

**911 Service Board Meeting
May 24, 2018
CESC**

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

1. CALL TO ORDER

Vice-Chairman Jim Junkins called the meeting of the 911 Service Board to order at 10:07 AM.

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

2. APPROVAL OF THE MINUTES FROM MARCH 8, 2018

Vice-Chairman Junkins called for a motion to approve the March 8, 2018 Board Minutes, which had been distributed to the Board prior to this meeting. Kevin Hall made a motion to approve the Minutes, and Danny Garrison 2nd the motion to approve the May 8, 2018 Minutes. The Minutes were approved; **11-0-0**.

3. FY2020 PSAP GRANT PROGRAM GUIDELINES

Coordinator Spears-Dean gave an overview of the PSAP Grant Program Guidelines. Definitions such as CHE (Call Handling Equipment); CAD

(Computer Aided Dispatch); Interoperability; Legacy Network (LNG); Mapping System; and Migration Proposal (MP) were discussed. Coordinator Spears-Dean said that the NG9-1-1 Deployment period is to be defined by the Board. She said that programmatic guidelines for the NG9-1-1 Migration and PSAP Education (PEP) programs are included. The NG9-1-1 Migration Program provides funding for NG9-1-1 migration expenses. She said that to streamline the process, the Migration Proposal will function as part of the funding request. ISP will be preparing a Migration Proposal based on the AT&T Contract. Coordinator Spears-Dean went over the sections of the Proposal. She talked about the Migration Proposal Acceptance Letter (PAL). The PAL acts as the funding request and will address contingency funding and material changes. The PAL requires PSAPs to execute a contract with an NG9-1-1 solutions provider within three months of PAL approval and complete all identified NG9-1-1 ready implementation steps within three months of the scheduled deployed date. The amount of funding requested cannot exceed the cost estimate contained in the Migration Proposal and only those items identified in the document will be supported. Funding is also available for non-vendor supported (NVS) CHE replacement and physical consolidation projects: which includes \$200,000 per PSAP in a shared services CHE project; \$150,000 for an individual PSAP CHE Project; and, \$500,000 for physical consolidation projects. Funding awards are for three years. The funding cycle begins on July 1, 2018 and remains open throughout the deployment period.

Coordinator Spears-Dean said that there are new developments within the PSAP Education Program. She said that this program provides funding to primary PSAPs for the purpose of obtaining 911 and GIS education and training. Secondary PSAPs are not eligible for PEP funding. The PSAP Grant Committee is recommending \$3,000 per primary PSAP for individuals, and \$4,000 per primary PSAP for multi-jurisdictional PEP requests. The Vice Chairman asked for questions. Vice Chairman Junkins asked if there will be enough funding to cover this change. Coordinator Spears-Dean said yes. Vice Chairman Junkins then called for a motion to approve the recommendation. Kevin Hall made the motion to approve the recommendation, and Dennis Hale 2nd the motion to approve. The motion was approved; **10-0-0** (Chief Clark was not present for this vote).

Coordinator Spears-Dean informed the Board that staff has received grant extension requests for Greensville; Highland; NOVA and Tazewell. She said that they are consistent with the Guidelines and staff recommends approval. Vice Chairman Junkins then called for a motion to approve the recommendation. Jolena Young made the motion to approve, and Danny Garrison 2nd the motion to approve. The motion was approved; **11-0-0**.

4. NG9-1-1 DEPLOYMENT UPDATE

Coordinator Spears-Dean addressed the Board and said she would provide an

update on where staff is on the deployment plan. She said there have been some minor adjustments in the project timeline and no changes to non-recurring and reoccurring costs. Coordinator Spears-Dean said that sufficient funding exists. She also said Citizens Telephone in Floyd County has been added to the schedule. She said that this is a collaborative process. ISP staff has completed draft Migration Proposals for the following PSAPs: Greensville; Charlottesville-UVA-Albemarle; Mecklenburg; Roanoke City; and Buchanan. The Charlottesville and Mecklenburg drafts have been shared with the Regional Advisory Council. ISP is capturing data for the PSAPs' Migration Proposals through a Data Collection and Validation Sheet. The deadline for PSAPs to return the Data Collection and Validation sheet is May 31st. ISP staff is conducting an analysis of ALI, MSAG, and GIS data for PSAPs. The FY20 PSAP Grant Program Guidelines provides a framework for the Migration Proposals. The next step is to develop and review the Migration Proposals and develop PSAP spending plans. Vice Chairman Junkins asked for questions. Jolena Young asked if the Proposals will address routing for geo-diverse CHE. Coordinator Spears-Dean said yes.

