

E911 Service Board Meeting  
 January 12, 2017  
 10:00 AM - CESC

<b>Members Present:</b>	Jim Junkins – Vice Chairman	Kevin Hall
	David Von Moll - Comptroller	Robert Layman
	Nelson Moe	Richard Clark
	Jolena Young	Danny Garrison
	Kathleen Seay	Terry Ellis (Remotely)
	Dennis Hale	
<b>Advisor</b>	Megan Peterson	
<b>Members Absent:</b>	Jeffrey Stern - Chairman	Anthony McDowell
	Diane Harding	Lehew Miller, III
	Jeffrey Merriman	
<b>Remote</b>	Culpeper	Abingdon
	Roanoke	
<b>Staff Present:</b>	Dorothy Spears-Dean - Coordinator	Lewis Cassada
	Steve Marzolf – ISP Director	Lisa Nicholson
	Terry Mayo	

**1. CALL TO ORDER**

Vice-Chairman Junkins called the meeting of the 9-1-1 Service Board to order at 10:15 AM (The Board was waiting on two Board members to arrive at CESC in order to have a quorum).

**2. APPROVAL OF THE MINUTES FROM NOVEMBER 10, 2016**

Vice-Chairman Junkins asked for changes/additions to the November 10, 2016 9-1-1 Service Board Minutes; Police Chief Richard Clark made a motion to approve the Minutes of November 10, 2016, and Robert Layman 2<sup>nd</sup> the motion for approval. The Minutes of November 10, 2016 were approved; **10-0-0**. (Dennis Hale had not yet arrived)

**3. FY2018 PSAP GRANTS**

The Coordinator, Dr. Dorothy Spears-Dean, addressed the Board and gave them an overview of the FY2018 Grant Applications. The Coordinator said that staff received 169 applications, and that the total amount of funding requested is \$12,929,689. She said that 89 are PEP; 84 are Individual PEP; 5 are Multi-jurisdictional PEP; 64 are Individual; and 16 are Shared Services. Coordinator

Spears-Dean said that on December 8<sup>th</sup> the PSAP Grant Committee (PGC) met and discussed the prioritization of the grant applications. The applications were presented to the PGC in four groups, which are: 1) met guidelines as submitted - 129; 2) met guidelines with minor revisions after submission - 23; 3) withdrew or failed to meet guidelines - 5; and 4) applications needing PGC input - 12.

Coordinate Spears-Dean said that there were issues discussed by the PGC which included: CAD applications – EMD interface; Next Gen 911 GIS projects – field verification and phased projects; and Greenville/Emporia consolidation replaced with a shared services CAD project. She said that each CAD application was reviewed to determine which items were allowable and which were not.

Coordinator Spears-Dean said that on the bubble was the EMD interface – bringing EMD into CAD. Staff determined that this was a non-allowable item. Coordinator Spears-Dean said that when it is determined that an item is a non-allowable item, the PSAP is notified. However, the PGC felt that the EMD interface was allowable and should be funded. She said that the NG9-1-1 GIS projects were reviewed to determine if they supported mission critical data. The recommended amounts for several grant applications were adjusted because they included items that did not support mission critical data. Four PSAPs argued the recommendation to the PSAP grant Committee for “Address Field Verification”.

Coordinator Spears-Dean said that as a result of the appeal to the PGC, four applications had funding for this item added back into the recommended amounts. The Coordinator said that there were three applications for a continuation of phased GIS projects. ISP staff worked with the localities to make sure that the projects could be broken down into standalone phases. She reminded the Board that multi-year funding is not permitted in the PSAP Grant Program. Coordinator Spears-Dean said the Greenville/Emporia consolidation application has been withdrawn and replaced with a Shared Services CAD project. Coordinator Spears-Dean informed the Board that the PGC spent a lot of time discussing increased grant funding to support the transition to Next Generation 9-1-1 (NG9-1-1). Coordinator Spears-Dean said that the Finance Committee met on Tuesday, January 10, 2017, and said that there is \$6.3M available to fund grants (falls in right after Consolidation - totaling just under \$6M, and before Call Handling). Coordinator Spears-Dean referred Board members to the spreadsheet. She said that the PGC is requesting approval of FY2018 PSAP Grant Awards through rank 23, totaling \$6,912,698. Since the Board meeting, staff discovered a typographical error and the total is actually \$6,952,698. Jolena Young asked about the amount of money that has been added back into this amount with the inclusion of address field verification in four grant applications. Coordinator Spears-Dean estimated this amount to be between \$300,000 and \$400,000.

