

**9-1-1 Service Board Meeting  
June 28, 2017 10:00 AM  
Wyndham Virginia Crossings Hotel & Conference Center**

<b>Members Present:</b>	Nelson Moe	Anthony McDowell
	Robert Layman	Dale Hale
	Danny Garrison	Jeffrey Merriman
	Jolena Young	Richard Clark
	Kathleen Seay	Lehew Miller
	Terry Ellis	
<b>Members Absent:</b>	Dr. Jeffrey Stern, Chairman	David Von Moll, Treasurer and Comptroller
	James Junkins, Vice Chairman	Kevin Hall
<b>Remote</b>	Abingdon	Roanoke
	Culpeper	
<b>Staff Present:</b>	Dr. Dorothy Spears-Dean, Coordinator	Terry Mayo – Board Admin. Assistant
	Steve Marzolf	Lewis Cassada
	Joshua Heslinga – Legal Advisor	Lisa Nicholson
	Megan Peterson - Counsel	

**1. CALL TO ORDER**

Steve Marzolf, Acting Chairman, called the meeting of the 9-1-1 Services Board to order at 10:10 AM.

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

**2. APPROVAL OF THE MINUTES FROM MARCH 9, 2017 and May 31, 2017**

Acting Chairman Marzolf called for a motion from the Board to approve the March 9 and May 31, 2017 Minutes. Mr. Danny Garrison made the motion to approve the Minutes, and Police Chief Richard Clark seconded the motion for approval. All approved; **10-0-0** (Kathy Seay had not yet arrived).

**3. FY2019 PSAP GRANT GUIDELINES**

Coordinator Spears-Dean addressed the Board and gave them an overview of the FY2019 PSAP Grant Guidelines which were reviewed by the PSAP Grant

Committee at their April meeting. Coordinator Spears-Dean said that the Guidelines would focus almost exclusively on funding one-time NG9-1-1 transition costs. She said that the Committee decided that the exception would be the PSAP Education Program which would receive a dedicated funding amount of \$500,000. She also said that the FY2019 Guidelines include funding for limited priorities such as CHE; NG9-1-1 GIS; CAD; Mapping; and Physical Consolidation. No funding is available for other items included in Guidelines from previous years. Coordinator Spears-Dean said that FY2019 is a bridge year because the grant cycle will open up in a couple of days (July 1, 2017) before any statewide ESInet procurement decision is made. In addition, the Board will be making grant awards in January 2018, before the outcome of their 2018 legislative agenda is known. She said that the FY2019 grant priorities should not be dependent on the ESInet award or legislation. The PSAP Grant Committee recommended funding requests for one time NG9-1-1 transition costs; to replace Shared Services and Individual Grant Programs; include \$75,000 per PSAP for CAD Project; include \$25,000 per PSAP for mapping; increase funding levels for NVS shared services CHE and NG9-1-1 GIS projects; and, include \$500,000 for initial physical consolidation projects. Coordinator Spears-Dean said that the Committee is recommending that a PSAP NG9-1-1 deployment assessment or "Report Card" be introduced in the grant process to determine GIS data readiness for NG9-1-1. She also said that GIS is critical to NG9-1-1 call delivery. Coordinator Spears-Dean said that these "Report Cards" would be sent out in a couple of weeks and the Board would be provided with an update at a future meeting. Coordinator Spears-Dean then went over the specific criteria and metrics for funding NG9-1-1 GIS data projects.

Acting Chairman Marzolf asked the Board if there were any questions; and there were none. Acting Chairman Marzolf then called for a motion from the Board to approve the FY2019 Grant Guidelines. Police Chief Richard Clark made a motion to approve the FY2019 PSAP Grant Guidelines; Kathy Seay seconded the motion for approval. Nelson Moe then asked that ISP staff work with the localities to give them guidance. Bob Layman asked if the Committee or staff received any concerns about the FY2019 Grant Guidelines. The Coordinator said no, but has received only supportive feedback. Acting Chairman Marzolf said that town hall meetings and webinars were hosted and that localities were happy to be moving forward with NG9-1-1. Acting Chairman Marzolf asked the remote facilities if they had questions, and there were none.

Acting Chairman Marzolf then called for a vote from the Board. All approved; **11-0-0**.

#### **4. FY16 PSAP GRANT EXTENSION REQUESTS**

Coordinator Spears-Dean addressed the Board and said that staff received five grant extension requests for FY2016 grants and that the Grant Committee and

staff are recommending all five for approval. These five requests are: Colonial Heights (AVL); Dickenson/Lee (CPE); Fairfax (NOVA SIF); Tazewell/Russell (CAD); and, Wise/Norton (CPE).

Acting Chairman Marzolf called for a vote from the Board to approve staff's recommendation. Terry Ellis made the motion to approve the recommendation; Danny Garrison seconded the motion. All approved; **11-0-0**.

## **5. OLD BUSINESS**

None.