5. CRMS PROVIDERS CONTRACT

Mr. Marzolf addressed the Board and said the contract is only for a year and will enable carriers to receive FY 19 cost recovery. He said that this contract will keep us going until the next fiscal year when NG9-1-1 funding for Originating Service Providers (OSPs) will be addressed. Mr. Marzolf passed out a copy of the contract. He said that this is to make the Board aware of it. He said that the Chairman of the Board would sign off on this contract. Mr. Marzolf said that if there are any questions from the Board, to please send them to him.

6. OLD BUSINESS

- **Funding Formula Recalculation:** Coordinator Spears-Dean said a spreadsheet with the new percentages has been provided to the Board in advance of today's meeting. A copy has also been posted to the ISP website for the PSAP Community. She said that percentages go into effect on July 1, 2018 and have been provide to Department of Taxation.

7. NEW BUSINESS

- **Regional Advisory Council (RAC) Report:** Coordinator Spears-Dean addressed the Board and said that Mr. Hall is participating remotely. Mr. Hall addressed the Board and said that an in-person meeting will be scheduled in the July-August timeframe to discuss

FY20 tasks. He also briefed the Board on current work group activities such as NG9-1-1 GIS data provisioning; Coop Template; and, Minimum Training Standards.

- **Net911 Act Filing:** Coordinator Spears-Dean addressed the Board and said that staff is working on this year's NET911 filing which is required as part of the New and Emerging Technologies 911 Improvement Act of 2008. This act requires the FCC to report to Congress annually regarding 911 services. Virginia has submitted a filing since 2008. She said that staff is working on the new filing which covers calendar year 2017. The FCC collects a great deal of information, and many of our responses are repeated from the previous years. We typically have new information to report on legislation and NG9-1-1.
- **Format for FY2018 Annual Report:** Coordinator Spears-Dean said that the Board is required each fiscal year to provide information for the Annual Report. ISP staff will start working on this and will complete and deliver it by October 1st. The format is usually an electronic filing of the written report. This year staff will be providing a "Story Map Companion" with the report.
- **Powhatan's Grant Award Amendment:** Coordinator Spears-Dean addressed the Board and said that Powhatan is requesting an additional \$30,373 for their text-9-1-1 project. The amended grant award amount is \$56,737 (did not include the firewalls and server equipment and number of positions has increased to six from four). Coordinator Spears-Dean said that staff is recommending approval. Coordinator Spears-Dean also informed the Board that Mr. Tom Nolan from Powhatan County is present and would like to answer any questions Board members may have. There were none. Vice Chairman Junkins then called for a motion to approve staff's recommendation. Kevin Hall made the motion to approve staff's recommendation, and Richard Clark 2nd the motion for approval. All approved; **11-0-0**.

8. **PUBLIC COMMENT**

Abingdon – None

Roanoke – None

Culpepper - None

Shawn Talmadge addressed the Board and introduced himself as the new Advisor to the Board representing Interoperability. He said he is going to be very, very proactive with the Interoperability Plan for the Commonwealth. This will be published within the next 12 months. He said that the General Assembly wants to see a study by December 1, 2018 to determine funding for an interoperability

solution.

9. ADJOURNMENT OF THE MEETING

Vice-Chairman Junkins adjourned the meeting of the 911 Service Board at 10:59.

The next meeting of the 911 Service Board will be held on Thursday, July 12, 2018.

Respectfully Submitted:

Terry D. Mayo

(Date)