

E911 Service Board Meeting  
 March 9, 2017  
 10:00 AM - CESC

<b>Members Present:</b>	Jeffrey Stern, Chairman	Richard Clark
	James Junkins – Vice Chairman	Kevin Hall
	David Von Moll - Comptroller	Dennis Hale
	Terry Ellis	Danny Garrison
	Jeffrey Merriman	Robert Layman
	Kathleen Seay	Nelson Moe
	Lehew Miller	
<b>Advisor</b>		
<b>Members Absent:</b>	Jolena Young	Megan Peterson - Advisor
	Anthony McDowell	
<b>Remote</b>	Abingdon	Roanoke
	Culpeper	Joshua Heslinga - Remotely
<b>Staff Present:</b>	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 9-1-1 Service Board to order at 10:01 AM. He talked about a recent 9-1-1 outage.

**2. APPROVAL OF THE MINUTES FROM JANUARY 12, 2017**

Dorothy Spears-Dean informed the Board that she has an amendment to the Minutes. Dr. Spears-Dean said that since the last Board meeting, staff discovered a typographical error and the total for the FY 18 PSAP grant awards is actually \$6,952,698, which is reflected on page 2 of the January 12, 2017 Minutes. Chairman Stern asked for a motion from the Board to approve the Minutes of January 12, 2017 with the amendment. Mr. James Junkins made the motion, and Mr. Danny Garrison 2<sup>nd</sup> the motion. The Minutes were approved along with the amendment; **12-0-0** (CIO Nelson Moe was not in attendance at that time).

**3. NG9-1-1 LEGISLATIVE DECISION PACKAGE**

The Coordinator, Dr. Dorothy Spears-Dean, addressed the Board and gave them a brief update on NG9-1-1 Planning. She talked about the Funding Analysis. She said that the Board is now ready to move from “Planning” to the

“Implementation” of NG9-1-1. Coordinator Spears-Dean said that the FY19 Guidelines will be reviewed and brought forward in the May Board meeting. The Coordinator reviewed the NG9-1-1 Transition costs. The costs are \$69,000,000. It includes: ESInet set—up; NG9-1-1 GIS data preparation; and SR transition project to NG Core Services (NGCS) Emergency Services Internet Protocol network (ESInet). The transition will require eight regional deployments. It will continue with additional deployments in subsequent years. Ways to offset the costs to NG9-1-1 includes: PSAP Grant Program; Billing Agreements; The Network Improvement Fund; the elimination of wireless cost recovery; and the elimination of Tariffs.

Coordinator Spears-Dean informed the Board that the FY19 Grant application cycle opens on July 1, 2017 before any awards for the statewide ESInet RFP are made. The Board will be making FY19 grant awards in January 2018 before the legislation is in place. She said that grant priorities should not be dependent on ESInet award or legislation. The Coordinator said that CAD is another issue. On April 13<sup>th</sup> a PSAP Grant Committee meeting will be held to discuss this item. She said that all of the changes have been embraced by the PSAP Grant Committee, the Finance and Policy Committees; and the Regional Advisory Council (RAC). Coordinator Spears-Dean went over the Legislative Action that needs to be done such as the elimination of wireless cost recovery; remove Wireless Carrier E-911 Cost Recovery Subcommittee; ESInet point of interconnection; and Elimination of wireline tariffs.

Coordinator Spears-Dean said that she anticipates that the following proposed Legislation change will be signed by the Governor:

**Sixty percent of the Wireless E-911 Fund shall be distributed on a monthly basis to the PSAPs according to each PSAP's average pro rate distribution from the Wireless E-911 Fund...On or before July 1, 2018, and every five years thereafter, the Department of Taxation shall recalculate the distribution percentage for each PSAP based on the cost and call load data of the PSAP for the previous five fiscal years.**

With the elimination of wireless 9-1-1 cost recovery, Coordinator Spears-Dean said that the remaining 40 percent of the Fund and remaining balance with the Fund shall be distributed to PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule; however, the grants must support the deployment and sustainment of Next Generation 9-1-1. The Coordinator said that the proposed Legislation will include: **“All service providers required by the Commission or Federal Communications Commission to provide 9-1-1 calls to an ESInet point of interconnection defined by the Board at no cost to the Commonwealth or the locality. The Board shall establish appropriate points of interconnection to minimize cost to the service providers, to the extent**

**practical.”**

Coordinator Spears-Dean then referred the Board to two financial impact slides.