Nelson Moe asked about the ranking above 23. Mr. Marzolf said that the ranking is in the PSAP Grant Guidelines and that staff did not receive applications for some rankings, and that is why the ranking ends at 23. Mr. Marzolf said no one has out of service equipment this year. Kathy Seay asked what happens to the money that is returned. Coordinator Spears-Dean said that the funding becomes available to other grants. She said that personnel and Integrated Services Program (ISP) money that does not get used, rolls over to the PSAP Grant Program at the

end of the year. Vice Chairman Junkins called for a motion from the Board to approve the recommendation from the PGC of the awarding of \$6,912,698 for the FY2018 Grant Awards. Since the Board meeting, staff discovered a typographical error and the total is actually \$6,952,698. Kathy Seay made the motion, and Kevin Hall 2<sup>nd</sup> the motion for approval. Vice Chairman Junkins called for questions from the Board. Nelson Moe asked about any concerns that staff may have. Coordinator Spears-Dean said she had no concerns. Kevin Hall commented that there are several Emergency Grant requests on the Agenda, and asked are they covered in this amount requested. Coordinator Spears-Dean said no they are not included, and clarified that this vote is only for the FY2018 Grants received. Mr. Marzolf commented that the Board will never have an issue where it can't pay. Mr. Marzolf said that all the issues are calculated. Jolena Young said that there are several technically outdated CAD projects that will become outdated next year. She said that "Field Verification" is ranked above "Critical Equipment" and that is what concerns some of the PSAPs. Mr. Marzolf explained what "Field Verification" is in terms of GIS. He agrees with Ms. Young, and said that the Grant Committee will need to define "Field Verification." Kathy Seay said that she acknowledges Ms. Young's concern. She commented that staff has done a great job to monitor the requests, and she will make it a part of the discussion at the next PGC Meeting. Vice Chairman Junkins called for a vote. All approved; **11-0-0**.

#### **4. 9-1-1 FUNDING ANALYSIS**

Coordinator Spears-Dean addressed the Board and said that staff has undertaken the task to assess financial needs related to the deployment of NG9-1-1 and the sustainment of 911. Staff is analyzing if there will be enough money to transition to NG9-1-1, and sustain what has already been built? Coordinator Spears-Dean said that this issue has been ongoing now for almost a year through the joint efforts of the RAC and ISP staff. Coordinator Spears-Dean went over background information related to NG9-1-1 transition such as how staff will address the transition costs to NG9-1-1. She said that at previous presentations she has talked about the "mechanics." She also reminded the Board of the major costs associated with NG9-1-1. Coordinator Spears-Dean said that transition costs of \$69M are estimated, which include ESInet set-up; NG9-1-1 GIS data preparation; and Selective Routers transition project to Next Generation 91-1 Core Services (NGCS) ESInet. She said that transition will begin with the Northern Virginia PSAPs. She said that ways to address the gap is through billing agreements; PSAP Grant Program; elimination of wireless cost recovery; network improvement fund; and the elimination of transfers to Virginia State Police and the Compensation Board. Coordinator Spears-Dean displayed a recommended funding scenario slide to the Board members. She said that staff is estimating that this deployment will start in 2017 with a Northern Virginia ESInet. Mr. Marzolf said that staff is asking for a sense from the Board in what direction they would like to go. He said that a tough decision will need to be made to work within the

