

E911 Service Board Meeting
 May 31, 2017
 10:00 AM - CESC

Members Present:	Jeffrey Stern, Chairman	Richard Clark
	David Von Moll - Comptroller	Kevin Hall
	Nelson Moe	Jolena Young
	Jeffrey Merriman	Robert Layman
Members Absent:	Lehew Miller	Kathy Seay
	Anthony McDowell	Anthony McDowell
	James Junkins	Megan Peterson - Advisor
	Danny Garrison	
Remote	Abingdon	Roanoke
	Terry Hall	Joshua Heslinga
Staff Present:	Dr. Dorothy Spears-Dean, Coordinator	Terry Mayo – Board Administrative
	Steve Marzolf	Lewis Cassada
		Stefanie McGuffin

1. CALL TO ORDER

Chairman Stern called the meeting of the 911 Service Board to order at 10:08 AM. Chairman Stern informed the Board and Public that we do not have a quorum to vote on some of the Agenda items for the meeting. Chairman Stern said that this meeting will be more of an informational meeting in an abbreviated form. Coordinator Spears-Dean will be taking a poll to see if a meeting can be scheduled for June.

Chairman Stern asked the Board Members and those in attendance at CESC and the Remote Areas to take a moment of silence to remember Roger Jones and Michael Walters. A moment of silence was observed.

2. APPROVAL OF THE MINUTES FROM MARCH 9, 2017

No action taken.

3. FY2019 PSAP GRANT GUIDELINES

No action taken.

4. STATUS OF ACTIVITIES RELATED TO COMPREHENSIVE PLAN AND NG-9-1-1 DEPLOYMENT

Dr. Spears-Dean gave everyone an update. She said there is a tremendous amount of information to share. She started off with reviewing the completion of tasks related to the Comprehensive Plan and then an update on the deployment of NG9-1-1. There were twenty-three tasks identified in the Comprehensive Plan. The RAC decided to move forward with six of these tasks. Coordinator Spears-Dean said that although the RAC charter is for two years, the RAC has had only one year, instead of two, to accomplish these tasks. Coordinator Spears-Dean went over the goals, initiatives, and tasks of the Comprehensive Plan. Chairman Stern asked for questions, and there were none. He said that Virginia is at the forefront for thinking through NG9-1-1 planning. He said he is looking forward to funding in the future to help. Mr. Moe asked if it would be helpful to have information on benefits that 911 get from GIS. Mr. Marzolf said we have done that with the work on best practices.

Dorothy gave applause to the entire stakeholder group for progress made thus far in implementing NG9-1-1. Coordinator Spears-Dean referenced the large and comprehensive feasibility study that was developed to support NG9-1-1 deployment efforts. She went over the planning accomplishments and said that the implementation needs related to governance/legislation is the most complicated part of NG9-1-1. Dorothy Spears-Dean went over the financing plan developed to deploy NG9-1-1. She also talked about the Geospatial Foundation of NG-9-1-1. She said some significant accomplishments for the PSAP Grant Program have occurred. Dorothy Spears-Dean said the Board will hear more about “best practices/standards” later in the meeting. She said that there has been limited progress on ESInet Design/Pricing and that everything leads up to the ESInet Design/Pricing. Coordinator Spears-Dean said that next May she will provide the Board with an update on NG9-1-1 that includes the next planning initiative. Chairman Stern asked with the creation of the ESInet that Cyber Security becomes more prevalent each day and how does it fit into the NG-9-1-1 Plan? Dorothy Spears-Dean said that it is included in the 9-1-1 Comprehensive Plan and has been imbedded in the Northern Virginia project and will be in others. She agreed that we need to take a deeper look into this prospect. Nelson Moe said that staff should look at the Contracts already in place. Mr. Marzolf said that whatever is done, staff will be looking at the Commonwealth’s Contract in place as well as others.

5. OLD BUSINESS

Results of PSAP Budget Survey Analysis: Coordinator Spears-Dean addressed the Board and said that one of the questions this survey answers is, "what is the cost of 9-1-1 in Virginia?" She said that ISP staff held a series of conference calls with the RAC to talk about the next steps and expectations of the 911 Community. She said that they looked at the categories such as cost per position; annual maintenance; and 5-year maintenance plans for Call Handling Equipment. Coordinator Spears-Dean said they looked at CAD. Mr. Moe asked about the software used in the older CAD Systems. She said the next area of the survey was "Mapping". The localities were supplying maintenance for Mapping. The last area of the survey is the "Voice or Data Loggers". Coordinator Spears-Dean then went over the "Critical Infrastructure Analysis. Personnel Data was also collected on the Survey.

2018 Legislative Update: Mr. Marzolf addressed the Board and said that there were 4 things identified that the Board wanted to address this year. June is the timeframe to get out and meet the stakeholders. He said these items are: eliminating of wireless cost recovery for wireless service providers; all communications service providers require to provide access to 911 at no cost to Commonwealth or PSAP; establish Board to define points of interconnection for network; establish priority for grants focused on NG911.

6. NEW BUSINESS

- **Regional Advisory Council Report:** Mr. Hall addressed the Board and said that he has two quick items. He talked about the current RAC ending on June 30, 2017. A new RAC will be re-chartered on July 1, 2017 and a draft "Charter" has been developed. He talked about the Standard 911 Capabilities and Services document. This document does not describe a particular way to meeting these requirements. He said that this is up to each locality. Mr. Hall then went over what the RAC has accomplished. He said they have put out a very comprehensive document. It will be posted on the ISP website. Chairman Stern asked for questions and there were none.
- **Best Practices:** Mr. Marzolf said that Stefanie McGuffin will be addressing the Board for information purposes today. Ms. McGuffin addressed the Board about "Best Practices" and what they are. Several recurring themes are to develop and document the current needs and transition to NG 9-1-1. She gave a brief presentation to the Board. Ms. McGuffin went over the steps to developing the "Best Practices" documents. She said that staff has gotten a lot of questions concerning

Wireless 9-1-1 Call Routing document. Chairman asked for questions and there were none.

- **Additional Funding for ECaTS:** No action taken.
- **Funding Committee Report:** Sheriff Hall addressed the Board and said that they met yesterday and they met several times before. He said they are looking at the data analysis and are focusing on three scenarios. They are going to try to have a meeting with the next couple of weeks.
- **PEP Travel Assistance:** No action taken.
- **City of Manassas Emergency Grant Request:** No action taken.

7. PUBLIC COMMENT

Chairman Stern called for public comments at CESC and the remote locations.

He said that at the next meeting several things will be accomplished that were on the agenda today, but not presented since we did not have a quorum. .

8. ADJOURNMENT OF THE MEETING

Chairman Stern adjourned the meeting of the 911 Service Board at 11:27 A.M.

The next meeting of the 911 Service Board will be held on Thursday, July 13, 2017.

Respectfully Submitted:

Terry D. Mayo

(Date)