Coordinator Spears-Dean then informed the Board of the names of the members of the Funding Committee: chaired by Sheriff Hall and representatives from the RAC (Steve McMurrer and Jolena Young); VACo ( former Chief Middleton, Henrico); VML (Chief Wright, Chesapeake).

Coordinator Spears-Dean said staff is seeking approval from the Board to move forward with socializing the recommended changes and proposed legislation.

Chairman Stern called for a motion to approve the proposed Legislative Changes the Policy and Finance Committee is recommending. Ms. Kathleen Seay made the motion to approve; and Mr. David Von Moll 2<sup>nd</sup> the motion for approval. Chairman Stern called for a discussion. James Junkins asked for a clarification on the funding for Mapping. The Coordinator responded that staff did not see the purpose of having a standalone Mapping System, and that the CAD Mapping System is more appropriate. Mr. Junkins said he did not agree with this assessment. Mr. Steve Marzolf clarified the reasoning behind the decision. Chairman Stern asked if this is a final adoption, and Mr. Marzolf said no it will come up in the May Board meeting. Mr. Layman asked about transition over to NG911 replacement services (after the transmission). Coordinator Spears-Dean said that it has not been discussed and it will be forthcoming in subsequent years. Mr. Layman said he has concerns with this not occurring immediately, and that this will be an additional burden. The Coordinator said staff is validating the costs to make sure that staff is holding true to the guiding principles. Mr. Marzolf said that the Billing Agreement is in the impact analysis to cover the implementation costs. He said that the assumption is the amount saved by eliminating the tariffs will cover recurring local NG9-1-1 costs. Mr. Marzolf said that these are planning numbers.

Chairman Stern called for a vote from the Board members; all approved; **12-0-0**. (Nelson Moe was not present for this vote).

#### **4. PRELIMINARY REPORT ON RESULTS OF PSAP BUDGET SURVEY**

Coordinator Spears-Dean addressed the Board and said this is a “preliminary” report. The deadline for submission of the PSAP Budget Survey was February 17, 2017. ISP received surveys from all 119 PSAPs. The Regional Coordinators will continue to work with the PSAPs. Staff is not going to seek any penalties from the PSAPs who submitted the information late. The immediate focus is on the “Critical Infrastructure”. The Regional Coordinators will be meeting with the Regional Advisory Council, and the meetings will occur in April. Coordinator

Spears-Dean said that there will be a much more detailed report at the May Board meeting.

## **5. OLD BUSINESS**

**Update on 9-1-1 Data Analytics Project:** Coordinator Spears-Dean addressed the Board and said that Stefanie McGuffin will address the Board and give an update on the 9-1-1 Data Analytics Project.

Ms. McGuffin gave the Board an update on the Data Analytics Project. She started with a reminder of why the Board has elected to do this project. It was decided that ECaTS will be the standard reporting tool. She said that there are 107 sites currently passing data from their Call Handling Equipment (CHE). Eight PSAPs have some network or software issues right now. Three to four sites are in the process of doing upgrades, and the remaining five will be fixed by the end of March, or sooner (these are formatting issues). There are six PSAPs who have CHEs that cannot pass data. The Vendor has provided a patch and this is now working. The completion for those Vendors will be by the end of April, and all sites, with the exception of three, will be able to pass data. She went over the System Acceptance Phase with the Board, and said that if there is any issue with the data, the PSAP will work with the Vendor to resolve. Ms. McGuffin said that there will be “training” once the system acceptance has been done. She informed the Board that a “Data Sharing Agreement” was put in place. She said that seventy-six individuals granted limited access to their data, and 42 granted unrestricted access. VITA/ISP staff user accounts were established, and were granted unrestricted access; limited access; and access to statewide reports. Ms McGuffin shared a screen shot of the report with the Board, as well as what it looks like when staff signs on to the report. Ms McGuffin also made an assurance to the Board that staff is being very careful with the data. Ms. McGuffin informed the Board that there are only two to three months of data right now. Ms. McGuffin also briefed the Board on the “learning curves” on the new system which are: 1) Encouraging use and review; 2) Alerts from ECATs to the PSAPs equals optimization; and 3) Rerouting of cell sectors to reduce call transfers. Ms. McGuffin then went over the financials of the project with the Board. The allocated amount for the project is \$1M of existing funds, but the estimated overage may be \$80,000 or less. Ms. McGuffin informed the Board that the overage will be covered by the ISP Division funds.