money the Board has. He said it will cause pain, but that staff will need a decision by March from the Board. Mr. Marzolf said that the Board will have to decide “how do we close the gap on \$69,000,000.” He said that staff will need their feed-back as to how it would like to continue funding, or does the Board go in another direction by finding another funding alternative. Mr. Marzolf said that this was a general outline. He asked if the Board is willing to take the money away from the Carriers to seek cost recovery; or are they ready to take the money from the tariffs. Mr. Marzolf said that Vonage and the VoIP Carriers do not get any funding to date. He said that the PGC will meet again on February 2<sup>nd</sup> to start getting some feed-back on how this should be done. Richard Clark asked about NG9-1-1 and if CAD will not be necessary. Mr. Marzolf said no, the CAD system is an integral part of NG9-1-1; however, he shares Ms. Young’s concerns about the “DayPro” systems. A lengthy discussion occurred with questions from Kathy Seay, Robert Layman, Kevin Hall; and Richard Clark. Mr. Marzolf informed the Board that staff will have a much more detailed budget at the March meeting. Staff wanted to give the Board an overview of the direction in which things are going now. Vice Chairman Junkins said we have to look at the Emergency Grant Program. Vice Chairman Junkins asked can the 911 Service Board go to the General Assembly and ask for funding. Mr. Marzolf said that it is an option. Vice Chairman Junkins asked about Legislation coming out of this? Mr. Marzolf said yes, and that is why staff is looking at this now. Nelson Moe asked how staff will get the information and suggestions they are requesting. Mr. Marzolf said all questions/suggestions should be emailed to Dorothy Spears-Dean. He stated that staff wanted to get it out early and often as they would like to do what is best for the localities.

## **5. OLD BUSINESS**

- **PSAP Funding Formula Recalculation:** Coordinator Spears-Dean addressed the Board and said that this is a follow-up on funding related to the 60% of the fund. Coordinator Spears-Dean provided the Board with an update on FY2017 Legislation in which she commented that staff anticipates that the Legislation will pass. She said that the RAC and ISP staff are requesting that the Board establish a “Funding Committee” to address the funding formula that would go into effect July 1, 2018. Coordinator Spears-Dean has received recommendations that Jolena Young and Steve McMurrer serve on this Committee. Coordinator Spears-Dean said three more members are needed. She is recommending that a Board member serve, and two others appointed. The Funding Committee would need to present their recommendations to the Board at their July 13<sup>th</sup> meeting. Vice Chairman Junkins asked if Kevin Hall or Richard Clark would be willing to represent the Board on this Committee. Kevin Hall accepted the position to serve on the “Funding Committee” as the Board’s representative.

Mr. Marzolf addressed the Board and said another bill had been introduced to require deployment of Text-to-9-1-1 in Virginia by July 2019. He informed

the Board that CenturyLink wanted to include other players. They thought that the definition of “Communications Provider” is too broad. Mr. Marzolf said staff is keeping an eye on this. Vice Chairman Junkins then called for a motion from the Board to form a “Funding Committee”. Robert Layman made the motion to approve the Board forming a “Funding Committee,” and Kevin Hall 2<sup>nd</sup> the motion for approval. All approved; **10-0-0** (Danny Garrison stepped out).

## 6. **NEW BUSINESS**

- **Finance Committee Report:** ISP Director, Steve Marzolf, addressed the Board and said the Finance Committee met Tuesday, January 10, 2017, and discussed and reviewed the Finance Report as well as the amount for funding of the FY2018 PSAP Grants. Mr. Marzolf said that there is a \$400 change in the “cash reserve” fund. Mr. Marzolf said that he will send out a copy of the Financial Report to the Board. Mr. David Von Moll, Finance Committee Chairman, commented that he concurs with the report, and that he does not have any concerns.
- **CMRS Subcommittee Report:** Coordinator Spears-Dean said that the CMRS Subcommittee met prior to the Board Meeting and two items were discussed: FY2016 Close-Out Report; and the FY2018 CMRS Funding Requests. Vice Chairman Junkins called for a motion from the Board to accept the CMRS Subcommittee recommendations. Nelson Moe made the motion to approve the CMRS Subcommittee Report. David Von Moll 2<sup>nd</sup> the motion to approve the recommendation from the CMRS Subcommittee. All approved; **10-0-0** (Danny Garrison stepped out).
- **Regional Advisory Council Report:** Mr. Terry Hall addressed the Board and said that he is dealing with local issues and could not participate in person to represent the Regional Advisory Council (RAC) at the meeting today in Chester. He said that the RAC is going strong and out in front of the PSAPs. He said that many non-RAC members have been attending the meetings. The PSAP Baseline Services and Capabilities Budget Survey has been shared with the PSAPs. He said that this is important information for VITA and the PSAPs. Mr. Hall thanked everyone for their continued support. Coordinator Spears-Dean addressed the Board and said the survey is available in the Board members’ packets. She said that staff and the RAC are requesting that the Board make the completion of the survey mandatory, and that this becomes a requirement for participation in the Grant Program. Mr. Hall said that there was much discussion in the PSAP Community on making this mandatory. He said that it was overwhelmingly supported by the PSAP Community and the RAC. Kathy Seay asked about the other “mandatory” requirements, as

