

# Regional Advisory Council

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## General Information

Regional Advisory Council (RAC)  
Prepared by –Dorothy Spears-Dean

## Points of Contact

*Members of the RAC:*

### *PSAP Representatives*

- **Region 1: Allan Weese (P); Charlie Udriet (A)**
- **Region 2: Joell Kight (P); Nicki Tidey (A)**
- **Region 3: Melissa Foster (P); Andrea Gaines (A)**
- **Region 4: Jolena Young (P); Randy Davis (A)**
- **Region 5: Terry Hall (P); Tony Castillo (A)**
- **Region 6: John Powers (P); CW Thomas (A)**
- **Region 7: Steve McMurrer (P); Michele Surdam (A)**

**P = Primary and A = Alternate**

### *GIS representatives*

- **Virginia Fowler (Region 5) and Carl Levandoski (Region 6)**

### *IT representatives*

- **Kurt Plowman (Region 3) and Jeff Shupe (Region 4)**

### *APCO representative*

- **Carol Adams (Region 7)**

### *NENA representative*

- **Jason Malloy (Region 2)**

### *Public Safety Communications (PSC) Point of Contact:*

**Dorothy A. Spears-Dean**

Public Safety Communications Coordinator,

Integrated Services Program (ISP)

Virginia Information Technologies Agency (VITA)

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## Executive Summary

During the NG9-1-1 Feasibility Study town hall meetings, local public safety communications officials expressed their desire for a greater voice, representation, and input into the work plan and program of the E-911 Services Board. To address this concern, the formation of a Regional Advisory Council (RAC) was recommended to offer the local PSAP community, and other stakeholders, a forum to discuss issues

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and bring concerns or ideas for improvement to the Board, while allowing for the individual requirements of each region of the Commonwealth to be heard and considered.

## Purpose/Business Need

The purpose of the RAC is to provide advice and recommendations on the thematic areas identified in the Next Generation 9-1-1 (NG9-1-1) Feasibility Study, to assist in developing the recommended tasks for the 9-1-1 Comprehensive Plan, and to increase awareness and support of outreach efforts regarding the entire 9-1-1 ecosystem.

## Description and Scope

### *Approach:*

The thirteen member RAC will consist of the following representatives:

- One PSAP employee representative (or alternate) from each of the seven Integrated Services Program (ISP) Regions
- Two local government GIS representatives familiar with the 9-1-1 industry
- Two local government IT representatives familiar with the 9-1-1 industry
- One representative each from the VA chapters of APCO and NENA

RAC members will serve a twenty-four month term. The term will run from July 1<sup>st</sup> of the first year through June 30<sup>th</sup> of the second year. The scope of membership will include a couple of hours a month of virtual meetings, regional outreach, and assignments that support the RAC. The membership will determine the meeting schedule and elect a chairperson and a vice-chairperson. The chairperson, or his/her designee, will give an update during each E-911 Services Board meeting.

ISP staff will record the meeting, as well as take minutes. The recording and minutes will be posted to the ISP website.

### **A. PSAP representatives – application and election process**

PSAP employees interested in representing their ISP region on the RAC will need to complete an application process check list, which consists of:

- A cover letter stating the reasons for interest in serving on the RAC, qualifications, and their assigned ISP region
- A current resume
- A letter of intent signed by the candidate's agency head acknowledging the commitment of time that serving on the RAC will entail

These items should be sent to the PSC Coordinator by the established deadline date. Based on the responses received, the PSC Coordinator will develop a slate of candidates for each ISP region. The regional slates and a ballot form will be available from the ISP website for a period of two weeks in order for PSAPs to cast their vote for their regional representative. PSAPs must vote in their assigned regions and may vote only once. PSAPs should submit their ballots electronically to their ISP Regional

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Coordinator. Write-in candidates are not permitted. The individual with the most votes in each region is the PSAP representative. The individual with the second highest number of votes is the alternate. If there is a tie in the regional election for either the primary or the alternate representative, a run-off election will be held. If a tie occurs a second time, a coin will be flipped by the PSC Coordinator to determine the outcome of the election.

Once the PSAP representatives have been elected, these individuals will elect a chair and vice-chair for the RAC from amongst themselves.

PSAP representatives desiring to serve an additional term cannot be reappointed. Instead, they must repeat the application and election process during the second year of their term to allow the region to determine whether or not they should continue to serve on the RAC. The application and election period will be held in alternating years during the months of May and June.

### **B. GIS, IT representatives**

The PSC Coordinator will work with Virginia focused GIS and IT organizations, such as VAMLIS and VALGITE, to ask for nominations for local government GIS and IT representatives who are familiar with the 9-1-1 industry. The PSC Coordinator will select the GIS and IT representatives. These representatives will not have alternates, but are required to provide a letter of support signed by their agency head before the close of the application and election period.

The PSC Coordinator can extend the term of the GIS or IT representative up to one year (12 months) in order to stagger terms of the representatives. An individual can be reappointed to the RAC after a one-term absence.

### **C. APCO/NENA representatives**

The leadership of the VA chapters of APCO and NENA will be asked to provide one representative each. These representatives will not have alternates, but are required to provide a letter of support signed by their agency head before the close of the application and election period.

The PSC Coordinator can extend the term of the APCO/NENA representative up to one year (12 months) in order to stagger terms of the representatives. An individual can be reappointed to the RAC after a one-term absence.

The meeting schedule and expected level of participation are mutually determined by the PSC Coordinator and the RAC membership. An update from the RAC will be given by a member at each Board meeting.

#### *Deliverables:*

1. Provide advice and recommendations on the thematic areas identified in the NG9-1-1 Feasibility Study
2. Provide guidance and advice to the E-911 Services Board and ISP staff on other 9-1-1 issues

#### *Expected Outcomes:*

1. Increase awareness and support of outreach efforts regarding the entire 9-1-1 ecosystem
2. Contribute to a progressive, neutral, and stakeholder-based governance approach to NG9-1-1

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## Major Stakeholders

- Virginia 9-1-1 Stakeholder Community
- E-911 Services Board
- ISP staff