Chairman Stern called for questions from the Board. Ms. Seay asked about the concerns (data or equipment). Ms. McGuffin said that the concerns are data concerns. Chairman Stern thanked Ms. McGuffin.

**Wireless Service Cost Recovery Request:** Coordinator Spears-Dean said the amount listed for Shenandoah was incorrect on the January slide. The correct amount is a \$478.50 difference and staff is asking the Board to approve the revision. Chairman Stern called for a motion to approve, and Richard Clark made

the motion with Kevin Hall 2<sup>nd</sup> the motion for approval. The Chairman then called for a discussion from the Board, and there were none. All approved the request; 12-0-0 (Nelson Moe was not in attendance during this vote).

## 6. NEW BUSINESS

- **Finance and Policy Committees Report:** The Coordinator addressed the Board and said the Finance and Policy Committee met on February 22, 2017. She said that there is no additional information to report.
- **Regional Advisory Council Report:** Mr. Terry Hall addressed the Board and gave the Board a brief update. He said the Regional Coordinators did an excellent job on receiving the survey information. He talked about the “Best Practices”. Mr. Hall said that the Regional Advisory Council (RAC) has asked for feedback by March 15, 2017. Mr. Hall said that the RAC is coming up on an important milestone. He said that the current term for members is coming up for renewal. Mr. Hall also said that the RAC had the chance to nominate someone for two Awards: 1) Carla Anderson Award in which Mr. Steve Souder received; and 2) A Leadership Award, in which Dr. Dorothy Spears-Dean was nominated. Dr. Spears-Dean received the “Leadership” award. Chairman Stern created a motion to suggest that VITA do a “Press Release” for Dr. Spears-Dean, as this is great for the state of Virginia. Kevin Hall 2<sup>nd</sup> the motion that VITA issues a Press Release for Dr. Spears-Dean. The request was approved; 12-0-0 (Nelson Moe was not present for this vote).

**Financial Activity Approval:** Mr. Marzolf addressed the Board and said that there is some consistency as to what needs to be brought to the Board and what does not to be brought to the Board. He said that VITA Finance Financial Activity approval is what staff is seeking. There needs to be a recommended policy that: 1) It is the policy of the Board that any changes to the Appropriations Act impacting the Wireless E-911 Fund that are requested by VITA shall be reviewed and approved by the Board prior to submission for consideration. Once the Appropriation Act is passed, VITA will manage the budget with the approved appropriation without need for additional Board approval. Chairman Stern asked for discussion. There was none. Chairman Stern then called for a motion from the Board. Richard Clark made the motion to approve; and Nelson Moe 2<sup>nd</sup> the motion for approval. All approved; 13-0-0.

**Comprehensive Plan Reporting:** Mr. Marzolf addressed the Board and said it needs a consistent method of reporting on activities surrounding the Comprehensive Plan and NG9-1-1 Deployment. He said that at least twice annually staff will come before the Board to discuss the

Comprehensive Plan. Chairman Stern called for a motion to approve. Mr. Robert Layman made the motion, and Mr. Nelson Moe 2<sup>nd</sup> the motion. The motion was approved; **13-0-0**.

**Grant Award Amendment Report:** Coordinator Spears-Dean addressed the Board and said that Stafford County has a “Multi-Jurisdictional” PEP Training Grant (FY2017; grant ID#121). Stafford was the host applicant named in the grant award, but another locality (Fairfax) has taken the lead, Stafford is requesting approval to transfer host application responsibility from Stafford to Fairfax. Chairman Stern calls for a motion to approve this request. Lehw Miller made a motion to approve this request, and Nelson Moe 2<sup>nd</sup> the motion to approve. The request was approved; **13-0-0**.

Chairman Stern asked for additional new business, and there were none.

**7. PUBLIC COMMENT**

Chairman Stern called for public comments at CESC and the remote locations. There were none at the remote locations; however, Ms Judy Marchand-Hampton addressed the Board at CESC. Ms Marchand-Hampton, Director of Relationship Management and Governance addressed the Board and said that she is extremely proud of Dorothy Spears-Dean on her award and that she is supporting the Board’s recommendation of the “Press Release”.

**8. ADJOURNMENT OF THE MEETING**

Chairman Stern adjourned the meeting of the 911 Service Board at 11:24 A.M.

The next meeting of the 911 Service Board will be held on Thursday, May 11, 2017.

**Respectfully Submitted:**

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Terry D. Mayo

(Date)