she wants to make sure there is enough time for the PSAPs to respond. Coordinator Spears-Dean said that the deadline is February 17, 2017, and that staff and the RAC would like to have the information for the March 9, 2017 9-1-1 Service Board Meeting. Mr. Von Moll asked about completion, and suggested that “timely completion” be added. Vice Chairman Junkins commented about analytical data, and that ISP is working to have standardized items across the Board, as he stated that right now there is no good estimate on what the cost will be in Virginia. Vice Chairman Junkins then called for a motion that the Board makes the timely completion of the survey a mandatory requirement for participation in the PSAP Grant Program, and that the deadline be set at February 17<sup>th</sup>. Robert Clark made the motion to approve the recommendation, and Kevin Hall 2<sup>nd</sup> the motion to approve the recommendation. All approved; **11-0-0**.

- **Wireless Services Cost Recovery:** Coordinator Spears-Dean reviewed the “Wireless Services Cost Recovery” program with the Board. She said that Shenandoah; Franklin County; Roanoke City; Patrick; and Pittsylvania are seeking \$53,914.65 in Cost Recovery. She said that this is for items covered within the billing agreement. Mr. Marzolf said that the money will come out of the ISP budget and not from the PSAP Grant Program. Coordinator Spears-Dean asked for approval from the Board. Vice Chairman Junkins called for the motion to approve. Richard Clark made the motion to approve, and Kevin Hall 2<sup>nd</sup> the motion for approval. Mr. Robert Layman asked about incremental decrease. Mr. Marzolf said staff is working on that. Kathleen Seay asked if when NG9-1-1 is deployed Wireless Services Cost Recovery will go away. Mr. Marzolf said yes. Vice Chairman Junkins then called for the vote. All approved; **11-0-0**.
- **Greensville Emergency Grant Request:** Staff is recommending that the Board approve the replacement of a portion of the Call Handling Equipment from Greensville. Vice Chairman Junkins called for the motion. Danny Garrison made the motion to approve the request, and Jolena Young 2<sup>nd</sup> the motion to approve the request. All approved; **11-0-0**.
- **Craig County Emergency Grant:** Coordinator Spears-Dean said that Craig County is seeking \$150,000 for a CAD system, and that staff is recommending approval. She said that they currently do not have a CAD system. What is there now is so old and no longer working. Vice Chairman Junkins called for a motion to approve the request. Richard Clark made the motion to approve the request, and Kevin Hall 2<sup>nd</sup> the motion to approve the request. All approved; **11-0-0**.

- **Grant Award Amendment Requests:** Coordinator Spears-Dean said that Washington County and City of Bristol are requesting a grant award amendment. They would like to bring it into a shared service. She said that no money is involved in this amendment, and that it is merely an administrative procedure. Vice Chairman Junkins call for a motion to approve the request. Kevin Hall made the motion to approve the request, and Richard Clark 2<sup>nd</sup> the motion to approve the request. All approved; **11-0-0**.

**7. PUBLIC COMMENT**

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

**8. ADJOURNMENT OF THE MEETING**

Vice-Chairman Junkins called for a motion to adjourn the meeting of the 9-1-1 Service Board at 12:15 PM. Kevin Hall made the motion to approve the adjournment of the 9-1-1 Service Board, and Robert Layman 2<sup>nd</sup> the motion. All approved; **11-0-0**.

The next meeting of the 9-1-1 Service Board will be held on Thursday, March 9, 2017.

**Respectfully Submitted:**

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Terry D. Mayo

(Date)