordinator Spears-Dean said yes; however, the grant cycle has closed, and payment requires Board action. Questions were asked from Board members about “setting precedence”, and staff commented that in all of the years with cost recovery this problem has not occurred. Mr. Von Moll commented that there are rules for a reason, and asked if staff foresees any type of “slippery sloop” in the future? Mr. Marzolf said no, as the funding concept is about to change. Chairman Stern asked for a motion to approve the request. Kevin Hall made a motion to approve the \$150,000, and Danny Garrison 2nd the motion for approval. Chairman Stern called for a vote. All approved; **11-0-0.**

6. PUBLIC COMMENT

Abingdon – None

Roanoke – None

Culpepper - None

7. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the 911 Service Board at 11:08 AM.

The next meeting of the 911 Service Board will be held on Thursday, May 24, 2018.

Respectfully Submitted:

Terry D. Mayo

(Date)