## **6. NEW BUSINESS**

- **Funding Committee Report:** Coordinator Spears-Dean addressed the Board and said that she would provide an overview for the Funding Committee, as Sheriff Kevin Hall could not attend the meeting today. Coordinator Spears-Dean reminded the Board that it established a Funding Committee to come up with potential funding scenarios to address the recalculation required by *Code* to take place by July 1, 2018. The Committee came up with a “hybrid” funding model that would look at “call load data” and “population data.” Coordinator Spears-Dean referred the Board members to the two spreadsheets and summary document in their Board packets. She also informed the Board that her presentation is an update from the Funding Committee, and that a final report will be presented at the Board's September meeting. Coordinator Spears-Dean asked Jolena Young if she would like to add any additional comments since she is a member of the Funding Committee. She said the Committee started with call load data and then moved to population, thus the “hybrid” funding model. Acting Chairman Marzolf commented that the old funding was about things done ten or more years ago, and that things have changed. He said that a vote on this new funding model would need to take place at the Board's September Meeting.
- **Review Content for FY2017 Annual Report:** Coordinator Spears-Dean addressed the Board and gave them a brief overview of the FY2017 Annual Report that will be submitted October 1, 2017. She went over the requirements and the funding for NG9-1-1 Deployment. Coordinator Spears-Dean said that some GIS data prep work has already been done through previous grant awards. She said that after the deployment in Northern Virginia, there will be eight additional NG9-1-1 deployments. Coordinator Spears-Dean said that these deployments will occur over a five-year period. She said that the Board has already approved the “Programmatic” items in the FY2019 Guidelines. She also said that moving from 2017 – 2021 funding will

be coalescing around the PSAP Grant Program. The Coordinator said that the funding gap issues needs to be addressed. Kathy Seay asked about the cost of NG9-1-1. Staff said it remains the same. Coordinator Spears-Dean said that there will be a webinar on August 2 to walk everyone through the Annual Report.

- **Additional Funding for ECATS:** Acting Chairman Marzolf said that last year \$1 million was allocated for the ECATs program. He said that ECATs has been deployed, and the localities are already receiving benefits from it. It is determining if they are efficiently routing calls. Acting Chairman Marzolf said that all the money from last year is been used, and money for FY2018 is needed. He is asking the Board to approve \$435,863.04 for the project. He said that money not used will roll over to the Grant Program next year.

Acting Chairman Marzolf called for a motion to approve from the Board. Jolena Young made a motion to approve the request; Jeffrey Merriman seconded the motion for approval. The motion was approved; **11-0-0**.

- **PEP Travel Assistance:** Coordinator Spears-Dean addressed the Board and said that she is requesting that \$109.75 per person be approved as travel assistance for PEP Grants used to attend the Virginia NENA Conference. This conference occurred in May, but the Board was unable to act on this item during their May 30 meeting since there wasn't a quorum. Acting Chairman Marzolf called for the vote to accept staff recommendation for \$109.75 per person for travel assistance to attend the Virginia NENA Conference. Fire Chief Anthony McDowell made a motion to approve staff's recommendation; Police Chief Richard Clark seconded the motion for approval. The motion was approved; **11-0-0**.
- **City of Manassas Emergency Grant Request:** Coordinator Spears-Dean addressed the Board and said that staff's recommendation is to take no action on the \$150,000 request to replace Call Handling Equipment. Nelson Moe asked about the historical ruling on this. Acting Chairman Marzolf said that Secondary PSAPs have historically not been funded.
- **Goochland Grant Extension Request:** Coordinator Spears-Dean informed the Board that staff received a request for \$54,900.11 after the grant award period had ended. Staff is recommending not approving this request as it will set a precedence of approving after the award period. The Coordinator said that this was a FY2015 grant award. Acting Chairman Marzolf said that a second extension to an existing award has never been granted. Qiana Foote addressed the

Board on behalf of Goochland. She said that the original grant award was \$86,000 but the actual cost is now \$54,900.00. Goochland encumbered the money in November. The County was building a new PSAP, and as a result, were unable to take possession of the equipment until after the deadline had occurred, since they had no place to receive the equipment. The building is now complete. A discussion occurred between the Board members. Police Chief Richard Clark said he recommends approving the request, and Fire Chief Anthony McDowell said he seconded the approval. Both said that they believe that missing the deadline was beyond Goochland's control and they could not take possession of the equipment with no place to store it. Acting Chairman Marzolf asked that the recommendation be amended to reflect why the Board is changing the recommended motion. Acting Chairman Marzolf also stated that granting multiple extensions is not a good policy because it ties up money that could be used for other purposes. He also stated that Goochland could have come before the Board in January and asked for the extension. A discussion occurred with comments from McDowell, Miller, Hale, and Seay. Major Miller said that there should be some language establishing criteria for when this occurs in the future. Acting Chairman Marzolf said that the Grant Committee will provide some language in the approval letters going forward. Acting Chairman Marzolf called for the vote; all approved; **11-0-0.**

## **7. PUBLIC COMMENT**

Acting Chairman Steve Marzolf called for public comments at Wyndham and the remote locations. Goochland thanked the Board for their support. Southwest Virginia Remote location provided comments from Tim Estes from Washington County who stated that it is most prudent to use "all 9-1-1 call data" in the funding formula in southwest Virginia. Russell and Lee Counties agreed with Mr. Estes. The Roanoke and Culpeper remote sites had no comment.

Mr. Nelson Moe addressed the Board and said that as a citizen his thanks go out to the First Responders. He said that he had a problem while he was vacationing in a remote area on the Eastern Shore. He thought he was having a stroke (actually it was Vertigo), and his wife called 9-1-1. He said that the EMT cleared him and did not transport him. It took only 30 minutes to locate and get to him. Acting Chairman Marzolf thanked Mr. Moe for sharing the information.

Acting Chairman Marzolf informed the Board that Fire Chief McDowell is resigning from the Board after this meeting, as he has taken a position as President of the Virginia Fire Association.

**8. ADJOURNMENT OF THE MEETING**

Acting Chairman Steve Marzolf adjourned the meeting of the 9-1-1 Service Board at 11:58 AM.

The next meeting of the 9-1-1 Service Board will be held on Thursday, September 14, 2017.

**Respectfully Submitted:**

---

**Terry D. Mayo**

**(Date)**